

Special Educational Needs (SEN) Information Report

St.Mary's Catholic Primary school 2024-2025



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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 special educational needs support works in our school.

If you want to know more about our arrangements for SEND, please read our SEND policy or make contact with the school and we will arrange for our SENDCo, Lucy Titheridge, to meet with you and talk to you.

You can find it on our website: https://www.st-marys-fal.cornwall.sch.uk/special_educational_needs

At St.Mary's Catholic Primary school we aim to ensure that all children are fully included in the life of our school and able to engage in the rich, exciting and rewarding opportunities we offer. We work hard to adapt our provision to enable every child to take part both inside the classroom and in the wider school environment. The information in this report helps to highlight how we do this.

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.

We look forward to working with you!





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

2. Which staff will support my child, and what training have they had?

Our special educational needs co-ordinator, or SENDCO

Our SENDCO is Mrs Lucy Titheridge.

They have four years experience in this role and have worked as part of the Senior Leadership team and as Deputy Headteacher for two years. They are a qualified teacher with 16 years experience.

They achieved the National Award in Special Educational Needs Co-ordination in July 2024 and thoroughly enjoyed studying current research whilst writing reflective accounts for this masters level award.

They are allocated 1 day a week to manage SEN provision.

Assistant SENDCO

Our assistant SENDCO is Ms Louisa Billingham.

They are new to this role and undergoing coaching alongside Mrs Titheridge to gain experience. They are currently studying for the NPQSEN qualification.

Class 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. Our SENDCO has led in house training on 'Sensory Profiling' and ways to scaffold support in the classroom, as well as a focus on learning plans.

This year we have focused on upskilling our staff with knowledge of Autism friendly classrooms. We have received training from the 'Autism team'. Our staff have also been supported by the Educational Psychology team and received training on the 'Lego Therapy' intervention.

Teaching Assistants (TAs)

We have a team of ten TAs, including some higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision. We work with teaching assistants who are trained to deliver interventions such as fast track phonics, precision teaching, fun fit and lego therapy. In the last academic year, TAs have been trained in lego therapy and fast track phonics.

In addition to this our school adopts a whole school TIS approach. All staff have been trained and one HLTA has achieved the TIS diploma enabling her to work on a 1:1 basis with children who require individualised TIS support.

To support pupils who require more specialist provision we work alongside the community nursing team, physical and medical team, cognition and learning team, vision support team as well as occupational therapy team to provide bespoke provision, such as, PEG feeding, nebuliser support, braille or individual physiotherapy programmes. Several of our TAs have training in administering medication.

External agencies and experts

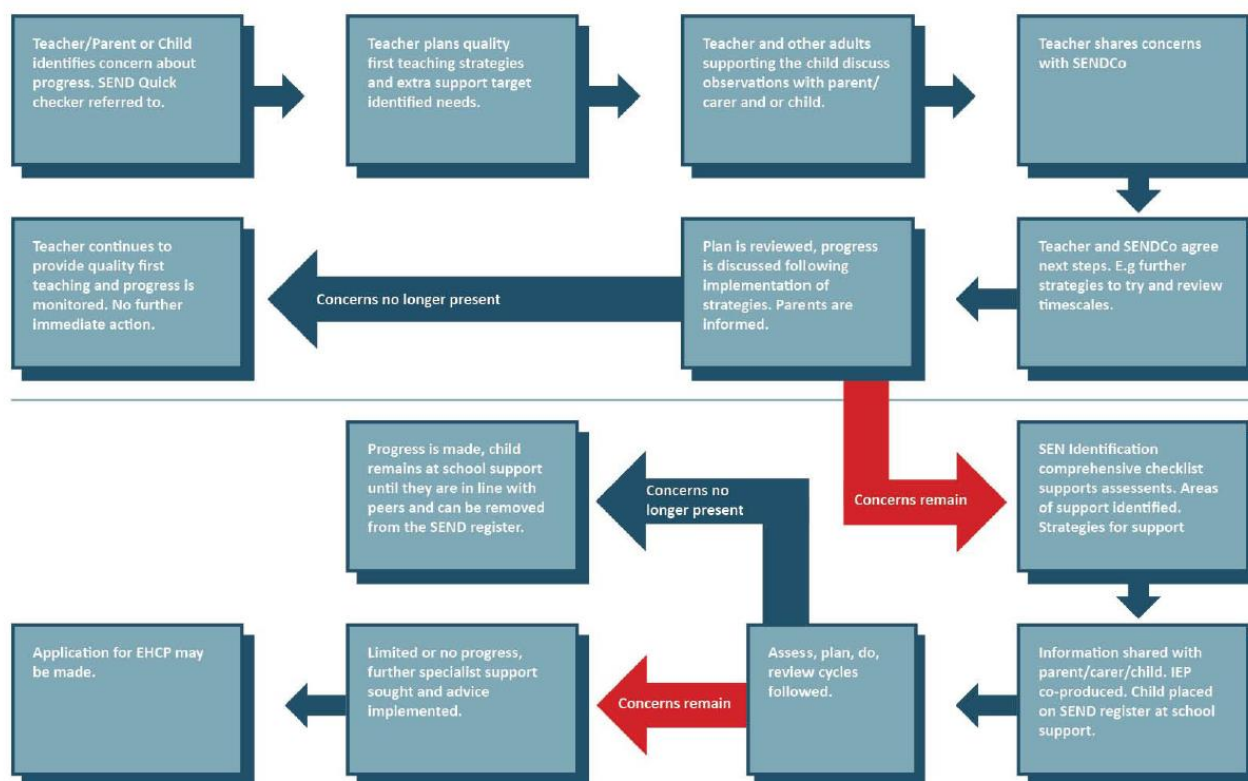
Sometimes we need extra help to offer our pupils the support they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEN and to support their families. These include:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- GPs or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services and other local authority (LA)-provided support services
- Voluntary sector organisations

