



## Palace Fields Primary School SEND Information Report 2025-2026

<b>School Leaders of Special Educational Needs and Disabilities (SEND)</b>	Headteacher – Genna Hitchin SENDCO – Genna Hitchin SEND Governor – Sally Shaw
<b>School Address</b>	Palace Fields Primary School, Badger Close, Runcorn, WA7 2QW
<b>School Telephone Number</b>	01928 716521
<b>School Email Address</b>	<a href="mailto:LConnor@pfp.theheathfamily.org.uk">LConnor@pfp.theheathfamily.org.uk</a>
<b>School Website Address</b>	<a href="https://www.palacefieldsprimary.org.uk/">https://www.palacefieldsprimary.org.uk/</a>

This policy operates in conjunction with The Special Educational Needs and Disabilities Policy 25/26 - <https://www.palacefieldsprimary.org.uk/page/?title=Policies&pid=14>

## What Special Educational Needs are provided for?

Palace Fields Primary School considers needs of students in four broad areas in line with the [SEND Code of Practice \(2015\)](#):

- **Communication and interaction**

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. Children and young people with Autism are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

- **Cognition and learning**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

- **Social, emotional and mental health difficulties**

Children and young people may experience mental health difficulties such as anxiety or depression. Other children and young people may have disorders such as attention deficit hyperactive disorder or attachment disorder.

- **Sensory and/or physical needs**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. For example, vision impairment (VI), hearing impairment (HI). Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

These four broad areas give an overview of the range of needs that can be planned for. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. Palace Fields Primary School identifies the needs of pupils by considering the needs of the whole child which will include not just their SEND.

## How do we identify Special Educational Needs and Disabilities (SEND)?

We are committed to early identification of special educational needs and disabilities. We will assess each pupil's current skills and levels of attainment on entry, which will build on information from previous settings and key stages, where appropriate. Teachers will make regular assessments of progress for all pupils and identify those whose progress:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment do not necessarily mean that a child has SEND and will not automatically lead to a pupil being recorded as having SEND. However, they may be an indicator of a range of learning difficulties or disabilities. Equally, it will not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability. Some learning difficulties and disabilities occur across the range of cognitive ability.

Some pupils with SEND will have had formal assessments or diagnoses whilst at a previous setting. Through our transition process, we ensure all relevant information is passed on so we are fully aware of pupils' needs before they come to Palace Fields Primary School. We will also carry out a detailed individual assessment of each pupil at the earliest opportunity to make an accurate assessment of their needs including:

- Reading standardised assessment (NFER)
- Reception baseline assessment
- Thrive Assessment
- WELLCOMM assessment
- YARC Assessment

For some pupils, their needs may be assessed further, through, for example:

- Observation by the SENDCo or other specialist
- Specialised testing, e.g. dyslexia screener
- Referral to external agencies or Educational Psychologist

Our teachers, pastoral leaders and school leaders closely monitor the progress and attainment of all pupils, including those who have or may have SEND. The continuous monitoring of pupils during their time at Palace Fields Primary School will further identify pupils with a special educational need. Any member of staff can make a referral to the SENDCO to ensure pupils' needs are identified and supported. When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and wishes of the pupil and their parents. We will use this

to determine the support that is needed and whether we can provide it by adapting our universal offer, or whether something different or additional is needed.

Some pupils may still fail to make adequate progress, despite high-quality adaptive teaching. For these pupils, and in consultation with parents, we will use a range of assessment tools to determine the cause of the learning difficulty. The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a SEND Support Plan and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

Whilst most children with SEND will have their needs met at the 'SEND Support' level, a small number may require an Education, Health and Care (EHC) assessment to determine if an Education, Health and Care Plan (EHCP) is required. An EHCP is for any child or young person who has a significant and complex special educational need or disability. An EHCP is required when a pupil's needs cannot be met by the usual support that is available to them in their school. Pupils who have Education, Health and Care Plans (EHCPs) will also have a formal Annual Review meeting to review their progress and current needs.

### **How are parents of children with SEND consulted and involved in their child's education?**

Parents will be formally notified when we are making special educational provision for their child and will have at least termly opportunities to meet with a teacher/ teachers who have a good understanding of their child's needs and progress/ attainment.

We understand how important it is for all professionals to listen and understand when parents express concerns about their child's development. In determining the support a child may require, we collaborate with parents to develop a good understanding of the pupil's areas of strength and difficulty and agree outcomes sought for the child and the next steps. We always seek parental permission before contacting external professionals to carry out assessments and/or deliver specialist provision. Palace Fields Primary School provides opportunities for parents and carers to be aware of and contribute to the graduated approach (assess, plan, do, review) around this provision. This includes advice for parents and carers to reinforce or contribute to progress at home, where appropriate. Communication with parents is recorded on the school information system and agreed actions are addressed in a timely manner.

## How are children and young people with SEND consulted and involved in their education?

We place high importance on every child's right to express their views, feelings and wishes in all matters affecting them. We always consider and take seriously the views of children and young people in planning and reviewing SEND provision.

