

THE ROCHE SCHOOL

Special Education Needs and Disability Policy

This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	Public Domain
Date Published	October 2025
Review	October 2026
Authorised by (if required)	SLT Team
Responsible Area	Louise Gilmartin

1. Aims and Objectives

1.1.Aims

At The Roche School, we wish to establish an environment where pupils are valued and supported as individuals, and where rights and dignity are maintained. Most importantly, The Roche School has an underlying belief in quality teaching practices and high expectations for all children. Our aims are:
At The Roche School, we wish to establish an environment where pupils are valued and supported as individuals, and where rights and dignity are maintained. Most importantly, The Roche School has an underlying belief in quality teaching practices and high expectations for all children. Our aims are:

- to provide the best setting to meet the needs of children with SEND and to monitor and evaluate sites and resources in order to effect improvements.
- through reasonable adjustments to enable all children, including those with SEND, to have full access to all elements of the school curriculum.
- for staff at The Roche School to welcome children with special educational needs and disabilities and adopt a positive attitude towards all children's needs, recognising each pupil's achievements as well as his or her difficulties.
- for all pupils to achieve the maximum possible for their ability.
- to acknowledge parents/carers as invaluable partners and involve them in decisions about their children's education.

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- to ensure safeguarding procedures are in place to ensure that all pupils will be protected from harm and neglect

1.2.Objectives

The Roche School's objectives for SEND show a commitment to:

- the early identification, assessment and graduated provision for all pupils causing concern
- working within the guidance provided in the SEND Code of Practice 2014
- the continuous monitoring of pupil progress to aid identification and maintaining an awareness that the continued progress of pupils with SEND is the responsibility of all staff
- regularly monitoring and evaluating provision in place to overcome barriers to learning
- working in partnership with parents/carers thus enabling them to take an active role in their child's education
- involving pupils actively in the decision making process regarding their education
- working with outside agencies to meet the needs of SEND pupils
- ensuring support and well targeted continuing professional development opportunities to enable a high level of staff expertise to meet pupil need and fulfil their responsibilities
- ensuring that pastoral care and support is available for all pupils so that they develop in all areas and build a strong sense of self-esteem

2. Legislation and Guidance

This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

- Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEN and disabilities
- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEND Co-ordinators (SENDCos)

3. Definitions

What are Special Educational Needs?

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

A child or young person has special educational needs if they have a learning difficulty or disability, which calls for special educational provision to be made for him or her. A child of compulsory school age or young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age **or**
- has a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream school

A child under compulsory school age has special educational needs if he or she is likely to fall within the definition in paragraph above when they reach compulsory school age or would do so if special educational provision was not made for them. (Code of Practice 2014)

4. Roles and Responsibilities

4.1 The SENDCo

The Special Educational Needs and Disability Coordinator (SENDCo) is Louise Gilmartin. The SENDCo will:

- Work with the Headteacher to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility along with the Headteacher for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that SEND pupils receive appropriate support and high quality (quality first) teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils needs effectively
- Be the point of contact for external agencies and the local authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

4.2 The Headteacher

The headteacher will:

- Work with the Learning Support Department to determine the strategic development of the

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

SEND policy and provision in the school

- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

4.3 Class teachers:

Each class teachers is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy
- Ensuring that the Graduated Approach is kept up to date
- Ensuring that they are aware of all targets, reports and interventions relevant to the SEND children in the class
- Ensuring that the curriculum is differentiated and personalised for the children with SEND
- Attend relevant SEND training

4.4.Specialist teachers for children with specific learning difficulties:

At the Roche School we have a selection of teachers who are specialised in the field of SEND. 1:1 specialist support lessons can take place during the school day with a specialist teacher, this is at an additional cost. A list of names of specialist teachers can be obtained from the SENDCo upon request.

5.Partnership with Parents

We realise the importance of home and school working together in supporting the development of children with special educational needs and see this as fundamental to the child's progress. We keep parents informed of progress through regular meetings. Should any parent be concerned by their child's development or lack of progress, they are welcome to come into school before or after school hours to discuss their concerns with the class teacher, Louise Gilmartin (SENDCo), Mrs Charlotte Doherty (Headteacher), or Gabriella Emery (Head of Nursery). If extra support is thought to be necessary, parental co-operation is sought at each stage and with parental consent, in-school assessments are carried out to inform target setting and teaching.

6.Admissions Procedure for Children with SEND

At The Roche School, we employ an active inclusion policy and recognise the right for children with

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

SEND to be educated in a mainstream school where it is in the child's best interest.

Admission arrangements do not discriminate against children with any specific educational special need, however, a provisional place can only be offered if there is a balance of needs in the Year group and appropriate sets. If it is deemed that the resources are already being used to a maximum in a particular class, a new applicant may be put on a waiting list and when a position becomes available, the place can then be offered. We will continue to provide an inclusive education for as long as possible. In exceptional circumstances we may have to seek an alternative setting should it no longer be in the child's best interests to be taught at The Roche School. In this event we will provide help by offering support and advice on an alternative appropriate setting.

If you have a child with SEND at Nursery age, then please see the EYFS Admissions policy. If there is an application for a child to join further up the school, from Reception to Year 6, the SENDCo will ask to see all relevant and up-to-date reports, as well as the latest school report from the child's present school.

If it is suggested that school cannot meet the needs of the child at The Roche School, the parents will be fully informed of the reasons by the Headteacher and the SENDCo and we will endeavour to give advice on schools that may be suitable to apply to.

7. SEND information report

7.1 The kinds of SEND that are provided for:

Special educational needs and provision can be considered as falling under four broad areas.

1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. Sensory and/or physical

7.2 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

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

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- Widens the attainment gap.

This may include progress in areas other than attainment, for example, social needs. Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

7.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

7.4 Assessing and reviewing pupils' progress towards outcomes

Teachers have overall responsibility and accountability for the progress and development of all children in their class, including those children who need additional support from teaching assistants or specialist staff. With high quality teaching that is differentiated and personalised we expect all children to make adequate or better than adequate progress.

We follow the graduated approach and the four-part cycle of **assess, plan, do, review cycle**.



The class or subject teacher will work with the SENDCo to carry out a clear analysis of the pupil's needs and will be reviewed regularly. This will draw on:

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The pupil's own views
- Advice from external support services, if relevant

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

7.5 Process for Action

With parental permission we can offer some in-house assessments to see if there are any gaps in a child's academic development. If assessments indicate that a child would benefit from a formal screening from an outside agency or in house interventions, then the SENDCo will meet with the parents to discuss what the next steps could be. This can include:

- Individual Education Plan (IEP). The support to be provided for the child will be recorded on the IEP. The IEP is a working document, and the targets and strategies can be changed in order to continually ensure that the needs of the child are being met.
- 1:1 sessions with a qualified and experienced specialist teacher at the cost of £55 for 1 hour
- External agencies such as an Educational Psychologist, Specialist Assessor (SpLD), Speech and Language Therapist, Occupational Therapist and, in the case of Early Years, Wandsworth Early Years SEN Team. They may also be referred for a multi-disciplinary assessment.

7.6 Education Health and Care Plans and Annual Reviews

If a child without an EHCP has significant needs and is not making progress despite the above processes being put in place, a statutory assessment can be requested by a child's parents or by the school with the parent's consent, from the local authority. In the new Code of Practice, the local authority must make a decision on whether to proceed with a statutory Education, Health and Care Plan assessment within 6 weeks of receiving the request.

The whole assessment and planning process must take no more than 20 weeks, from the point an assessment is requested until the final EHC Plan is issued. If the local authority decides not to issue an EHC plan, it must inform the child's parents within a maximum of 16 weeks from the request of the EHC assessment. Please see Chapter 9 of the Special Educational Needs and Disability Code of Practice: for 0-25 (July 2014) for more information.

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

If a child enters or transfers to The Roche School with an EHCP, targets will continue to be monitored and reviewed.

7.7 Supporting pupils moving between phases

If a pupil moves from The Roche School to another setting, we will ensure the process runs as smoothly as possible. We will share relevant information with the school, or other setting the pupil is moving to. We will be available to discuss the transition if required.

