



Lowedges Primary Academy

SEND Policy

DATE: September 2025

POLICY LEAD: Lindsay Jones (Principal)

APPROVED BY: LGB



Excellence



Equity



Empowerment

DOCUMENT CONTROL

Policy Level	Academy	
Approved By	LGB	
Approval Date	October 2025	
<p>This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice</p>		
Policy Lead / Author	Lindsay Jones (Principal)	
Version Number	Date Issued	Updated Information
<p>Please complete this section with a brief summary of the changes you have made or if this is a full re-write / new policy. The contents of this version control box will be shared with trustees / the LGB as part of the approval process – Thank you</p>		
V 2.0	03.10.2023	Change of Governor information, experience and qualifications of staff,
V3.0	01.12.2024	Change of experience and qualifications of staff
V4.0	01.10.2025	Change of experience and qualifications of staff

This policy is written with regard to the Special Educational Needs and Disability Code of Practice: 0-25 years (January 2025) And Section 19 of the Children and Families Act 2014

Contents

1. Objectives	4
2. Responsibility for the co-ordination of SEND provision	5
3. Arrangements for co-ordinating SEND provision	6
4. Overview of the SEN Information report	6
5. Complaints procedure	7

MISSION STATEMENT

'Lowedges Primary Academy believes that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution' Our commitment is to equip young people to achieve their best, become confident individuals living fulfilling lives and make a successful transition into adulthood and take their place in an everchanging society.'

1. Objectives

It is the objective of the Academy to provide an inclusive educational environment for each pupil with the opportunity to fulfil their potential using best endeavours to secure special educational provision. Lowedges Junior Academy therefore aims to ensure that: -

- All teachers have high expectations of pupils with SEND, including a commitment to ensuring they can achieve their full educational potential.
- All teachers deliver high quality provision to meet the needs of pupils with SEND.
- A zero-tolerance policy on bullying is in place and implemented.
- Identification and assessment of pupils with SEND occurs as early as possible and provides a flexible and staged structure of provision to meet all identified needs.
- The Academy collaborates with education, health and social care services to provide resources to meet the needs of pupils.
- Teachers are responsible and accountable for the progress and development of all the pupils in their class, including where pupils access support from teaching assistants or specialist staff.
- All staff develop their awareness of special educational needs and focus on inclusive practice to remove barriers to learning with access to a broad, balanced yet relevant mainstream curriculum which is differentiated to ensure continuing progress.
- All pupils with SEND to be actively involved in the decision-making process and be allowed to express their views, wishes and feelings. These views will be taken into account when planning their curriculum giving them greater choice and control.
- The Academy involves parents/carers as partners in the education of their children and provided them with the information and support necessary to enable participation in decision making.
- Pupils with SEND engage in the activities of the Academy alongside pupils who do not have SEND. This reflects their rights as stated in the Children's Act 1989 and the Equality ACT 2012.
- All pupils are valued equally as individuals taking into consideration other factors which contribute to learning, behaviour, wellbeing and state of mind.

2. Responsibility for the Co-ordination of SEND Provision

The qualified teacher designated as SEND Coordinator (SENDCo) for the school is Mrs Kirsty Parkes. The SENDCo works closely with the Principal Miss. Lindsay Jones. The named governor for SEND is Julie Green. The SENDCo is responsible for:

- Determining the strategic development of SEND policy and provision within the Academy
- Day-to-day responsibility for the operation of the SEND policy and co-ordination of specific provision to support pupils with SEND, including those who have Education, Health and Care plans (EHC) plans
- Providing professional guidance to colleagues on the graduated approach to providing SEND support and working closely with staff, parents and other agencies together with an awareness of the provision in the Local Offer.
- Advising on the deployment of the Academy's delegated budget and other resources to meet pupils' needs effectively.
- Ensuring that the school keeps the records of all pupils with SEND up to date.
- Liaising with parents/carers of pupils with SEND
- Liaising with the local authority (LA) and its support services, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies.
- Liaising with potential next providers in education for a smooth, planned transition.
- Liaising with the Local Governing Body via the named Governor for SEND and the relevant Designated Teacher where a looked after child has SEND.
- Working with the Principal and Governors to meet the Academy's responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

Experience and Qualifications of SEND Staff

Kirsty Parkes SENDCo	BA (Hons) QTS Post Graduate Certificate in Special Educational Needs (National Award in Special Educational Needs Co- ordination) 13 years teaching experience NPQSL Trauma Informed Schools Practitioner
Lindsay Jones Principal	BA (Hons) QTS NPQSL and NPQH 20 years teaching experience
Katy Wright Executive Principal for SEND and Inclusion	BA (Hons) PGCert (National Award for SEND Co-ordination) 20 years teaching experience.

3. Arrangements for Co-ordinating SEND Provision

The Academy intends that:-

- Having considered all the information gathered from within the academy about a pupil's progress alongside national data and expectations of progress, each teacher together with the SENDCo, will make the decision whether to make special educational provision.
- The SEN Governor will meet with the SENDCo to discuss policies and procedures for meeting the needs of pupils. Outcomes will be shared at relevant ACET Local Governing Body meetings.

4. Overview of the SEN Information Report

The Local Governing Body has published information on the Academy website for pupils with SEND. This includes:

- The kinds of SEND which are provided for.
- Identification and assessment of pupils with SEND.
- Arrangements for consulting parents/carers of children with SEND.
- Arrangements for consulting pupils with SEND.
- Arrangements for assessing and revising progress towards outcomes.
- Arrangements for supporting pupils in transition.
- The approach to teaching pupils with SEND.

- How adaptations are made to the curriculum and the learning environment of pupils with SEND including access.
- The expertise and training of staff to support pupils with SEND.
- Evaluating the effectiveness of provision made for pupils with SEND.
- How pupils with SEND are enabled to engage in activities within the Academy.
- Support available for improving emotional and social development.
- How the Academy works with other bodies.
- Arrangements for handling complaints for pupils with SEND Funding.
- Funding

5. Complaints Procedure

Any parent/carer who wishes to discuss or make observations about the Special Needs provision for their child at Lowedges Junior Academy should: -

- a) Telephone or make an informal appointment to meet with the SENDCo who will review the situation and arrange for it to be discussed within 5 working days of the complaint being made.
- b) If the parent remains dissatisfied the complaint should be submitted formally in writing to the Principal who will investigate the complaint and arrange a discussion following the ACET Complaints Policy.
- c) Parents/carers have the right to complain: -
 - To the Chair of the Local Governing Body via the school (Tel. 0114 2372196) or the Principal.
 - To the LA (SEN Assessment and Placement Team) on 0114 2736394
- d) If a parent/carer is still not satisfied they can complain to the Education Funding Agency acting on behalf of the Secretary of State.

Ofsted can consider complaints about the educational provision of the Academy (not individual cases) when a complainant has tried to resolve the complaint through the Academy's own complaints procedure.

If the complainant remains concerned following the local complaints procedure, they could ask the Department for Education's School Complaints Unit to take up the matter.

This policy is reviewed annually and should be read in conjunction with the academy's;

- Accessibility plan
- Child Protection and Safeguarding policy
- Children in Public Care policy
- Equality policy
- SEN Information Report