



Cranleigh C of E Primary School SEND Information Report – 2024/25

Cranleigh C of E Primary School is a mainstream, inclusive school for children aged between four and eleven years of age. Any child with an Education, Health and Care Plan naming Cranleigh C of E Primary will be admitted.

What kinds of SEND do we provide for?

We are proud of our inclusive and nurturing ethos. We strive to ensure all our children receive high quality teaching and aim to work in partnership with families. As part of the Children and Families Bill (2014), schools are required to publish and keep under review information about services they expect to be available for children and young people with special educational needs aged 0 – 25. The intention of this report is to set out our offer and provide choice and transparency for families.

“All children and young people are entitled to an appropriate education, one that is appropriate to their needs, promotes high standards and the fulfilment of their potential. This should enable them to:

- Achieve their best
- Become confident individuals in fulfilling lives
- Make a successful transition into adulthood, whether into employment, further or higher education training.” (SEND 0-25 Code of Practice, 2015, p92)

In our school, every teacher is a teacher of SEND and every effort is made to ensure children with SEND are identified early, swiftly and supported to overcome their barriers to learning. We fully comply with the requirements outlined in the Special Needs Code of Practice (2014). Staff have continuous professional development to enable them cater for learners who may have difficulties with:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health

- Sensory and/or Physical Needs

Admission applications from families of children who have SEND but do not have an EHC will be considered on the basis of the school's published admissions criteria as part of normal admissions procedures.

How do we identify and assess pupils with SEND?

Cranleigh C of E Primary has a SEND policy and whole school provision map. We track and monitor the progress of all pupils. We liaise with pre-school and previous settings, gather information on entry and from home visits. Staff are continuously assessing pupil's needs and review their progress each half term using start of year baseline data. We use the *assess, plan, do, review* framework to identify and support pupils with SEND. We identify pupils' barriers to learning and review their progress. We take note of concerns expressed by families and use assessments from outside agencies. Individual Learning Plans are completed for children who are identified as requiring School SEND interventions, Specialist SEND support or have an EHCP.

Who is our SENDCo?

Our SENDCo team are Jill Mills and Kathryn Meade. For phone enquiries, please call our school office on 01483 273286 or email senco@cranleighprimary.co.uk.

What is our Approach to teaching pupils with additional needs?

The school works within the framework of identification, '*assess, plan, do, review*'.

We use a graduated approach to meet pupils' needs first through quality class teaching and Ordinarily Available Provision, whereby our staff make reasonable adjustments to include all children, not just those with additional needs. All teachers are trained to teach and support children with additional needs. After identification, we carefully match support to the specific needs of each child, be it learning, emotional, physical or sensory support.

All children's needs are planned for using adapted activities together with specific interventions, the impact of which is regularly monitored and reviewed.

We use tracking and data to monitor the effectiveness of the support given and modify it if necessary and when required, so that the children are always making progress. The SENDCos lead this support, advising teachers in the creation of learning plans and directing the Teaching Assistants in carrying out the support. The Senior Leadership team shares this information with the Local Committee.

Families are invited to discuss their child's individual learning plan with their class teacher, and the SENDCo if required, and are also invited to review meetings to discuss their child's progress.

Progress is monitored termly for pupils with additional needs via individual targets, progress against starting points and assessments.

Targets for SEND pupils are set termly and adapted or extended as required. This is done in conjunction with the class teacher, SENDCos, families and any external agency involved.

How do we adapt the curriculum and the learning environment?

The school makes every effort to make reasonable adjustments where possible to ensure everyone is able to access the school, special facilities, resources or accommodation.

- Disabled car parking spaces inside school for staff and families
- Facilities for personal care, toilet facilities for children and adults with disabilities
- Training of staff to support pupils with SEND, including how specialist expertise will be secured.
- Home School Link Worker area
- Special diets are catered for
- We value and respect diversity- children who have English as an Additional language are supported through class intervention.
- Differentiation and adaptation are embedded in our curriculum and practice.
- Additional adult support for pupils with an Educational, Health and Care Plan (EHCP) enables us to create personalised curriculum tailored to the children's interests and motivators to engage them in learning.

How do we enable pupils with additional needs to engage in activities available with children in the school who do not have SEND?

We involve all our learners in all aspects of the curriculum, including activities outside of the classroom. Our whole school approach to inclusion within our school supports all children engaging in activities together.

When teaching pupils in school we ensure the following:

- A range of teaching styles and resources are used to cater for all types of learners e.g., visual, auditory, and kinaesthetic.
- All classes have a visual timetable which helps pupils to process the day ahead.
- Pupil's needs are monitored through SEND review meetings, pupil progress meeting and learning walks. We aim to modify provision to meet the needs of our learners.
- Interventions are monitored by class teachers to make sure they are working well.
- We make reasonable adjustments so that all children can join in with activities regardless of their needs.

- Prior to all class trips we carry out a thorough risk assessment in line with the school's risk assessment policy. Where there are concerns of safety and access, further thought and consideration is put in place to ensure needs are met. The risk assessment is shared with all the adults involved with the class trip and families are consulted and involved in this process. If necessary, extra staff will be provided so that 1:1 support can be given.

How do we consult with families of children with additional needs and involve them in their child's education?

Ways we consult families include the following:

- Autumn and Spring family and class teacher consultation meetings
- End of year pupil progress report
- SEND person centred review meetings
- EHCP Annual review meetings
- External agency meetings
- Newsletters
- Parent workshops
- We have an open-door policy and families are welcome to speak to the class teacher, SENDCos, or Headteacher should they have any concerns about their child.
- Our Home School Link Worker provides support to children and their families and can signpost to other agencies

How do we consult with children with additional needs and involve them in their education?

Pupils complete a One Page Profile so that everyone has a clear understanding of the whole child.

Pupil voice is used to capture pupil views on how they are being supported in school

Teacher share what pupils have done well and their next steps through marking.

How do we assess and review pupils' progress towards outcomes?

During the 'assess, plan, do, review' cycle, we look at the actions needed to support a learner towards achieving their outcomes.

At half termly pupil progress meetings, class teachers and the leadership team monitor all pupils and the progress they are making towards meeting their outcomes and end of year expectations.

As part of the SEND review cycle, class teachers meet with families to review their child's learning and set new targets.

Our Home School Link Worker can support families and make recommendations on how they can positively engage with their child's learning and all-round development.

What expertise and training do our staff have to support children with additional needs?

We encourage all staff to continually update their skills and knowledge.

Our SENDCo holds post graduate qualifications in SEND and Language Difficulties and has been a trained Reading Recovery Teacher

Our SENDCo has the NASENCo award

Our Home School Link worker and Headteacher are Thrive Approach trained.

Teaching Assistants receive regular in house and from external agencies. ALL our staff receive regular Safeguarding and Child Protection training and updates.

We work collaboratively with a number of professionals in health, social care and the education service. Prior to seeking any external support, we discuss the referral with the families and gain full consent before proceeding further with the referral.

How do we support pupils with additional needs to improve their emotional and social development?

- Our school culture is based on a nurturing ethos and underpins our layered approach to emotional and mental health.
- All staff take responsibility to ensure pupils are safe and secure.
- Our Home School Link worker is a Thrive practitioner.
- Our Christian values underpin everything we do and are taught regularly in class and weekly in assemblies.
- Christian distinctiveness - all classes have reflection areas to develop their spiritual well-being. Whole school assemblies and close links with the church further explore this.
- Understanding and awareness of British Values.
- Pupils are encouraged and supported to manage their emotions appropriately through RHE lessons and are taught that they have a choice in how to behave and that all choices (positive and negative have consequences).
- Understanding that a child's behaviour is a form of communication and recognising when there is a need for additional support.
- Through specialist provision and programmes such as Zones of Regulation.
- Medicines policy ensures pupils are not excluded from school due to long term illness.
- Staff are trained to support medical needs e.g., Epi-pen/Jext pens, first aid, epilepsy.
- Behaviour policy includes guidance on expectations, rewards and consequences.
- Pupils are taught about online safety and how to keep themselves safe online.
- Attendance is rigorously monitored daily and necessary action taken to present prolonged unauthorised absence.
- "Pupil Voice" is promoted through the School Council.

How do we support pupils in moving between phases of education?

We work collaboratively with all our pre-school settings, secondary and specialist schools, sharing information so that transition to the next setting is made easier.

- Early Year staff offer a home visit to children entering Foundation Stage, prior to starting school. We may also visit them at their previous setting. Children joining the EYFS are invited to taster sessions as part of their induction programme.
- Pupils joining in Year 3 are invited to a transition day to spend time with their new teacher and class and familiarise themselves with the school.
- SEND pupils often have additional visits to their new setting as part of our transition process.
- Families are invited to transition meetings. The SENDCos are available to answer any questions.
- The Headteacher and SENDCos will meet with families to discuss any special needs the child may have.
- The SENDCos liaise with the previous school's SENDCo and may visit the school to observe.
- Class teacher, SENDCos and the HSLW liaise with staff in the new setting to give a clear overview of each pupil and hand over relevant SEND information.
- Information on the support available to families and pupils from outside agencies is discussed and how to access it.
- Class teachers meet with the receiving teacher to share knowledge and effective strategies, to ensure consistency.
- Families, particularly when their child is in Year 5, are welcome to meet with their class teacher or the SENDCos to discuss the next step in their child's educational journey.
- In Year 6, we run a transition programme for all pupils.
- Guidance and advice are given so families can take an active part in selecting the best setting for their child.

How do we support pupils in preparing for adulthood?

We prepare pupils for adulthood in the following ways:

- Swimming, and other life skills taught across the school
- Pupils are taught about healthy relationships, how to manage their emotions and develop resilience through the RSHE curriculum.
- Effective transition to secondary school or new schools/settings
- IT skills taught to all pupils
- Regular online safety lessons and assemblies
- Social skills
- Thrive trained member of staff to support children with emotional difficulties or needs
- School trips to give children life experiences
- Residential trips to give children life experiences

- British Values - used throughout the curriculum and whole school life (including assemblies)
- School Values are used through curriculum and whole school life (including regular assemblies)

How do involve other bodies in meeting the needs of pupils with additional needs and supporting their families?

Sometimes we seek guidance and advice from agencies outside the school setting and will ask families for their permission for this. We hold meetings with professionals from other agencies and invite families to attend. Outside agencies may see the pupil and provide advice, suggested next steps and resources.

When a child has more complex needs or more than one outside agency is working with the family, then we may hold 'Team Around the Family' (TAF) meetings so all agencies can share information on how to support that child at the same time. At these meetings targets are set to ensure the child is making progress and is happy, safe and healthy at school.

We also work closely with Children's Services and attend relevant meetings to ensure the child's wider needs are being met. We have a particular duty in ensuring that Looked After Children (LAC) are given the appropriate support and care to help support their progress and engagement within the learning environment. When required, a Personal Education Plan (PEP) is produced termly to help support the child develop holistically. Agencies currently involved in school include:

- Specialist Teachers for Inclusive Practice - STIPs
- Educational Psychologists (EPs) from Surrey
- Outreach teachers – Freemantles School
- Primary Mental Health Worker/ Child Well Being Practitioner
- Child and Mental Health Service - Mindworks
- Inclusion Officer
- Physical and Sensory Support Service – PSSS
- Speech and Language Therapy - SaLT
- Epilepsy Specialist Nurse
- Occupational Therapy and Physiotherapy
- School Nurse, Local GPs, Health Visitors
- Children's Services and Social Care
- Charities

What support services are available to families?

The school has a Home School Link Worker (HSLW) and SENDCo that can act as a liaison between agencies and families if required.

The following agencies can support families in the local area:

- [Children's Social Care](#)
- [Surrey SEND Team](#)
- [Surrey County Council](#)
- [Surrey Young Carers](#) – 0303 0401234
- CSPA (Children's Single Point of Access) - During office hours 9am to 5pm, phone **0300 470 9100**. At all other times you should contact the Out of Hours service. Phone: **01483 517898**
- [Early Help](#)
- The Children and Young People's Emotional Wellbeing Service [Mindworks](#)
- NHS Mental Health Crisis Line -: :0800 9154644
- School Nurse
- Local GPs
- [The Surrey Family Support Programme - Surrey County Council \(surreycc.gov.uk\)](#)

How do we evaluate the effectiveness of our SEND provision?

We regularly share progress feedback with all our learners and their families. We use evidence-based interventions.

The SENDCos monitor progress for all SEND pupils. Interventions are observed and progress is analysed termly. Attendance is also monitored to ensure all SEND pupils have full access to education.

The Local Committee member for SEND meets termly with the SENDCos.

Our finances are monitored regularly to ensure value for money and we plan resources to support the strategic aims of our setting as well as individual learner needs.

How do we handle complaints about SEND provision?

For pupils already attending our school, in the first instance, families are encouraged to talk to their child's class teacher as they know their child the best having worked with them on a daily basis.

If the matter cannot be resolved at this stage, then the SENDCos and/or Headteacher may become involved and a meeting arranged so as to discuss the nature of the concern or complaint and look for a resolution to the issue.

A copy of the school's complaints policy can be obtained from the school office or via the school website.

The complaints procedure will outline the formal steps the school will take in handling each complaint. Where a resolution between the families and school cannot be reached, then the families will be advised to seek external support through Surrey SEND Advice, sendadvicesurrey.org.uk who can be contacted on 01737 737300 or via email: SENDAdvice@surreycc.gov.uk

Who can I contact for further information?

In the first instance, families are encouraged to talk to their child's class teacher. If the matter cannot be resolved, then we will arrange for families to meet with the SENDCos or Headteacher. If families have a safeguarding concern, please refer to the school website's Safeguarding page.

For new families wanting to discuss admissions arrangements and general queries, please contact the school office initially and through them arrange a meeting with the Headteacher or SENDCos.

Headteacher: Kate Pelazza info@cranleighprimary.co.uk

SENDCo: Jill Mills and Kathryn Meade senco@cranleighprimary.co.uk

Phone: 01483 273286

Surrey Local Offer: <https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/home.page>
Surrey SEND Information, Advice and Support Service: <https://sendadvicesurrey.org.uk/>

Review date: September 2025