7.8 Adaptations to the curriculum and learning environment

All pupils have a right to a curriculum which meets their needs. We make the following adaptations to ensure all pupils' needs are met and that they achieve their full potential both inside and outside the classroom:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger fonts.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

Those with SEND may be withdrawn from the classroom for short periods at certain times. The work they do during these times aims to strengthen their skills. The number of sessions per week for each child is decided between the SENDCo, the class teacher and the parents. The time for the session/s is arranged according to the class timetable.

For external examinations it is usually the case that the examining body will want to see evidence that extra time is required, in a report by an Educational Psychologist or Specialist Assessor. The report needs to be dated within 2 years of the examination taking place.

7.9 Additional support for learning

We have a team of SEND teachers and Teaching Assistants who are trained to deliver interventions and 1:1 lessons, we also work with the following agencies to provide support for pupils with SEND:

- Wandsworth Education Department
- The Special Needs Assessment Section of Wandsworth Education Department
- The Early Years Centre, Wandsworth
- Local Health Services

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- Social Services
- Educational Psychologists
- Speech and Language Therapist
- Occupational Therapists
- Local Special Schools
- Wandsworth Hearing Impaired Unit
- Behaviour Specialists
- Other outside agencies

7.10 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for pupils with SEND by:

- Reviewing pupils' individual progress each term
- Reviewing the impact of SEND interventions
- Monitoring by the SENDCo
- Holding annual reviews for pupils with EHC Plans

7.11 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND

The Roche School is committed to ensuring equal treatment of all its children. We will ensure that people with disabilities are not discriminated against in any way. We aim to develop a culture of inclusion and diversity in which people with disabilities are able to participate fully in school life. Reasonable adjustments will be made to ensure that the whole school environment is as accessible as possible. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit the school. Please see the following documents for further detail on how we support those with disabilities:

- The Disability and Equality Scheme and Accessibility Action Plan
- Equal Opportunity and Cultural Diversity Policy

7.12 Support for improving emotional and social development

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

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- Pupils with SEND are encouraged to be part of the school council
- Pupils with SEND are also encouraged to be part of all clubs that promote teamwork/building friendships etc.

We have a zero tolerance approach to bullying.

7.13 SEND, Pastoral Care and Safeguarding

Safeguarding children and young people with SEND requires understanding, foresight, reflection and communication. Staff are trained to recognise and respond to the pastoral needs of pupils with SEND, and school policies such as the Safeguarding, Behaviour and Anti-Bullying Policies take these into account. The SEND department works closely with the Safeguarding Lead.

8. Record Keeping

The SENDCo maintains registers of pupils identified as having SEND. These lists are regularly updated and available to staff. Records are kept on all pupils on the SEND registers and on a centralised system and updated regularly. These will include:

- Details of any assessments
- Details of any observations from staff
- Notes on provision and updates to provision
- Information from monitoring procedures
- Communication with and reports from external agencies
- Notes on communications with parents

Teachers maintain a record of each child's progress. This includes all children with special educational needs. Most children on our Special Needs, EAL and Medical registers have a pupil passport to help them achieve the most from their education. These are updated regularly and involve teachers, external agencies and the child themselves. A pupil passport gives an overview of the support a child needs to meet their full potential and can be accessed remotely, and a hard copy is available in the school office. Pupil passports will include:

- The pupil's information and photograph (This provides a personalised approach to the document).
- The pupil's thoughts and views on their learning.
- Additional support such as SLT, therapy sessions, TA support etc.
- Access Arrangements such as extra time, use of a laptop, reader or scribe etc.

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

9. Complaints about SEND provision

Concerns and complaints about SEND should be addressed to the child's teacher if relevant, or an appointment can be made with the SENDCo to discuss the complaint further. If necessary, the SEND Department will take your concern to the Headteacher or the Principal who will respond by meeting with the parents to discuss the situation. If the situation is not resolved in the meeting, the school's general complaints procedure would be followed. The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

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

10. Monitoring arrangements

This policy and information report will be monitored and reviewed by SENDCo Louise Gilmartin. It will be updated on an annual basis and approved by the Senior Leadership Team.

11. Links with other policies and documents

- SEND information report
- The local offer
- Accessibility plan
- Behaviour policy
- Equality information and objectives
- Supporting pupils with medical conditions policy
- Attendance policy
- Safeguarding / child protection policy
- Complaints policy

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential