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

At St.Mary's Catholic primary school we follow the Plymouth CAST SEND Pathway. This follows a graduated approach to SEND.

Identification of Special Educational Needs - Pathway



If you think your child might have SEN, the first person you should tell is your child's teacher.

You can contact your teacher via dojo, ask in person or pass a message through the school office.

They will pass the message on to our SENCO, Mrs Titheridge, who will be in touch to discuss your concerns.

You can also contact the SENCO directly.

senco@st-marys-fal.cornwall.sch.uk

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. You will also be given a copy of this.

If we decide that your child needs SEN support, we will formally notify you in writing and your child will be added to the school's SEND register.

4. How will the school know if my child needs SEN support?

All our class teachers are aware of SEN and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially. This might include noticing challenges of meeting age expectations early on in phonics lessons, difficulties with understanding number, a child's use of language or social play challenges amongst many other indicators.

If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will support the pupil to fill it. This may be by slightly adapting the way things are being taught, providing some additional short term support, additional teaching or working with you to support your child with some additional practice at home. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEN.

The SENCO will observe the pupil in the classroom and in the playground to see what their strengths and difficulties are. They will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data.

The SENCO will ask for your opinion and speak to your child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician.

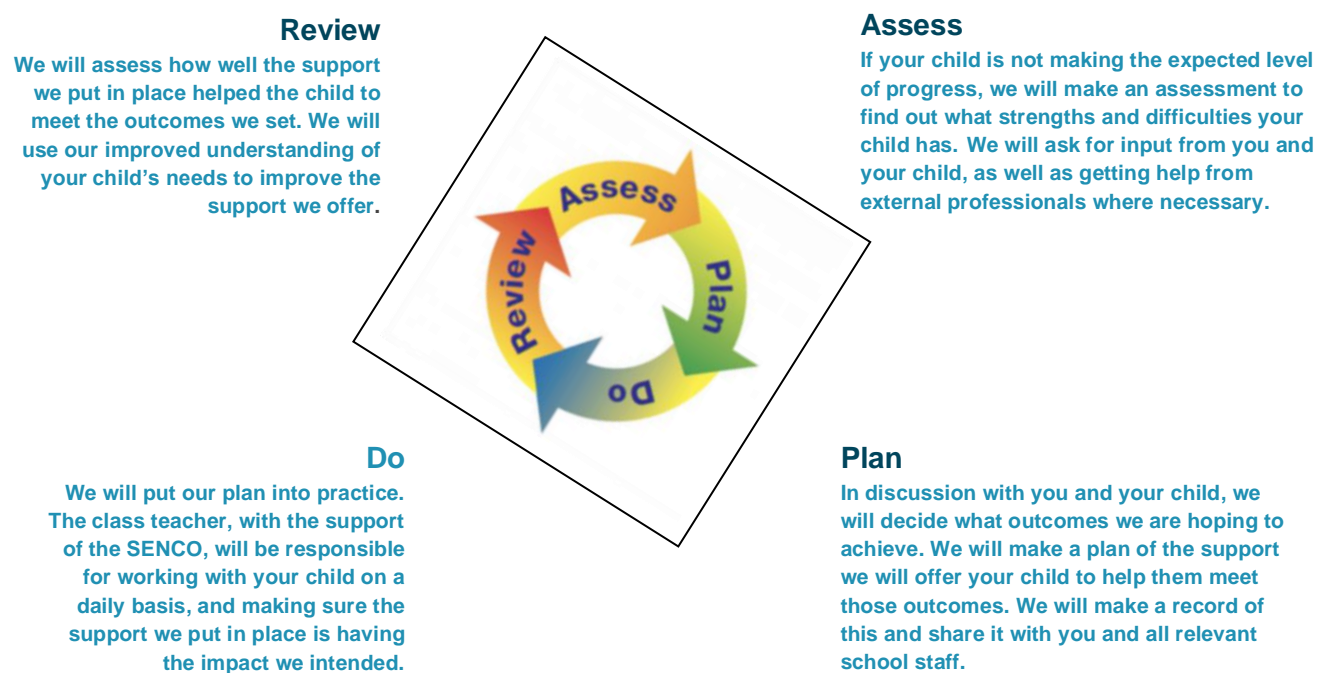
Based on all of this information, the SENCO will decide whether your child needs SEN support. You will be told the outcome of the decision in writing.

If your child does need SEN support, their name will be added to the school's SEND register, and the SENCO will work with you to create a SEN support plan for them.

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

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

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



As a part of the planning stage of the graduated approach, we will set outcomes that we want to see your child achieve.

Whenever we run an intervention with your child, we will assess them before the intervention begins. This is known as a 'baseline assessment'. We do this so we can see how much impact the intervention has on your child's progress.

We will track your child's progress towards the outcomes we set over time and improve our offer as we learn what your child responds to best.

This process will be continual. If the review shows a pupil has made progress, they may no longer need the additional provision made through SEN support. For others, the cycle will continue and the school's targets, strategies and provisions will be revisited and refined.

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

We will provide half termly learning plans and an annual school report to explain your child's progress.

Your child's class/form teacher will meet you three times a year during parents 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

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 SEN 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.

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.

If you have concerns that arise between these meetings, please contact your child's class teacher. Please do this by contacting them on the school dojo messaging system or by calling the school office on: 01326 314540 to ask for an appointment.

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 level of competence. We recognise that no two children 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
- Prepare a presentation, written statement, video, drawing, etc.
- 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 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.

Scaffolding and adapting provision to suit your child's needs has been a key focus for our in house staff training over the past year. There has been plenty of opportunity for our staff to upskill and share excellent practice for the benefit of producing high quality outcomes for your child.

These adaptations include:

- Differentiating 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.

- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud or using task organisers.
- Adapting our resources and staffing for best support and impact to improve pupil's access.
- Using whole school approaches, such as, Widgit whole class timetables and a whole school approach to collecting pupils voice based on the 'Autism Education Trust's promises'.
- Using recommended physical aids, such as laptops, wobble cushions, ear loops or defenders or specialised seating.
- Teaching assistants will support pupils on a 1-to-1 basis when a child requires specific provision, such as, specialist occupational therapy programmes, braille provision for reading and writing, PEG feeding, specialist speech and language support, 1:1 TIS support, specific lesson support that requires a specific approach, such as, precision teaching or social stories, administration of medication and intimate care.
- Teaching assistants will support pupils in small groups when leading specific in lesson support, group lego therapy sessions or group fun fit sessions.

