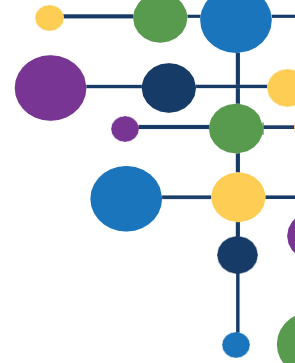


# SPECIAL EDUCATIONAL NEEDS AND DISABILITY ANNUAL REPORT

## Millbridge Primary Academy

Version	2.0
Name of report writer	Matthew Burton Edit by Rhona Pleasant
Date of last report	September 2023
Date of next report	September 2025
Approved by Directors	8 <sup>th</sup> October 2024

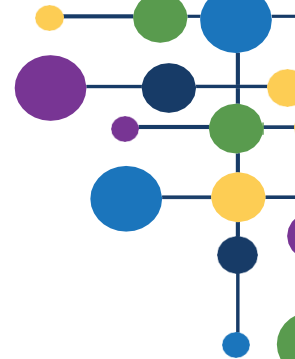
Schedule of amendments:  
v2.0 – clarity around reading being measured through SAS scores/ updated links to new admission arrangements / additional sentence about information sharing between schools and phases for students with SEND/ LAC and PLAC added to glossary



## Contents

1. Millbridge Primary Academy's SEND Policy
2. Legislation and guidance
3. The types of SEND provided for at Millbridge Primary Academy
4. Name and contact details of our SENDCO and other important contacts
5. How Millbridge Primary Academy identifies pupils with SEND and assesses their needs
6. Admission arrangements for disabled pupils
7. How Millbridge Primary Academy consults pupils and their parents/carers and involves them in their child's education
8. How Millbridge Primary Academy supports Looked After Children with SEND
9. How Millbridge Primary Academy supports the transitions for pupils with SEND – primary to secondary school and post-16
10. How Millbridge Primary Academy adapts the curriculum for pupils with SEND
11. Facilities to help pupils with a disability around Millbridge Primary Academy
12. How Millbridge Primary Academy ensures that pupils with SEND are not discriminated against and can take part in all activities with their peers who do not have SEND
13. Personal development for pupils with SEND
14. Anti-bullying Policy
15. Parental complaints
16. Local offer for SEND
17. Glossary of SEND terminology





## 1. Millbridge Primary Academy’s SEND Policy

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 Millbridge Primary Academy.

If you want to know more about our arrangements for SEND, read our SEND Policy.

You can find it on our website at the following link:

[www.millbridge.org.uk](http://www.millbridge.org.uk)

To make it as simple as possible to navigate this document, if there are any terms that are used that you’re unsure of, you can look them up in the glossary at the end of the report.

## 2. Legislation and guidance

This document takes into account legislation and guidance set out in the following:

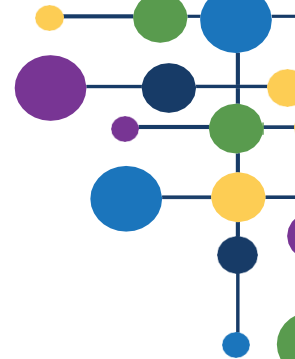
- [Schedule 1 of the Special Educational Needs and Disabilities \(SEND\) Regulations 2014](#)
- [Paragraphs 6.2 and 6.79 to 6.81 of the SEND Code of Practice](#)
- [Section 69 of the Children and Families Act 2014.](#)

## 3. The types of SEND provided for at Millbridge Primary Academy

At Millbridge Primary Academy, we provide support for pupils with the following needs:

AREA OF NEED	CONDITION
<b>Communication and interaction</b>	Autism spectrum condition
	Speech and language difficulties
<b>Cognition and learning</b>	Specific learning difficulties, including dyslexia, dyspraxia, dyscalculia
	Moderate learning difficulties
	Severe learning difficulties
	Global delay
<b>Social, emotional and mental health</b>	Attention deficit hyperactive disorder (ADHD)
	Attention deficit disorder (ADD)
<b>Sensory and/or physical</b>	Hearing impairments
	Visual impairment
	Multi-sensory impairment
	Physical impairment





## 4. Name and contact details of our SENDCO and other important contacts

At Millbridge Primary Academy, we have a wide ranging and highly skilled team of staff whose roles are linked to supporting pupils with SEND to access the curriculum. This team is made up of:

### Mainstream

Name of role	Member of staff	Contact email
Assistant Headteacher – SENDCo	Karli Dransfield	Millbridge.sendco@sharemat.co.uk
Educational Teaching Assistant	Mel Jackson	
Educational Teaching Assistant	Lisa Hardaker	
Educational Teaching Assistant	Michelle Judd	

We believe that every teacher is a teacher of SEND, and all our staff receive regular training to support pupils with SEND. This may include:

- Weekly staff training sessions
- Morning 'best practice' briefings
- INSET (training) days.

### Karli Dransfield- SENDCO

Our SENDCO is Karli Dransfield.

She has a wealth of experience and knowledge in supporting pupils with SEND, and is currently working towards the NPQ Special Educational Needs Co-ordination.

### External agencies and experts

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 include:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- GPs or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Kirklees Duty and Advice, social care and other LA-provided support services
- Voluntary sector organisations.

## 5. How Millbridge Primary Academy identifies pupils with SEND and assesses their needs

At Millbridge Primary Academy, each pupil is assessed to ascertain the following when they



arrive either at a natural transition point between educational phase, or through an in-year transfer:

- Levels of attainment in key subjects - *This will build on information from previous settings and Key Stages, where appropriate*
- Reading ability in the form of a SAS (standard age score)
- Spelling age/ability
- Any evidence that the pupil may have a disability will also be considered and reasonable adjustments will be made in order to accommodate these
- Any evidence to support concerns around SEMH reasonable adjustments will be made to accommodate and support these.

If a child arrives at the Academy and further information is required as to ascertain starting points or to further investigate potential SEND, the following may be used:

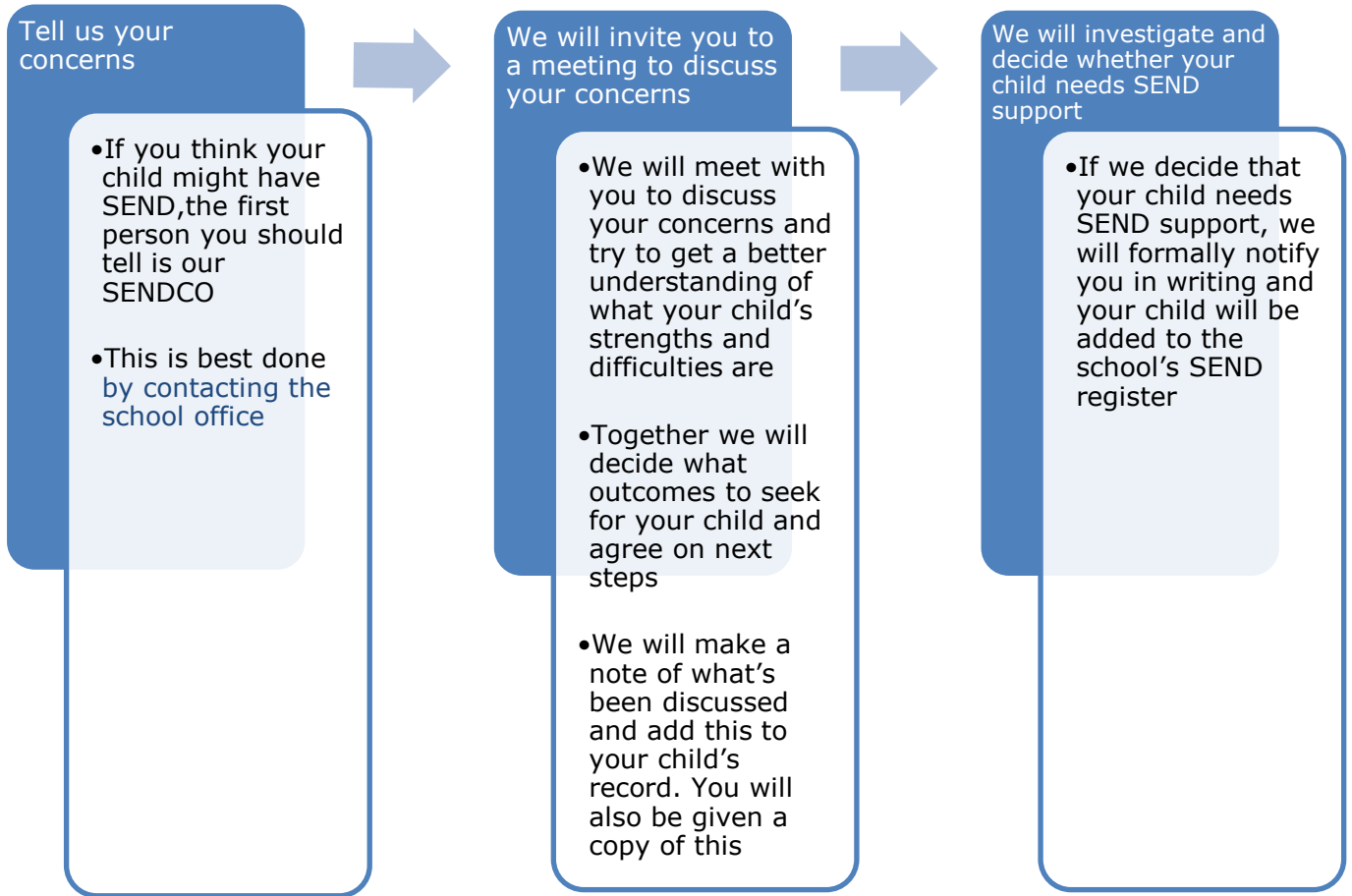
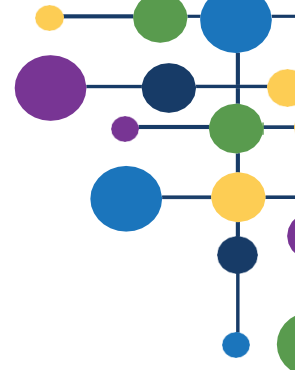
- Boxall profile
- Dyslexia Screener
- SNAP Profiles - SPLD (Specific Learning Difficulties) and Behaviour
- Sensory Audits
- Bradford online tool kit
- Handwriting assessment
- Phonics screening check.

All formal assessments sit along and will be used in conjunction with teacher assessments. Class teachers will regularly assess the progress of all pupils and identify any whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better their previous rate of progress
- Fails to close the attainment gap between them and their peers
- Widens the attainment gap despite interventions.

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

If you think your child may have SEND, it is important that you let us know, too, so that we can assess and find out whether this is the case. Please follow the steps outlined below:

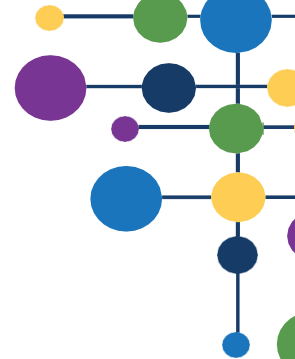


## 6. Admission arrangements for disabled pupils

Admissions into Millbridge Primary Academy are managed by Kirklees Local Authority's School Admissions service. As such, protocols for admissions for all pupils, including those with SEND and those who are Looked After and have SEND, can be found here:

[Admission-arrangements-community-voluntary-schools-2024-25.pdf \(kirklees.gov.uk\).](https://www.kirklees.gov.uk/admission-arrangements-community-voluntary-schools-2024-25.pdf)





## 7. How Millbridge Primary Academy consults pupils and their parents/carers and involves them in their child's education

At Millbridge Primary Academy, we provide you, as parents/carers, with a termly report on your child's progress.

Your child's teachers will meet you at least twice per year, at Parent Consultation Meetings, 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.

For pupils with SEND, the regularity of meeting becomes more frequent. Please see the following table:

SEND category	Supporting documentation	Review frequency
SEND K	<b>Additional Needs Plans (ANPs)/Pupil Passports/Individual Support Plans (ISPs)</b>	On a <i>daily/weekly/half termly</i> basis as part of classroom provision and Quality First Teaching and will be reviewed with parents/carers termly
SEND K	My Support Plans (MSPs)	Reviewed <i>termly</i> with all the relevant professionals, parents and the pupil
SEND E	Education Health and Care Plans (EHCPs)	<i>Informally reviewed termly</i> with relevant professionals
		<i>Formally reviewed annually</i> as part of the annual review with parents/carers, pupil and staff views
		Emergency (or interim) reviews of both My Support Plans and EHCPs can be conducted in light of circumstances which occur in school or if circumstances change significantly. This can be requested by either the parent/carer or key Academy staff

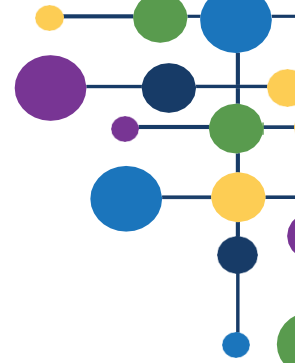
We know that you're the expert when it comes to your child's needs and aspirations, so we want to make sure you have a full understanding of how we're trying to meet your child's needs. This means that you can provide insight into what you think would work best for your child.

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, so that we can keep our provision as relevant as possible.

After any discussion we will make a record of any outcomes, actions and support that have been agreed. This record will be shared with all relevant staff, and you will be given a copy.





## 8. How Millbridge Primary Academy supports Looked After Children with SEND

Stuart Harris (Head of Inclusion) is the designated teacher for looked-after children (LAC) and previously looked-after children (PLAC).

He will make sure that all teachers understand how a looked-after or previously looked-after child's circumstances and their SEND might interact, and what the implications are for teaching and learning.

Children who are looked-after or previously looked-after will be supported much in the same way as any other pupil who has SEND. However, looked-after children 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.

## 9. How Millbridge Primary Academy supports the transitions for pupils with SEND – primary to secondary school

### Between years

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

- Ensure that the pupil knows their class teacher for the next academic year
- Ensure that they have had the opportunity to meet any key pastoral contacts for the following year.

### Between schools

When your child is moving on from **Millbridge Primary Academy**, we will ask you and your child what information you want us to share with the new setting. It is important that you know that there may be crucial information which we will share, regardless of your views, to help keep your child safe and doing well in school.

### From primary to secondary (for primary schools)

The SENDCO of the secondary school will come into our school for a meeting with our SENDCO. They will discuss the needs of all the children who are receiving SEND support.

**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
- Any other relevant things primary schools might do during transition.

### From primary to secondary (for secondary schools)

The SENDCO of the primary school meets with our SENDCO to discuss the needs of the incoming pupils throughout the year before they start at Millbridge Primary Academy]. In some cases, this work will begin earlier – in lower Key Stage 2.

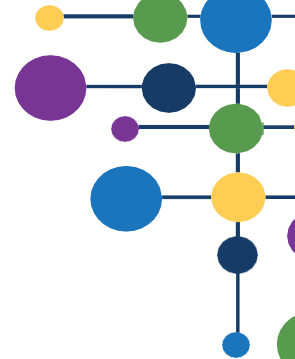
We arrange meetings with the parents of incoming pupils to discuss how we can best welcome their child into our community.

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

### Onto adulthood (for secondary schools)







We provide all our pupils with appropriate independent careers advice and guidance on paths into work or further education.

We work with the pupil to help them achieve their ambitions, which can include goals in higher education, employment, independent living and participation in society.

## 10. How Millbridge Primary Academy teaches and adapts the curriculum for pupils with SEND

Your child’s teacher/s is/are 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 attend TCA.

We will differentiate (or adapt) 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.

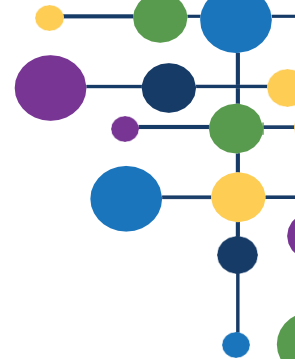
These adaptations include, but are not limited to:

- Adapting our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson
- Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font and coloured resources
- Teaching assistants supporting **pupils** on a 1-to-1 basis where appropriate
- Teaching assistants supporting **pupils** in small groups where appropriate
- Mentoring, coaching and providing a range of SEMH-friendly interventions to give **pupils** reflection time.

We may also provide the following interventions:

AREA OF NEED	CONDITION	HOW WE MAY SUPPORT THESE PUPILS
<b>Communication and interaction</b>	Autism spectrum condition	Visual timetables Social stories
	Speech and language difficulties	Speech and language therapy
<b>Cognition and learning</b>	Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia	Writing slope
	Moderate learning difficulties	
	Severe learning difficulties	
	Global delay	





<b>Social, emotional and mental health</b>	ADHD, ADD	Quiet workstation
	Adverse childhood experiences and/or mental health issues	Nurture groups
<b>Sensory and/or physical</b>	Hearing impairment	Wearing of appropriate technology Makaton
	Visual impairment	Limiting classroom displays
	Multi-sensory impairment	Control of classroom environment
	Physical impairment	

These interventions are part of our contribution to Kirklees Local Authority’s local offer.

The Millbridge Primary Academy Accessibility Plan is available at the following link:

[www.millbridge.org.uk](http://www.millbridge.org.uk)

SEND interventions follow a model known as the graduated response to SEND needs. The ‘Assess, Plan, Do, Review’ model, which structures our approach to supporting pupils, is detailed on a diagram below:



### 1. Assess

- Teacher and the SENDCO carry out a clear analysis of the pupil’s needs.
- Teacher and the SENDCO carry out reviews (minimum termly) of the pupils and previous targets/outcomes.



- Views of the pupil and their parents/carers will be taken into account.
- The school may also seek advice from external support services.
- The assessment will be reviewed every term as a minimum in order to make sure that the support in place is matched to the pupil's need.

## 2. Plan

- In consultation with the parents and the pupil, the teacher and the SENCO will decide which adjustments, interventions, targets and support will be put into place, alongside the expected outcomes, and a clear date for review.
- All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. This information will be recorded in Arbor and will be made accessible to staff in a Pupil passport/individual education plan /school-based support plan.
- Parents/Carers will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

## 3. Do

- The pupil's class or subject teacher retains overall responsibility for their progress.
- Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.
- The SENCO will support the teacher and support staff in further assessing the pupil's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

## 4. Review

- The effectiveness of the support and interventions in relation to targets set and their impact on the pupil's progress will be reviewed in line with the agreed date.
- We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:
  - The views of the parents and pupil
  - The level of progress the pupil has made towards their outcomes
  - The views of teaching staff who work with the pupil.
- The teacher and the SENDCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents/carers.

## 11. Facilities to help pupils with a disability at Millbridge Primary Academy

As part of SHARE multi-academy trust, we work with a central finance team in order to secure the very best resources for the best value. It is important that money is spent appropriately to ensure that pupils with SEND are able to access the Academy's curriculum and facilities.

It may be that your child's needs mean we need to secure:

- Extra equipment or facilities
- More staffing hours
- Further, specialist training for our staff
- External specialist expertise.

If that is the case, we will consult with external agencies to secure information about what will best help your child access their learning.



SHARE multi-academy trust will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from Kirklees Local Authority's SENDACT team through appropriate referral processes.

## 12. How Millbridge Primary Academy ensures that pupils with SEND are not discriminated against and can take part in all activities with their peers who do not have SEND

At Millbridge Primary Academy, we ensure there are no barriers to **pupils** with SEND enjoying the same activities as other **pupils** in the Academy, including physical activities.

- All of our extra-curricular activities and trips are available to all our **pupils**, including our Breakfast Club and after-school sporting/other clubs.
- All **pupils** are encouraged to go on our school trips, including any residential trips, trips abroad and/or adventurous activities.
- All **pupils** are encouraged to take part in sports day, academy choir, sports teams and working with local primary schools.

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

## 13. Personal development for pupils with SEND

Personal development – the development of knowledge and skills which equip **pupils** with the capabilities to thrive in the challenges of modern day Britain – is important for all. However, at Millbridge Primary Academy we understand that, for **pupils** with SEND, this can be more challenging.

In order to ensure that pupils who leave Millbridge Primary Academy are able to confidently navigate the challenges of life in modern Britain, adaptations, additions and adjustments to the personal development (PD) curriculum are made. These are outlined below;

- One-to-one mentoring, coaching and counselling
- Academy Pupil Parliament and prefect leadership opportunities
- Small group sessions targeting specific gaps in knowledge or misconceptions relating to the personal development curriculum, including 'Knowing my SEND' – sessions linked to understanding and accepting their needs
- Dedicated mentoring time for EHCP pupils to work on life skills
- Boxing coaching and mentoring
- Thriving Kirklees referrals (mental health and emotional support).

## 14. Anti-bullying Policy

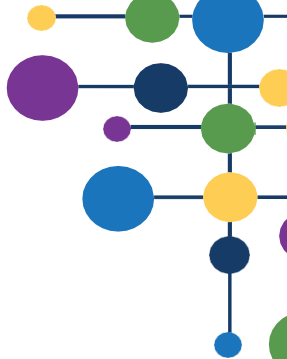
Our Anti-Bullying policy can be found at the following link:

[www.millbridge.org.uk](http://www.millbridge.org.uk)

All staff at the Academy are vehemently opposed to bullying in all its forms. We recognise that all pupils, including those with SEND, are at risk of being bullied, but also taking part in bullying behaviour.

There are a range of measures we take to reduce the risk of this and these include, but are not exclusive to, the following:

- The behaviour curriculum

- 
- › Clear Behaviour Policy and sanctions
  - › Wellbeing support (including EMA support)
  - › Clear communication with parents/carers
  - › Referrals to external services
  - › Strong pastoral links across the Academy.

## 15. Parental complaints

Whilst, wherever possible, we work closely with parents/carers to ensure that their child is at the centre of all efforts, and benefitting from them, at Millbridge Primary Academy we acknowledge that it is important that parents/carers have the right to complain about the provision and their treatment, should they wish.

In these instances, parents/carers should refer to the SHARE multi-academy trust Complaints Policy and Procedure which is available at the following link:

[SHARE Multi Academy Trust - Policies & Documents \(sharemat.org\)](https://sharemat.org).

Complaints about SEND provision in our school should be made to the SENDCO, in the first instance. It is hoped that that most concerns and difficulties, where a parent or **pupil** seeks intervention, reconsideration or some other action to be taken, can be resolved informally.

If you are not satisfied with the Academy'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 [SEN 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>.

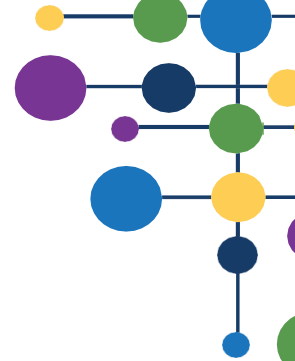
You can make a claim about alleged discrimination regarding:

- › 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.

In Kirklees, the appropriate intermediary service is KIAS, details of whom can be found at the link below:

[Home - Kirkless KIAS](#).



## 16. Local offer for SEND

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 the Kirklees local offer. Kirklees Local Authority publishes information about the local offer on their website:

[Home | Kirklees SEND Local Offer \(kirkleeslocaloffer.org.uk\).](http://kirkleeslocaloffer.org.uk)

Our local special educational needs and disabilities information advice and support service is KIAS, and you can find more information at their website, the link for which is below:

[Home - Kirkless KIAS.](#)

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

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

## 17. Glossary of SEND terminology

**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

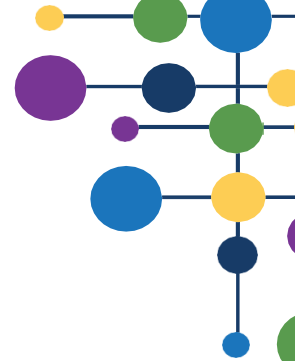
**Graduated approach** – an approach to providing SEN support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil

**Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind

**LAC** – a pupil who has been in the care of their local authority for more than 24 hours is known as a looked after child

**Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEN in the local area





**Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment

**PLAC** – a pupil who has been previously looked after by the local authority for more than 24 hours is known as a previously looked after child

**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 children with SEND

**SEN information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEN

**SEN support** – special educational provision which meets the needs of pupils with SEN

**Transition** – when a pupil moves between years, phases, schools or institutions or life stages

