

Special Educational Needs and Disabilities (SEND) Information Report

Harrietsham Church of England Primary School



Inclusion Team

SEND Governor:

Simon Betts

Inclusion Lead:

Rebecca Evans

Contact No 01622 859261

rebecca.evans@harrietsham.kent.sch.uk

Approved by:	Rebecca Emson	Date: February 2026
---------------------	---------------	----------------------------

Last reviewed on:	February 2026
--------------------------	---------------

Next review due by:	September 2026
----------------------------	----------------

Contents

1. What types of SEND does the school provide for?	4
2. Which staff will support my child?.....	5
3. What should I do if I think my child has SEND?	7
4. What happens if the school identifies a need?	8
5. How will the school measure my child’s progress?	9
6. How will I be involved in decisions made about my child’s education?.....	10
7. How will my child be involved in decisions made about their education?	11
8. How will the school adapt its teaching for my child?	122
9. How will the school evaluate whether the support in place is helping my child?	133
10. How will the school ensure my child has appropriate resources?	133
11. How will the school make sure my child is included in activities alongside pupils who don’t have SEND?	144
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?	155
13. How does the school support pupils with disabilities?	165
14. How will the school support my child’s mental health and emotional and social development?	166
15. What support is in place for looked-after and previously looked-after children with SEN?	176
16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?.....	17
17. What support is available for me and my family? (Local Offer)	188
18. What should I do if I have a complaint about my child’s SEND support?	19
19. Supporting Documents.....	19
20. Glossary.....	20

Kent SEND Information Report

Dear parents and carers,

The aim of this Information Report is to explain how we implement our SEND policy. In other words, we want to show you how SEND support works in our school.

As educational professionals, we are all working towards the ultimate goal of growing independent young people as they prepare for adulthood. All provision and support we provide is working towards achieving the Kent Children and Young People (CYP) Outcomes Framework:



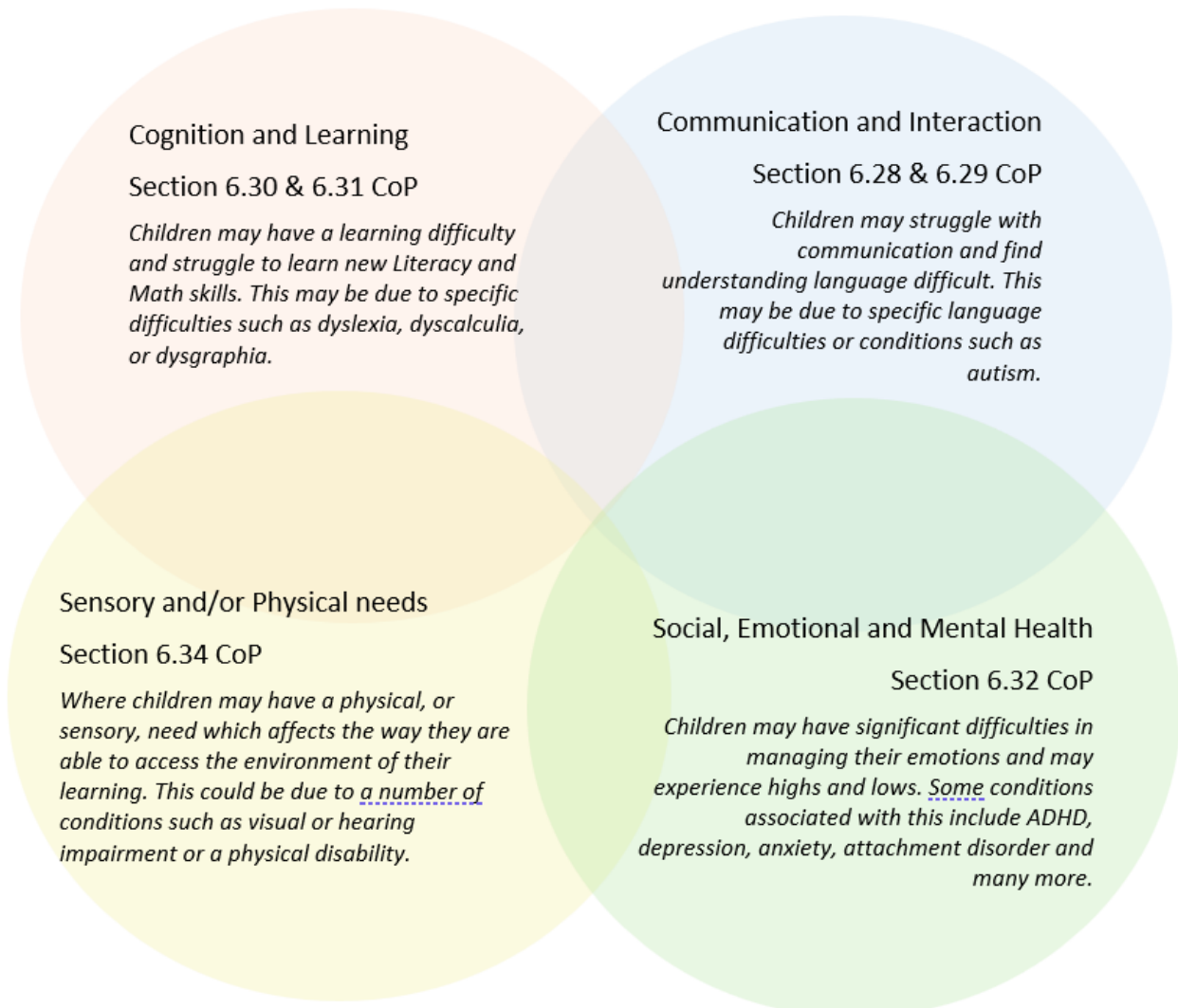
If you want to know more about our arrangements for SEND, read our SEND policy alongside this Information Report.

You can find our SEND policy on our website <https://www.harrietsham.kent.sch.uk/site/data/files/migrated/policies/send-policy-may-2025-yearly-update.pdf>

Note: If there are any terms we've used in this information report that you're unsure of, you can look them up in the Glossary at the end of the report.

1. What types of SEND does the school provide for?

Our school provides for pupils with the following needs (as outlined in the SEND Code of Practice 2015):



Often you will find that children's needs overlap and are rarely confined to one area of need, which is why it is important to gain a wholistic overview of your child.

More information about the Areas of Need can be found in the Special educational needs and disability code of practice: 0 to 25 years ([link below](#)).

[SEND Code of Practice January 2015.pdf \(publishing.service.gov.uk\)](#)

2. Which staff will support my child, and what are their key responsibilities?

At Harrietsham Primary all staff are considered responsible for supporting the needs of pupils with SEND. Our staff are committed to regular, high-quality training to ensure that they have the knowledge and skills to better meet a wide range of pupil needs.



Below outlines key staff who will be supporting your child.

Please note that this list is not exhaustive.

Our Special Educational Needs Co-ordinator, or SENCO (Inclusion Leader)

The named SENCO is Rebecca Evans.

They have 3 years of experience in this role and have worked as a class teacher for 21 years prior to this. They are a qualified teacher. They achieved the National Award for Special Educational Needs Co-ordination in December 2024.

Inclusion Assistant

Rachael Hancock is the Inclusion Assistant at Harrietsham Primary School. She supports teachers and LSAs in their role of working with pupils who have SEN

Class/subject teachers

All of our teachers receive in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN.

Recent training includes:

- The psychology of sleep delivered by Sylvie Furlong (EP)
- Autism Education Trust
- Precision teaching
- Speech and Language Link
- Ready to Progress Numeracy support
- Little Wandle Phonics SEN programme
- Sensory Circuits

Learning Support Assistants

We have a team of 22 LSAs, including 2 higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision.

Our team are trained to deliver interventions such as Little Wandle Keep Up sessions, Sensory circuits, Numberstacks, Language and Speechlink intervention groups, Lego Therapy and reading fluency support.

In the last academic year, LSAs have been trained in Precision teaching, Sensory circuits, Little Wandle phonics support, Lego Therapy and use of visuals.

External agencies

Sometimes we need extra help to offer our pupils the support that they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEND and to support their families.

These may include:

- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Educational psychologists – our link advisor is Amy Herbert
- GPs or paediatricians
- Occupational therapists
- Therapeutic practitioners
- Safeguarding services
- School Liaison Officer
- School nurses
- SEND Inclusion Advisor – our link advisor is Sam Parker-Bruce
- Specialist Teacher Service – our link advisor is Carrie Lockyer
- Speech and language therapists – our link advisor is Donna Taylor