All children with SEND have the opportunity to contribute their views through:

- 1-1 pupil voice/ person-centred activity meetings at least annually
- being invited to and attending review meetings where appropriate
- access to alternative communication methods if there are verbal communication difficulties
- informal and regular opportunities to communicate with trusted adults

## How will children's progress towards outcomes be assessed and reviewed?

Palace Fields Primary School follows the Graduated Approach and the four-part cycle of **Assess, Plan, Do, Review (APDR)**.



**Assess:** Data on the pupil held by the school will be collated by the class/subject teacher/SENDCo in order to make an accurate assessment of the pupil's needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.

**Plan:** If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class/subject teacher with advice from the SENDCO.

**Do:** SEND support will be recorded and communicated with appropriate school staff. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded and a date made for reviewing attainment.

**Review:** Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.

### **How will children with SEND be supported in moving between phases of education and in preparing for adulthood?**

A number of strategies are in place to enable effective pupils' transition. These include:

- A planned introduction programme is delivered in the summer term to support transfer for pupils starting school in September.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENDCO meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be sought prior to entry.
- If pupils are transferring from another setting, the previous school records will be requested immediately and a meeting set up with parents to identify and reduce any concerns.

Transition to the next school, preparation for adulthood and independent living:

- The transition programme in place for pupils provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEND.
- The annual review in Y5 for pupils with a statement of educational need or an EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENDCOs of both schools will meet to discuss the needs of pupils with SEND in order to ensure a smooth transition.
- The records of pupils who leave the school mid-phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.
- Parents may like to use the website of the National Careers Service that offers information and professional advice about education, training and work to people of all ages.

<https://nationalcareersservice.direct.gov.uk> or examine options identified in the local offer published by the local authority which sets out details of SEN provision - including the full range of post-16 options – and support available to children and young people with SEN and disabilities to help them prepare for adulthood, including getting a job.

## What is the school's approach to teaching children/ young people with SEND?

### **Universal Provision** – For all children with and without SEND

The greatest impact on learning and outcomes is high quality teaching. The Trust's approach to teaching and learning is underpinned by the content within the EEF report "Metacognition and self-regulation." Research consistently demonstrates the positive impact of metacognition on progress.

The Trust approach to teaching and learning outlines the expected components of teaching which all teachers should use. This cycle includes the following elements:

- Connect – activation of prior relevant knowledge and link to previous learning
- Focus – teacher exposition, including explicit sharing of knowledge and vocabulary and guided practice
- Practice – independent practice, application of knowledge and skills
- Check – checking to determine if pupils have achieved the learning aim and provide information relating to next steps.

Teachers frequently check for understanding throughout each lesson and adapt teaching in response.

### **Targeted Provision** – For some children with SEND

- Support is 'additional to and different from' the universal provision
- Small intervention groups targeting key skills e.g. numeracy, literacy, gross motor skills, fine motor skills, emotional regulation and further in class resources e.g. stability cushions, visual timetables.

### **Specialist Provision** – For children with SEND with the highest level of need (usually linked to an Education, Health and Care Plan)

- Some children and young people with more complex and significant needs may require specialist support or services to supplement what the school or setting can ordinarily offer.
- Physiotherapy intervention, speech and language intervention, occupational therapy intervention, specialist equipment.
- Palace Fields Primary School also operates a ten place Key Stage Two resource base for children with cognition and learning difficulties as their primary need. Places are allocated through the Local Authority linked to children's Education, Health and Care Plan.

## How are adaptations made to the curriculum and the learning environment of children/ young people with SEND?

At Palace Fields Primary School we adapt the curriculum and the learning environment for pupils with special educational needs in line with our Accessibility Plan

(<https://www.palacefieldsprimary.org.uk/page/?title=Policies&pid=14>). We also incorporate the advice

provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care plans.

### **How are staff trained to support children/young people with SEND, and how will specialist expertise be secured?**

All teachers and teaching assistants have had the following training:

- Read, Write Inc
- Fast track tutoring
- SEND awareness
- Quality first teaching to support students with Autism and ADHD.
- Trauma informed practice
- Thrive training
- Asthma training

In addition, the following members of staff have received the following enhanced and specialist training:

Genna Hitchin: BSc (hons) Speech and Language Therapy, NASENCO award, Mental Health First Aider

Victoria McCaffrey: Lead Thrive Practitioner, Bereavement, Mental Health First Aider, Senior Mental Health Leadership Certificate

Jayne Clarke: Thrive practitioner

Michelle McCaffrey – Fresh Start

Genna Hitchin, Libby Connor – Epilepsy training and peg feeding training

Genna Hitchin, Libby Connor, Kerry Edwards – diabetes in school training

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are, special schools, Educational Psychologists, Speech and language therapists, occupational therapists, physiotherapists, dyslexia specialists etc.

### **What steps are taken to prevent pupils with SEND from being treated less favourably than others?**

In line with the Public Sector Equality Duty (Equality Act 2010), we are committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between pupils with SEND and those without. Where a pupil is identified as having SEND, school will act to remove barriers to learning

and put effective special educational provision in place using the graduated approach described above. We endeavour to make every effort to ensure that all teachers in the school are able to identify and provide for those pupils who have SEND. We are committed to providing a whole school approach to special educational needs and disability. We ensure that parents and carers are notified of a decision by the school that SEND provision is being made for their child. All parents and carers of children with SEND will be treated as partners and will be supported to play an active and valued role in their children's education. We will encourage pupils, where appropriate, to participate in decision making processes and contribute to the assessment of their needs, reviews and transition processes.

### **How does the school evaluate the effectiveness of the provision made for children/ young people with SEND?**

The effectiveness of SEN provision is measured using both qualitative and quantitative data. We gather the views of parents and pupils on how successful the provision has been in enabling them to attain their outcomes. We also examine both progress and attainment levels compared to those achieved nationally for pupils with the same level prior learning level. This data for the SEND cohort is shared termly with governors and judged by external moderators such as Ofsted.

We continuously ensure the provision has a positive impact on the outcomes for all of our children/young people. We do this in a variety of ways, including:

- Robust evaluation of policy and practice
- Implementing a SEND action plan and evaluating the areas of priorities.
- Book scrutinies
- SENDCO/SLT/Governor/Trust monitoring
- Learning walks
- Staff, pupil and parent questionnaires
- Consultation with the local authority SEND advisors
- SENDCOs working alongside other schools
- SENDCOs attending SEND network meetings

### **How are children/ young people with SEND enabled to engage in all school activities?**

All of our extra-curricular activities and school visits are available to all our pupils. All pupils are encouraged to go on our residential trips and take part in school events. No pupil is ever excluded from taking part in these activities because of their SEN or disability.

## What support does the school provide for improving emotional and social development?

At Palace Fields Primary School we enable all pupils to develop emotional resilience and social skills, both through direct teaching e.g. PSHE/PATHS and indirectly with every conversation adults have with pupils throughout the day.

For some pupils who require additional support in this area we also can provide the following: access to Thrive support, sensory room access and/or external referral to CAHMS.

## How does the school involve other services to meet the needs of children/ young people with SEND and access support for families?

The school has access to all services provided by Halton Borough Council, who provide a comprehensive overview of all available services on their local offer website: <https://localoffer.haltonchildrenstrust.co.uk/>

The most commonly accessed local authority services to support students with SEND are:

- Woodview Child Development Centre – Occupational Therapy, Physiotherapy, Paediatrician
- Communicate – Speech and Language Therapy
- Halton Specialist Advisory service – specialist teachers for autism, hearing impairments, cognition and learning
- Halton Educational Psychology Team

Palace Fields Primary School also accesses the following additional services:

- The Heath Family Trust central team services

[SENDIASS Halton](#) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on:

**Office:** 0151 511 7733 0333 323 8003 0333 323 7768

E-mail: [sendiass@halton.gov.uk](mailto:sendiass@halton.gov.uk)

Website: <https://sendiasshalton.co.uk/>

E-mail: [sendiass@halton.gov.uk](mailto:sendiass@halton.gov.uk) [sefton.sendiass@barnardos.org.uk](mailto:sefton.sendiass@barnardos.org.uk)

[liverpoolknowsleysendiass@barnardos.org.uk](mailto:liverpoolknowsleysendiass@barnardos.org.uk)

Website: <https://sendiasshalton.co.uk/> <https://www.barnardossendiass.org.uk/sefton-sendiass/>

<https://www.barnardossendiass.org.uk/liverpool-and-knowsley-sendiass/>

## **What happens if parents have a complaint about provision made at the school for their child/ young person with SEND?**

The normal arrangements for the treatment of complaints at Palace Fields Primary School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the class teacher and/or SENDCo to resolve the issue.

If this fails to resolve the issues, a complaint can be made in accordance with the Trust's Complaints Policy Statement on the Trust's website ([www.thfnw.uk](http://www.thfnw.uk)), which sets out the steps for making a complaint in more detail.

## **How are children with SEND looked after by the local authority supported in school?**

Our designated teacher for looked-after children is Genna Hitchin. Genna Hitchin is also the SENDCO and ensure all teachers in school understand the implications for those children who are looked-after and have SEND.

Looked-after children with SEND are supported in the same way as all children in school with SEND through the Graduated Response (Assess, Plan, Do, Review cycle) as above. In addition, when a child becomes looked-after, his/her social worker must ensure that the child's needs and the services to meet these are documented in a Care Plan. A Personal Education Plan (PEP) is part of the young person's care plan used to record the child's educational support and progress. A PEP is a statutory requirement to ensure that a record is maintained regarding the child's educational progress and should set out what needs to happen in order for the child to reach their potential. The Local Authority must make sure that the PEP fully reflects the educational needs of the child, remains relevant to the child's age, ability and aptitude, and is implemented effectively. Where a looked-after child is on the SEND register, PEPs should be aligned with the EHCP, if one applies, or with any other school support documents.



THE  
**Heath  
Family  
Trust**