In order to make our curriculum inclusive and accessible to all, our accessibility policy has been rewritten this academic year (2025). Please find this policy available to read at:

https://www.st-marys-fal.cornwall.sch.uk/goto/167340?slug=special_educational_needs

We may also provide the following interventions:

AREA OF NEED	CONDITION	HOW WE SUPPORT THESE PUPILS
Communication and interaction	Autism spectrum disorder (ASD)	Visual timetables Social stories Lego therapy Autism friendly classrooms Now, next systems TEACCH system
	Speech and language difficulties	Speech and language therapy Wellcomm programme
Cognition and learning	Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia	Writing slopes Colored overlays or reading rulers Dyslexia Gold programme Dyslexia friendly font and classroom
	Moderate learning difficulties	Precision teaching Fast track phonics

	Severe learning difficulties	ACC – core boards, Widgit boards. Social stories or scripts Individualised timetables and provision Use of sensory room with swing
Social, emotional and mental health	ADHD, ADD	Quiet workstation systems
	Adverse childhood experiences and/or mental health issues	Whole school TIS support 1:1 TIS support Lego therapy
Sensory and/or physical	Hearing impairment	Seating consideration Limiting of external noise – environmental considerations Visual Widgit aids
	Visual impairment	Agreed classroom display approach High visibility markings in school environment Brailing support Narration during lesson time
	Multi-sensory impairment	Specific tailoring of individualised plan Use of sensory room Home / school communication aids, e.g Tapestry diary
	Physical impairment	Occupational therapy programmes Fun fit Specific medication support, e.g. nebuliser, PEG feeding. Support with intimate care processes

These interventions are part of our contribution to Cornwall 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 5-6 weeks
- Using pupil questionnaires
- Asking for pupil voice every 6 weeks inspired by the 'Autism Education Trust's promises' approach.
- Monitoring by the SENCO
- Data from whole school systems, such as, half termly phonics assessments, AR reading ages or Power maths tests.
- Using specific measuring systems when necessary, e.g. Early years Developmental Journal or Downs Syndrome journals.
- Holding an annual review (if they have an education, health and care (EHC) plan)

10. How will the school resources be secured for my child?

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

- Extra equipment or facilities
- More teaching assistant hours
- Further training for our staff
- External specialist expertise

If that's the case, we will consult with external agencies to get recommendations on what will best help your child access their learning.

The school will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from our local authority. This will usually require applying to an Educational Health and Care Plan. This plan may include recommendations about the way in which any additional funding should be used. If the school needs to recruit additional staff, they will follow the Plymouth Cast recruitment policy. Approval for all posts must be sought from the Trust before the school can begin the recruitment process.

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

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 junior residential. This involves pupils staying overnight in Year 4 during an arts based residential, going off site in Year 5 to BF residential for a two night stay and visiting London for a three night stay in Year 6. We are proud of how all our children are included in these special events.

All pupils are encouraged to take part in whole school sports day, school Christmas plays, carol concerts and the Y6 play. We delight in participating in many local events throughout the year, such as, 'The St.Piran's Day Parade' in Year 4 and 'The Lantern Parade' in Year 5. We ensure that all Year 4 attend swimming lessons and provide extra lessons for some pupils who require this provision in Year 5.

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 they can be included.

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

- We make sure that all prospective pupils whose EHC plan names the school will be admitted before any other places are allocated.
- Upon receipt of admissions enquiries, our Headteacher, Mrs Titheridge, will make contact to discuss needs and provision support.
- Extra viewings of the school environment can be booked at any time by contacting the school office on: 01326 314540.
- Where a place is requested in an oversubscribed class, careful consideration is made as a Senior Leadership Team as to how our school can best support your child with their educational journey.

13. How does the school support pupils with disabilities?

- We ensure that our disabled pupils are never treated less favourably than pupils without disabilities.
- We work closely with external agencies who provide specific training for our staff or recommendations to improve access.
- We provide any facility necessary to support each individual pupil on a personalised basis.

In order to make our curriculum inclusive and accessible to all, our accessibility policy has been rewritten this academic year (2025).

Please find this policy available to read at:

https://www.st-marys-fal.cornwall.sch.uk/goto/167340?slug=special_educational_needs

- Within this document we illustrate how we:
 - Increase the extent to which disabled pupils can participate in the curriculum.
 - Improve the physical environment to enable disabled pupils to take better advantage of the education, benefits, facilities and services you provide.
 - Improve the availability of accessible information to disabled pupils.

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

All Schools within the Trust are working towards becoming Trauma Informed Schools and all adults have had training to help them recognise signs that children may be having difficulty socially, emotionally or mentally. Adults are trained in ways to support children and all children have trusted adults that they can reach out to at times of difficulty.