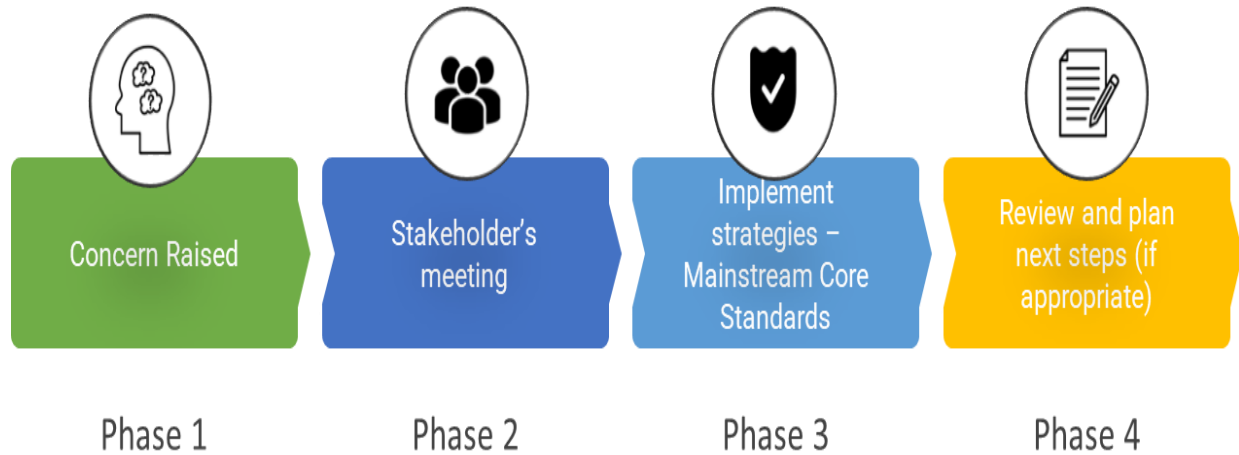
3. What should I do if I think my child has SEND?



Phase 1	If you think your child might have SEND, make contact with your child's class teacher to raise the concerns you have. They will ensure the SENCO is also aware.
Phase 2	We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are. Together we will decide what outcomes to seek for your child and agree on next steps. We will make a note of what's been discussed and add this to your child's record.
Phase 3	We will implement the agreed strategies and monitor these over an agreed period of time. These are likely to be universal strategies set out in the mainstream core standards. A copy of this can be found here: https://www.kelsi.org.uk/data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf . This will initiate the 'Graduated Approach' where support will be continually reviewed. See next page for more details.
Phase 4	If we decide that your child needs SEND support, we will formally notify you and your child will be added to the school's SEND register. They will receive additional support, and this will be reviewed using the assess, plan, do, review model.

4. What happens if the school identifies a need?

The same process is followed if a concern is raised by the school.



All our class teachers are responsible for the monitoring of all pupils who have been identified as having SEND. They also review those who are not making the expected level of progress in their schoolwork or socially. This might include phonics progress, understanding of number or difficulties in emotional regulation.

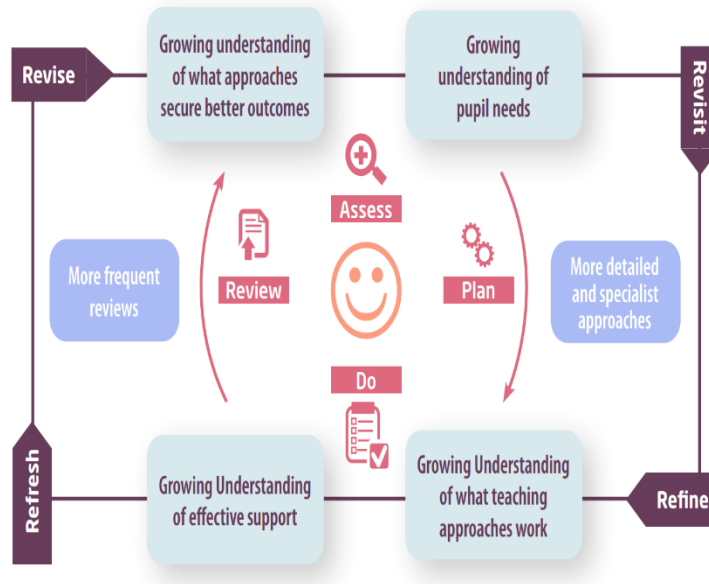
If the teacher notices that a pupil is having difficulties, they try to find out if the pupil has any gaps in their learning. If they can find a gap, the school will provide appropriate support. Pupils who don't have SEND usually make progress quickly once the gap in their learning has been filled.

If the pupil is still finding it difficult to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEND, and the school will follow the graduated approach (see previous page).

5. How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEND needs.

The graduated approach is a 4-part cycle of **assess, plan, do, review**.



Assess	If your child is not making the expected level of progress or is struggling in other areas of school life, we would begin by carrying out observations and assessments in school. We will ask for you and your child's input, as well as getting help from external professionals where necessary.
Plan	In discussion with you and your child, we will decide what outcomes we are hoping to achieve. We will make a plan of the support we will offer your child to help them meet those outcomes. We will make a record of this and share it with you and all relevant school staff.
Do	We will put our plan into practice. The class teacher, with the support of the SENCO, will be responsible for working with your child on a daily basis, and making sure the support we put in place is having the impact we intended.
Review	We will assess how well the support we put in place helped the pupil to meet the outcomes we set. We will use our improved understanding of your child's needs to improve the support we offer; this may mean the Plan, Assess, Do, Review cycle continues.

6. How will I be involved in decisions made about my child's education?

We will provide termly reports on your child's progress.

A member of staff who knows your child well will meet you 3 times a year (at the end of terms 2, 4 and 6) to:

- Set clear outcomes for your child's progress
- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do

The SENCO may also attend these meetings to provide extra support.

We know that you're the expert when it comes to your child's needs and aspirations. So, we want to make sure you have a full understanding of how we're trying to meet your child's needs, so that you can provide insight into what you think would work best for your child.

We also want to hear from you as much as possible so that we can build a better picture of how the SEND support we are providing is impacting your child outside of school.

If your child's needs or aspirations change at any time, please let us know right away so we can keep our provision as relevant as possible.

If you have concerns that arise between these meetings, please contact your child's class teacher or Mrs Rebecca Evans by making an appointment at the school office.

7. How will my child be involved in decisions made about their education?

The level of involvement will depend on your child's age and individual needs. We recognise that no two pupils are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Attend meetings to discuss their progress and outcomes
- Discuss their views with a member of staff who can act as a representative during the meeting
- Complete a survey



8. How will the school adapt its teaching for my child?

Your child's teacher is responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will adapt our approaches to how we teach to suit the way the pupil works best. There is no 'one size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child and are guided by the Mainstream Core Standards in the first instance.



These adaptations may include:



- Adapting our approaches, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, use of Widgit symbols alongside text



- Adapting our resources and staffing



- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, talking tins



- Teaching assistants or support staff will support pupils appropriately depending on their presentation of need

- Scaffolding lesson materials

We may also provide the following interventions:

Speech link intervention

Language Link Intervention

Numberstacks

Little Wandle Phonics Keep up intervention

Sensory circuits

Lego Therapy

Clever Fingers

These interventions are part of our contribution to Kent County Council's local offer.

9. How will the school evaluate whether the support in place is helping my child?

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals each term
- Reviewing the impact of interventions after 10 weeks
- Using pupil questionnaires
- Monitoring by the SENCO
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)



10. How will the school ensure my child has appropriate resources?

Harrietsham Primary School is expected to meet the needs of most SEND pupils through:

- Our **core budget**
- Additional **Notional SEN funding**
(a portion of our school budget specifically intended for SEND)

This covers interventions such as:

- small-group teaching
- assistive resources
- reasonable adjustments

Any additional funding comes through the Communities of Schools model. Under this model, funding and support for SEND are managed not on a per-pupil, per-school, individually-requested basis, but more collectively and locally — giving schools within a community shared access to expertise, resources, and funding.

To ease the transition, KCC introduced a **75% protection** on school budgets for 4 terms (so the move to pooled funding isn't sudden) — giving communities time to trial and refine decision-making and resource allocation through this pilot phase.

The full shift — including removal of budget protections and embedding the new approach — is planned for completion by **September 2026**.

For further information on how this impacts Harrietsham <https://www.kelsi.org.uk/special-education-needs/inclusion/localities-model-for-school-inclusion/communities-of-schools>

It may be that your child's needs mean we need to provide additional resources such as:

- Additional resources to support their learning
- Adaptations to in class support
- Further training for our staff
- External specialist expertise

Where appropriate, we will consult with external agencies to get recommendations on what will best help your child access their learning and use our best endeavours to ensure these are supplied.

11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?



The expectation is that all schools providing an inclusive provision for all pupils. It may be necessary for some pupils to receive interventions in addition to a broad and balanced curriculum.

All of our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.

All pupils are encouraged to go on our school trips, including our residential trip in Year 6 to PGL.

All pupils are encouraged to take part in sports day, school plays, special events and educational workshops.

No pupil is ever excluded from taking part in these activities because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included.

12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?



When a pupil with SEN joins our school, a meeting is arranged with the Inclusion Lead to discuss their needs and how the school will be able to meet these needs. We would also make contact with other professionals involved in the care and meeting of the pupil's SEND needs.

Harrietsham Church of England Primary School follows the admissions procedure of Kent County Council. All children whose Education, Health and Care Plans (EHCP) name the school will be admitted before any other places are allocated. As a result of this, the published admissions number will be reduced accordingly.

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. 'Nurtured We Flourish' Harrietsham Church of England Primary School – Admissions Policy Page | 6 Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other

13. How does the school support pupils with disabilities?



As a school, we ensure that all children with disabilities are treated fairly. We review all activities to ensure they are accessible to all and no pupil is excluded from participating in any learning or extra-curricular activities.

Our accessibility plan

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

14. How will the school support my child's mental health and emotional and social development?

We provide support for pupils to progress in their emotional and social development in the following ways:

- Pupils with SEND are encouraged to be part of the school council
- We provide extra pastoral support for listening to the views of pupils with SEND
- Regular check ins with our Inclusion team
- We are a Nurturing school and have a nurture provision in the morning and at lunch

We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by closely following our anti-bullying policy

<https://www.harrietsham.kent.sch.uk/attachments/documents.asp?id=743>

15. What support is in place for looked-after and previously looked-after children with SEND?



Mrs Rebecca Evans (our designated teacher) will work with staff to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEND might interact, and what the implications are for teaching and learning.

Pupils who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEND support plans or EHC plans are consistent and complement one another.

16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?

Joining our Reception class

Before children join Reception class, we have meetings with Preschool, nursery and childminder settings to discuss any children with SEND.

Each child has a home visit where parents can share any concerns and discuss plans with the class teacher

Parents have the opportunity to meet with the Inclusion Team prior to starting

Between years

To help pupils with SEND be prepared for a new school year we:



Ask both the current teacher and the next year's teacher to attend the final meeting of the year when the pupil's SEND is discussed

Plan additional transition session with their new teacher and support staff

In conjunction with parents, support with photobooks and information over the Summer holiday.

Between schools

When your child is moving on from our school, we will ask you and your child what information you want us to share with the new setting.

The SENCO of the current school will meet with our SENCO. They will discuss the needs of all the pupils who are receiving SEND support. This includes the sharing of any SEND paperwork to inform provision at Harrietsham.

We arrange meetings with the parents of incoming pupils to discuss how we can best welcome their child into our community.

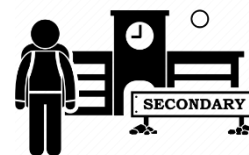
We set up new pupils with a buddy from the year above to help them get settled in and make friends.

Between phases – moving to Secondary School

The SENCO of the primary school meets with our SENCO to discuss the needs of the incoming pupils near the end of the summer term.

Pupils will be prepared for the transition by:

- Practising with a secondary school timetable
- Learning how to get organised independently
- Plugging any gaps in knowledge



17. What support is available for me and my family?

If you have questions about SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family.

To see what support is available to you locally, have a look at local offer. Kent County Council publishes information about the local offer on their website:

<https://www.kent.gov.uk/education-and-children/special-educational-needs-and-disabilities/about-the-send-local-offer>

Our local special educational needs and disabilities information advice and support services (SENDIASS) organisations are: Information Advice and Support Kent

[Home | IASK](#)

Local charities that offer information and support to families of pupils with SEND are: Kent PACT (Parents and Carers Together) <https://kentpactnew2022.co.uk/>

National charities that offer information and support to families of pupils with SEND are:

- [IPSEA](#)
- [SEND family support](#)
- [NSPCC](#)
- [Family Action](#)
- [Special Needs Jungle](#)

18. What should I do if I have a complaint about my child's SEND support?

At Harrietsham Primary, all complaints are dealt with fairly and in accordance with our complaints policy <https://www.harrietsham.kent.sch.uk/attachments/documents.asp?id=747>

Complaints about SEND provision in our school should be made to the class teacher of Inclusion Lead in the first instance. They will then be referred to the school's complaints policy.

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEND Code of Practice](#).

If you feel that our school discriminated against your child because of their SEND, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

- Admission
- Exclusion
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal.

The Local Authority has made contractual arrangements with Global Mediation services to ensure fully qualified and experienced mediators are available should DR be requested and to ensure we are fully compliant with the duties imposed on us in relation to both Mediation. Mediation Advice and Disagreement Resolution services.

19. Supporting documents

- *Equality Information and Objectives Policy*
- *Child protection and safeguarding policy*
- *Behaviour Policy*
- *Accessibility Plan*
- *Attendance and punctuality policy*
- *SEND policy*
- *SEN & Disabilities Code Of Practice 2015*
- *Mainstream Core Standards*



20. Glossary

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil’s EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- **CAMHS** – child and adolescent mental health services
- **Differentiation** – when teachers adapt how they teach in response to a pupil’s needs
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child’s needs and the provision that will be put in place to meet their needs.
- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority’s decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil’s needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment
- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child’s disability
- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support pupils with SEND
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages