



**St Mary's Catholic Primary School,  
Bognor Regis  
School SEND Information Report**



**'Every child should be given the best chance to succeed in life.'  
SEND Code of Practice 2014**

St Mary's is a mainstream, inclusive primary school. At St. Mary's we believe that each person is unique and of value and therefore each child is entitled to receive an education in accordance with her/his age, ability and aptitude. We believe that all children should be appreciated and respected. We promote attitudes of caring and understanding in the belief that we are a community in which we are all, to some degree, responsible for each other. We recognise the strengths of every individual as well as areas for development. We want every child to contribute to the social, cultural and spiritual life of our school and use our best endeavours to make sure that a child with SEN gets the support they need to do this.

In accordance with the SEND Code of Practice 2014, Schedule 1 Regulation 51, we have produced a school SEN Information Report to highlight what our school offers for pupils with Special Educational Needs or Disabilities. The 13 points set out below are taken from the information required by Regulation 51. This is updated annually and is scheduled to be reviewed again in September 2023.

If you have any further questions or would like further information, please contact the School Office on 01243 822287, or contact the Special Educational Needs and Disability Co-ordinator (SENDCO) Mrs Lockwood via email on [plockwood@stmarysbognor.co.uk](mailto:plockwood@stmarysbognor.co.uk)

- 1.
2. .

# St Mary's Catholic Primary School, Bognor Regis

## Our SEND Information Report 2023/24

<p>1. The kinds of special educational needs for which provision is made at St Mary's</p>	<ul style="list-style-type: none"> <li>At St Mary's we provide a differentiated curriculum to suit a wide range of special educational needs. We currently have children with specific learning difficulties such as dyslexia, moderate learning difficulties, global development delay, Autistic Spectrum Disorder, Downs Syndrome, Social, Emotional and Mental Health difficulties, physical difficulties, ADHD and Social Communication difficulties. We also support many children who have Speech and Language difficulties.</li> </ul>
<p>2. Information in relation to mainstream schools and maintained nursery schools, about the school's policies for the identification and assessment of pupils with special educational needs.</p>	<ul style="list-style-type: none"> <li>Parents are encouraged to firstly speak to class teachers if they have any concerns about their child's learning or behaviour. They may also speak to any member of the Leadership Team including the SENDCO (Mrs Paula Lockwood, telephone number 01243 822287, plockwood@stmarysbognor.co.uk)</li> <li>Liaison between class teachers and parents to identify children who have difficulties.</li> <li>Pupil progress is tracked and closely monitored throughout the year.</li> <li>Intervention groups are set up to support children who need additional support.</li> <li>Transition from class to class is thorough and teachers are made fully aware of any difficulties children may have had in previous classes.</li> <li>A variety of Special Needs Assessments are used in school by the SENDCO or other trained staff, including screening for dyslexia, dyscalculia, Neale, PhaB, Ravens.</li> <li>We can also make referrals to Speech Therapists, Occupational Therapy, Educational Psychologists, CAMHS, Autism and Social Communication Team, Learning and Behaviour Team and the School Nursing Service.</li> <li>SENDCO (Special Education Needs and Disability Co-ordinator) is very happy to receive emails, telephone calls or meet with parents to discuss any concerns.</li> </ul>
<p>3. Information about schools policies for making provision for pupils with special educational needs whether or not pupils have EHC Plans including:</p>	<p>a) how the school evaluates effectiveness of its provision for such pupils;</p> <ul style="list-style-type: none"> <li>We use the 'Assess, Plan, Do, Review' model both to review the impact of interventions and to review the pupils progress towards their outcomes. This involves observation of learning and teaching, discussions with key staff, discussions and advice from external agencies, such as Speech Therapists, discussions with the pupils and parents.</li> <li>There are named governors responsible for SEND provision and they meet regularly throughout the academic year with the SENDCO to discuss progress and provision and receive written updates termly.</li> <li>When a child with an EHCP or disability applies for admission to St Mary's we meet as a team to discuss the needs of the child and how we could meet them, this also involves looking at the physical environment and how this may need to be adapted.</li> </ul>

		<ul style="list-style-type: none"> <li>• SENCO carries out regular audits of provision and learning environments through observations, involvement in planning and target setting as well as learning walks and meetings with staff.</li> </ul>
	b) the school's arrangements for assessing and reviewing the progress of pupils with special educational needs;	<ul style="list-style-type: none"> <li>• As above, plus</li> <li>• Monitoring and sharing progress through parent consultations</li> <li>• Provision mapping</li> <li>• Individual Learning Plan's</li> <li>• Opportunities to meet with SENDCO</li> <li>• Additional meetings as necessary</li> <li>• Contact by email/telephone</li> <li>• Home School Contact as necessary</li> <li>• Annual Review for children with an EHCP (Education and Health Care Plan)</li> <li>• Pastoral Support Plan (PSP)/ Early Help / Designated Schools Team</li> </ul>
	c) the school's approach to teaching pupils with special educational needs	<ul style="list-style-type: none"> <li>• Quality first teaching using the West Sussex document Ordinarily Available Inclusive Practice and up to date pedagogy</li> <li>• Children are supported using the 'Assess, Plan, Do, Review' model that is suggested in the Code of Practice.</li> <li>• Additional interventions planned by class teachers, subject leaders, and/or SENDCO</li> <li>• Class teachers will differentiate lessons to the needs of individual children and this is monitored by the SENDCO</li> <li>• Learning Support Assistants (LSA) will provide support in class, in small groups or 1:1 as required to meet the needs of the pupils</li> <li>• Parents and Pupils are involved in setting and reviewing targets</li> <li>• SMART targets in Individual Learning Plan, reviewed on an on-going basis and with the SENDCO termly and shared with Parents at Consultation Evening</li> <li>• SENDCO will plan and deploy resources – including LSA support</li> <li>• SEND governors liaise with SENDCO regularly to monitor progress</li> <li>• Continuum of provision</li> <li>• Outside Agency advice</li> <li>• Provision mapping (an indication of all interventions and support a pupil receives)</li> </ul>
	d) how the school adapts the curriculum and learning environment for pupils with special educational needs	<ul style="list-style-type: none"> <li>• The curriculum and teaching will be tailored to meet the needs of all children so that all children will be able to access the curriculum through support and modified lessons</li> <li>• All lessons are differentiated to include all children</li> <li>• All teachers plan for a range of abilities and individual needs</li> <li>• Adult support or additional resources are provided as necessary</li> <li>• Individual Learning Plans</li> <li>• Learning environments are adapted to suit the needs of the pupils as necessary, e.g. physical adaptations such as hand rails, steps to reach etc as well as the general environments of displays etc. and advice is sought and followed from outside agencies</li> </ul>

		where necessary.
	e) additional support for learning that is available to pupils with special educational needs	<ul style="list-style-type: none"> <li>• Majority of support is given in class to support learning but additional support may include 1:1 or small group work outside of the classroom to follow specialist programmes or interventions, such as OT or Physiotherapy or interventions in specific subjects or social skills.</li> <li>• Support is given as appropriate and as required</li> <li>• We use a graduated response and additional support is 'Needs driven'</li> <li>• Pupil Premium Grants, if applicable, are used to top up funding of additional support</li> <li>• 'Booster' lessons may be offered on a voluntary basis if appropriate to the pupils needs before or after school.</li> <li>• Support may be given at break times and/or lunchtimes as necessary</li> </ul>
	f) how the school enables pupils with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs	<ul style="list-style-type: none"> <li>• We believe in full inclusion in the classroom where possible and therefore we offer a fully differentiated curriculum that enables pupils to learn together within the classroom environment, whatever their needs.</li> <li>• All school trips are planned with the individual needs of the children in mind</li> <li>• Risk assessment of activity/venue/individual in liaison with SENDCO as necessary</li> <li>• Liaison with parents where necessary</li> <li>• Pre-visit to trip venues specifically to look at individual children's needs if applicable</li> <li>• Modify equipment where needed on trips and/or in the classroom/school environment</li> <li>• Adaptations to activity/equipment where needed and additional adult support given</li> <li>• Parents are welcome to join for school trips if it will enhance the experience for the individual pupil and relevant DBS in place</li> <li>• Additional support staff deployed as necessary</li> <li>• Please also see the <a href="#">School's Disability Equality Policy</a> and <a href="#">Accessibility Policy</a>.</li> </ul>
	g) support is available for improving the emotional and social development of pupils with special educational needs	<ul style="list-style-type: none"> <li>• Class teachers are provided with regular training and information regarding emotional well-being of all pupils through ThoughtFull (MHST)</li> <li>• Teaching Assistants/LSA's have a wealth of experience and training including Autism, Social Skills, WWO, bereavement and EAL</li> <li>• School have a regular play therapist</li> <li>• We have a Family and Pupil Mentor in school each morning to support the emotional well-being of our pupils and to offer support to families where needed</li> <li>• School benefit from being a link school with the MHST, having allocated EMHPs in school on a regular basis</li> <li>• Trained therapeutic teaching assistants (RAINBOWs and ELSA)</li> <li>• Clear policy for children with medical needs</li> <li>• Medical Plans/ Intimate Care Plans are created with parents</li> <li>• Social Stories/comic strips</li> <li>• Pastoral Support Plan (PSP)/ Early Help if necessary</li> <li>• Links to School Nursing Service and other outside agencies</li> </ul>

		<ul style="list-style-type: none"> <li>We use visuals across the school to support all of our pupils where needed.</li> </ul>
4. In relation to mainstream schools and maintained nursery schools, the name and contact details of the SEN Coordinator		<ul style="list-style-type: none"> <li>Our school SEN Coordinator (SENDSCO) is Mrs Paula Lockwood. She can be contacted via the school office telephone 01243 822287 or directly via email <a href="mailto:plockwood@stmarysbognor.co.uk">plockwood@stmarysbognor.co.uk</a> (Current working days are Monday to Thursday but messages can be left via the school office at all times)</li> </ul>
5. Information about the expertise and training of the staff in relation to children and young people with special educational needs and how specialist expertise will be secured.		<p>Our staff attend regularly training sessions as needed and we currently have staff who have had training in the following areas:</p> <ul style="list-style-type: none"> <li>SENCO – awarded NASENCO qualification in September 2015</li> <li>Reading Recovery</li> <li>1<sup>st</sup> Class @number (small group maths intervention)</li> <li>TAMHS (Therapeutic, emotional support work)</li> <li>Autism Aware Award 2014</li> <li>Dyslexia Friendly School</li> <li>Speech and Language</li> <li>Team Teach</li> <li>Attachment and Trauma</li> <li>Calm Children</li> <li>Rainbows (a loss and bereavement programme)</li> <li>ELSA (Emotional Language Support Assistant)</li> </ul> <p>We also regularly liaise with outside agencies for support including:</p> <ul style="list-style-type: none"> <li>School nurse</li> <li>Family link Worker</li> <li>Play Therapy</li> <li>Counselling</li> <li>Occupational Therapy</li> <li>Speech Therapist</li> <li>Educational Psychologist</li> <li>CAMHS (Child and Adolescent Mental Health Service)</li> <li>CMHL (Community Mental Health Liaison Service)</li> <li>Sensory Support</li> <li>Autism and Social Communication Team</li> <li>Learning and Inclusion Team</li> </ul>
6. Information about how the equipment and facilities to support children and young people with special educational needs will be secured		<ul style="list-style-type: none"> <li>EAL Leader and bilingual staff and work with EMTAS to support pupils new to English</li> <li>Important information letters are translated into some languages</li> <li>Lift, wet room and disability friendly toilets</li> </ul>

	<ul style="list-style-type: none"> <li>• All but 1 classroom are easily accessible for wheelchair users, and a ramp is available for this classroom if needed</li> <li>• Access to translators through West Sussex EMTAS</li> <li>• Access to BSL interpreter</li> <li>• Some trained Makaton Staff and most staff are Makaton aware</li> <li>• Where necessary individual children have been provided with laptops/tablets to support their learning</li> <li>• Access to software for specific areas of learning as suggested by external agencies/specialists</li> <li>• There is a public car park opposite the school which has disabled bays and short term on-street parking nearby, bus stops are also located for the main bus route within a few minutes walking distance, making access to the school easy.</li> <li>• Sensory room</li> <li>• A new cabin is currently being developed on our school playing field for the children to access during break times and also to be used by our Play Therapist.</li> </ul>
<p>7. The arrangements for consulting parents of children with special educational needs about and involving them in their education</p>	<ul style="list-style-type: none"> <li>• There are two formal parent consultations per academic year (Autumn and Spring) and a 'drop-in' session offered in July. At these meetings parents will discuss their child's progress towards their individual targets as well as their general class progress. They will be asked for input regarding the next step towards their child meeting their outcome.</li> <li>• The SENDCO is also available during the times above to meet with any parents who requests it.</li> <li>• As well as these formal times, our staff are very open to meet with parents at their reasonable request and may also request a meeting with parents. The SENDCO may or may not be involved with this.</li> <li>• When a child meets a target, this will be sent home for the parent's information and a new target discussed.</li> <li>• If at any time a parent wishes to discuss their child's progress or achievements they can do so by requesting a meeting with the classteacher or SENDCO.</li> <li>• If a referral to an outside agency is deemed appropriate, parents will always be consulted, their views recorded and invited to meet with the professional involved if appropriate.</li> <li>• Annual Review meetings/TAF meetings/PEP meetings are held as necessary and appropriate</li> <li>• This year we will be working with the Designated Schools Team to offer some parent workshops and to offer a drop in service for parents on a regular basis</li> </ul> <p>As well as the above, we also encourage and welcome parents to take an active part in their child's school life with the following:</p> <ul style="list-style-type: none"> <li>• Parent questionnaires</li> <li>• Parent workshops on a variety of topics</li> <li>• Information given about how to access further support</li> </ul>

	<ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Homework</li> <li>• Coffee mornings/afternoons</li> <li>• Accompanying on trips and visits</li> <li>• Volunteering within the classroom</li> </ul>
8. The arrangements for consulting young people with special educational needs about and involving them in their education	<ul style="list-style-type: none"> <li>• Pupil Voice is very important to us at St Mary's and we firmly believe that the children need to be involved with each step of their learning in order to take responsibility for it and become life-long learners.</li> <li>• All of our children are involved in the 'Assess, Plan, Do, Review' cycle. They have regular opportunities to discuss their progress towards their outcomes and targets with their class teacher and are involved with planning the next steps at an appropriate level. They have access to their targets within lessons. Where appropriate or necessary the children will meet with the SENDCO or other specialist (e.g. speech therapist) to review intervention programmes.</li> </ul>
9. Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school	<ul style="list-style-type: none"> <li>• If a parent is ever dissatisfied with provision for their child we would first encourage them to meet with the class teacher and/or our SENDCO. If this does not resolve the issue then the parent could contact a member of the Senior Leadership Team to discuss this further. Following on from this, if the parent was still not happy they could follow the school complaints procedure as outlined in the School Complaints Policy found on the school website.</li> </ul>
10. How the governing body involves other bodies including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and supporting the families of such pupils	<p>At St Mary's we liaise with a variety of outside agencies to seek the best support and advice for all of our children. These include:</p> <ul style="list-style-type: none"> <li>• School nurse</li> <li>• Family Link Worker</li> <li>• Play Therapy</li> <li>• Counselling</li> <li>• Occupational Therapy</li> <li>• Speech Therapist</li> <li>• Educational Psychologist</li> <li>• CAMHS (Child and Adolescent Mental Health Service)</li> <li>• CMHL Service (Community Mental Health Liaison Service)</li> <li>• Sensory Support</li> <li>• Social Communication Team</li> <li>• Learning and Inclusion Team</li> </ul> <p>We have a Team within the Governing Body who meet with the SENDCO to discuss progress and provision and receive written updates termly. They are also involved in EHCP applications as necessary and with admissions for pupils with EHCP's and/or disabilities.</p>
11. The contact details of support services for the	<ul style="list-style-type: none"> <li>• SEND information can be found in the general office foyer which includes parent support</li> </ul>

<p>parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32</p>	<p>groups, training opportunities in the local area and other similar information.</p> <ul style="list-style-type: none"> <li>• Other information received by school will be passed on electronically via our Parentmail system or via the school website and/or social media pages</li> <li>• Specific information may be sent directly to parents as appropriate or as requested.</li> <li>• Parents can contact the SENDCO, Mrs Lockwood or our Family and Pupil Mentor, Mrs Kale at any time to seek information regarding support or advice.</li> <li>• The local authority local offer can also be used by parents to find information on support services. This can be found at <a href="https://westsussex.local-offer.org/">https://westsussex.local-offer.org/</a></li> </ul>
<p>12. The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living</p>	<ul style="list-style-type: none"> <li>• When a parent is considering sending their child who has special educational needs to us we would always recommend several visits to the school prior to application. One could be a general visit to the school to look at the classrooms etc and a further one to meet with the SENDCO. We are also very understanding that this is a big decision for any parents to make and therefore we are open to further meetings or telephone calls as parents require them. We are also open for any professionals/key workers currently working with the children to attend or contact us.</li> <li>• New Parents Evening usually in May preceding child starting in Reception in September</li> <li>• Transition visits – at least two are offered to each child and additional visits for those who need them</li> <li>• Home visits occur in the few days prior to the child starting in September</li> <li>• Visits to pre-school setting</li> <li>• Additional visits are offered where children are identified as vulnerable or who would find it useful</li> <li>• Meeting with key school staff such Teacher, teaching assistant, SENDCO, Head teacher</li> <li>• Liaison with secondary/specialist schools</li> <li>• Additional visits to secondary school are arranged for pupils who need this, including support with travel.</li> <li>• We have a good relationship with our main feeder secondary schools and ensure that transition is as smooth as possible for all children.</li> </ul>
<p>13. Information on where the local authority local offer is published.</p>	<ul style="list-style-type: none"> <li>• The local authority local offer can be used by parents to find information regarding special educational needs. This can be found at <a href="https://westsussex.local-offer.org/">https://westsussex.local-offer.org/</a></li> </ul> <p>In addition to this, parents may also want to view the following school policies.</p> <ul style="list-style-type: none"> <li>• SEND Policy</li> <li>• Disability and Equality Plan/Scheme</li> <li>• Disability and Equality Policy</li> <li>• Safeguarding and Child Protection Policy</li> <li>• Health and Safety Policy</li> <li>• Behaviour Policy</li> <li>• Equality and Diversity Plan</li> </ul>



	<ul style="list-style-type: none"><li>• Intimate Care Policy</li></ul> <p>Copies can be found on the school website or a paper copy can be requested from the school office.</p>
	<p><b>KEY CONTACT DETAILS</b></p> <p>SENDCO – Mrs Paula Lockwood Telephone 01243 822287 or email <a href="mailto:plockwood@stmarysbognor.co.uk">plockwood@stmarysbognor.co.uk</a></p> <p>Senior Leadership Team – Mr Peter Edgington (Headteacher), Mrs Kathryn Beaven (Deputy Headteacher), – all can be contacted on 01243 822287 or via <a href="mailto:office@st-marys-bognor-w.sussex.sch.uk">office@st-marys-bognor-w.sussex.sch.uk</a></p> <p>Family and Pupil Mentor – Mrs Amy Kale 01243 822287 or <a href="mailto:akale@stmarysbognor.co.uk">akale@stmarysbognor.co.uk</a></p> <p>The Governing Body can also be contacted via the school office.</p>