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

- Our teachers 'meet and greet' all of our pupils every day on a personal basis. We ensure that we are active listeners throughout the day and check in with our pupils who many need so several times a day.
- All classrooms have a wellbeing corner which is accessible for all pupils when they require it.
- Pupils with SEN are encouraged to be part of the school council, wellbeing team and 'Mini Vinnies'.
- We survey all pupils at least once a year to seek their views about how well they are settled in school and how well they are connected to the adults and their peers. This is called our School Bonding Questionnaire
- Pupils with SEN are also encouraged to be part of 'Snapdragons club' to promote building friendships.
- We provide extra pastoral support for listening to the views of pupils with SEN by ensuring we speak on a 1:1 basis about their learning through the pupil voice sections of our learning plans. This also ensures we speak about the wider curriculum, including, friendships, club access, diet and emotional wellbeing.
- We offer 1:1 TIS sessions for pupils who have experienced trauma.
- We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by ensuring staff have the relevant training to respond to any accusations and take these with the upmost seriousness. We provide pupils

with opportunity to discuss through circle times, as well as our RSE and PSHE curriculum. We participate with national 'anti-bullying week.'

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

Between years

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

- Ask both the current teacher and the next year's teacher to attend a final meeting of the year when the pupil's SEN is discussed.
- Ensure access to all relevant information for the new member of staff.
- Schedule transition sessions with the incoming teacher towards the end of the summer term.
- Offer visual transition booklets showing new staff and classrooms, detailing what will change and what will stay the same.
- Discuss any other adaptations, such as, extra visits the day before school begins or extra meetings with class teachers early on to update each other on progress.

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.

Between phases (early years)

The SENDCO of the nursery will meet with our SENDCO. They will discuss the needs of all the children who are receiving SEN support. Sometimes our SENDCO will attend a series of meetings, including, CIN meetings in order to fully understand and then be able to support a pupil's needs.

Pupils will be prepared for the transition by:

- Being provided with a photographic transition book.
- Being offered extra visits to our environment with a specialist transition timetable. This may be during or after school hours dependent on need.
- Attending all of the EYFS transition visits with the rest of their new cohort.

Between phases (primary schools to secondary 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 SEN support.

Pupils will be prepared for the transition by:

- Being offered transition opportunities to their new school. Our teaching assistants may attend with them for support.
- Learning how to get organised independently.

16. What support is in place for looked-after and previously looked-after children with SEN?

Mrs Lucy Titheridge is the designated teacher for looked-after children and previously looked-after children here.

She makes sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEN 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 child who has SEN. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEN support plans or EHC plans are consistent and complement one another.

17. What should I do if I have a concern about my child's SEN support?

If you have concerns about the progress your child is making or the support they are receiving you should speak to the class teacher in the first instance. They may suggest that you have a meeting with the SENDCo to discuss your concerns and work together to agree how to address these. If you are still concerned you should follow the school complaints procedure.

You can find a copy of that here: https://www.st-marys-fal.cornwall.sch.uk/complaints_procedure

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

If you have questions about SEN, 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 Cornwall council's local offer:

<https://www.cornwall.gov.uk/schools-and-education/special-educational-needs/send-local-offer/>

Details of teams that may offer support, including, Cognition and learning team, Autism team, or Physical Disability or medical needs team, and more may be found at:

<https://www.cornwall.gov.uk/schools-and-education/special-educational-needs/send-support-services/>

The Neurodiversity hub:

<https://parentcarerscornwall.org.uk/neurodiversity/>

Our local special educational needs and disabilities information, advice and support (SENDIAS) services are:

<https://cornwallsendiass.org.uk/>

Local charities that offer information and support to families of children with SEN are:

<https://service.actionforchildren.org.uk/kernow-connect/>

<https://youngpeoplecornwall.org/about-us/our-story/>

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

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

19. Glossary

- **Access arrangements** – special arrangements to allow pupils with SEN 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 SEN 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
- **EHCP 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 (EHC) 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 SEN
- **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
- **Local offer** – information provided by the local authority that explains what services and support are on offer for pupils with SEN in the local area
- **Outcome** – target for improvement for pupils with SEN. 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 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 that meets the needs of pupils with SEN
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages