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Special Educational Needs and Disabilities (SEND) Information Report

Sandwich Infant School

Inclusion Team
SEND Governor: Mrs M Elsam

Headteacher: Leanne Bennett
SENCO: Jessica Prestleton
Contact No. 01304 612228

senco@sandwich-infant.kent.sch.uk

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Contents

1. What types of SEND does the school provide for? 4
2. Which staff will support my child? 5
3. What should I do if I think my child has SEND? 7
4. What happens if the school identifies a need? 8
5. How will the school measure my child's progress? 9
6. How will I be involved in decisions made about my child's education? 10
7. How will my child be involved in decisions made about their education? 11
8. How will the school adapt its teaching for my child? 112
9. How will the school evaluate whether the support in place is helping my child? 123
10. How will the school ensure my child has appropriate resources? 123
11. How will the school make sure my child is included in activities alongside pupils who don't have SEND? 134
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability? 135
13. How does the school support pupils with disabilities? 145
14. How will the school support my child's mental health and emotional and social development? 146
15. What support is in place for looked-after and previously looked-after children with SEN? 166
16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood? 17
17. What support is available for me and my family? (Local Offer) 168
18. What should I do if I have a complaint about my child's SEND support? 19
19. Supporting Documents 19
20. Glossary 20

Dear parents and carers,

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

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



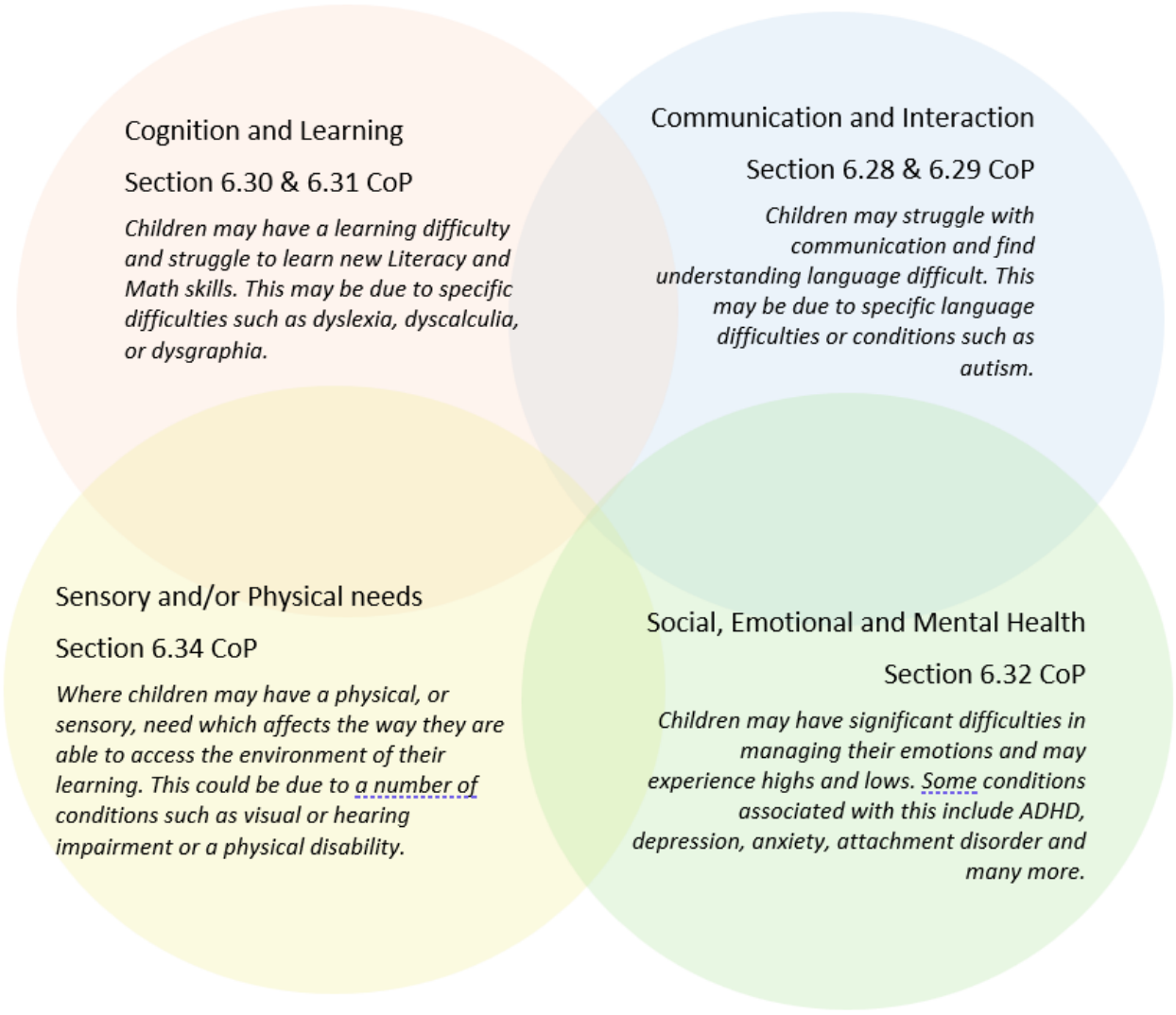
If you want to know more about our arrangements for SEND, read our SEND policy alongside this Information Report.

You can find our SEND policy on our website: Sandwich Infant School - Home Page

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

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

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



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

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

SEND_Code_of_Practice_January_2015.pdf (publishing.service.gov.uk)

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



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

Below outlines key staff who will be supporting your child. *Please note that this list is not exhaustive.*

Our Special Educational Needs Co-ordinator, or SENDCO

Our Headteacher **Leanne Bennett** holds a nationally recognised award in special educational needs and disabilities – NASENCO, awarded by Canterbury Christ Church in 2014.

In addition, **Jessica Prestleton SENCO** holds a nationally recognised award in special educational needs and disabilities – NPQ SENCO qualification awarded in August 2026.

Class teachers

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

Most recently our school staff have been involved in training delivered by The Autism Education Trust, childhood behaviour training and de-escalation training.

Teaching assistants (TAs)

We have a team of 11 TA's, including 6 Higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision.

Our team of teaching assistants are trained to deliver interventions such as:

Speech link	Language Link	Lego Therapy	Drawing and Talking	
Sensory Circuits	Dyslexia Support	Attention Autism	BEAM	Clever Hands

Alongside classroom support which includes:

- Makaton
- English and Maths support, as guided by the class teacher.
- Little Wandle phonics groups or 1:1 support.
- Sensory Diet

- Sentence train/Language through Colour

Recently, TAs have been trained in supporting visual and hearing impairment, autism awareness, trauma informed school training and childhood behaviour training.

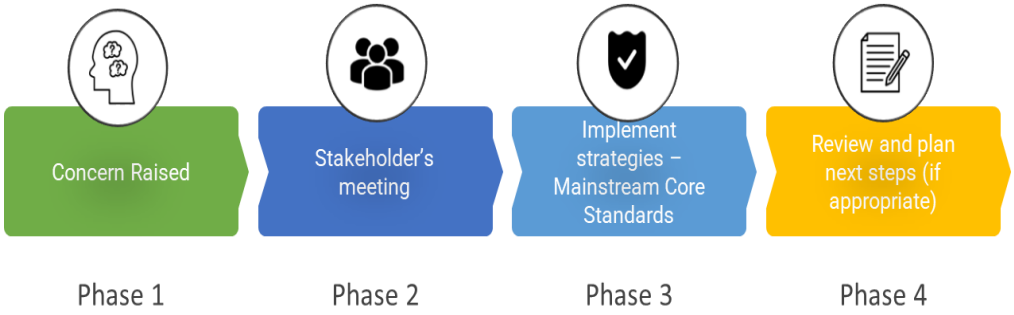
External agencies

Sometimes we need extra help to offer our pupils the support that they need. When this is necessary we work with external support services to meet the needs of our pupils with SEND and to support their families. These may include:

- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Educational psychologists
- GPs or paediatricians
- NELFT practitioners
- Occupational therapists
- Therapeutic practitioners
- Behaviour coaches
- Safeguarding services
- School Liaison Officer
- School nurses
- SEND Inclusion Advisor
- Specialist Teacher Service
- Speech and language therapists
- Voluntary sector organisation



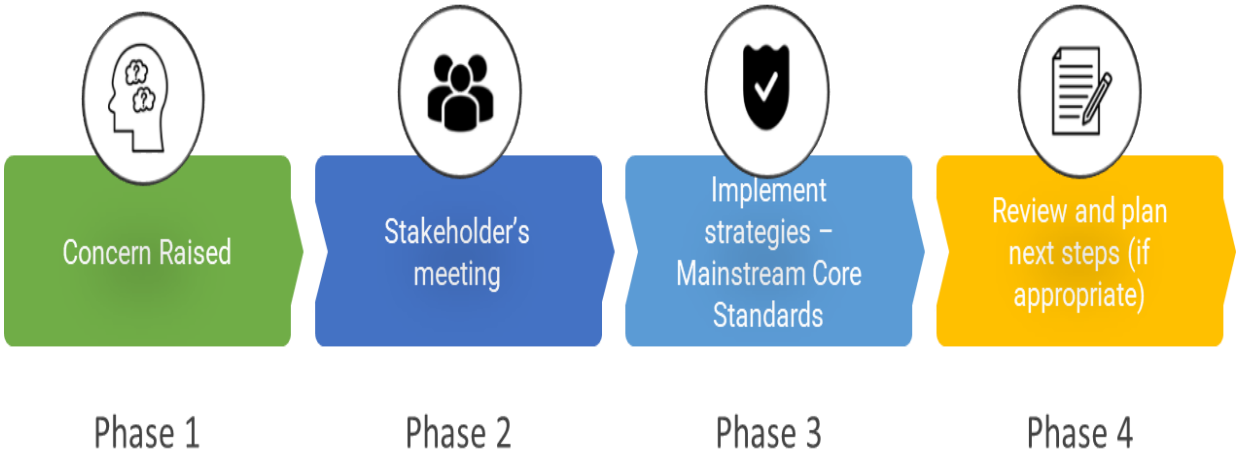
3. What should I do if I think my child has SEND?



Phase 1	If you think your child might have SEND, raise your concern with the class teacher. The class teacher will inform the SENDCO so that she is aware. Your child's class teacher will be able to talk to you about what provision and support is in place already to support your child and what next steps they are planning.
Phase 2	If you would like to attend a meeting with Miss Bennett or Mrs Prestleton, please let your child's class teacher know. During this meeting, we will be able to discuss your concerns, discuss strategies and interventions that have already been put into place, and try to get a better understanding of what your child's strengths and difficulties are. Together we will decide what outcomes to seek for your child and agree on next steps. We will make a note of what's been discussed and add this to your child's record.
Phase 3	We will implement the agreed strategies and monitor these over an agreed period of time. These are likely to be universal strategies set out in the mainstream core standards. A copy of this can be found here: https://www.kelsi.org.uk/ data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf. This will initiate the 'Graduated Approach' where support will be continually reviewed. See next page for more details.
Phase 4	If, in partnership, we decide that your child needs SEND support, we will formally notify you and your child will be added to the school's SEND register. They will receive additional support and this will be reviewed using the assess, plan, do, review model.

4. What happens if the school identifies a need?

The same process is followed if a concern is raised by the school. We will discuss our concerns and observations with you and discuss your child's progress. From here we will share with you the support and strategies put in place to support your child and how we can best move forward to support them.



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

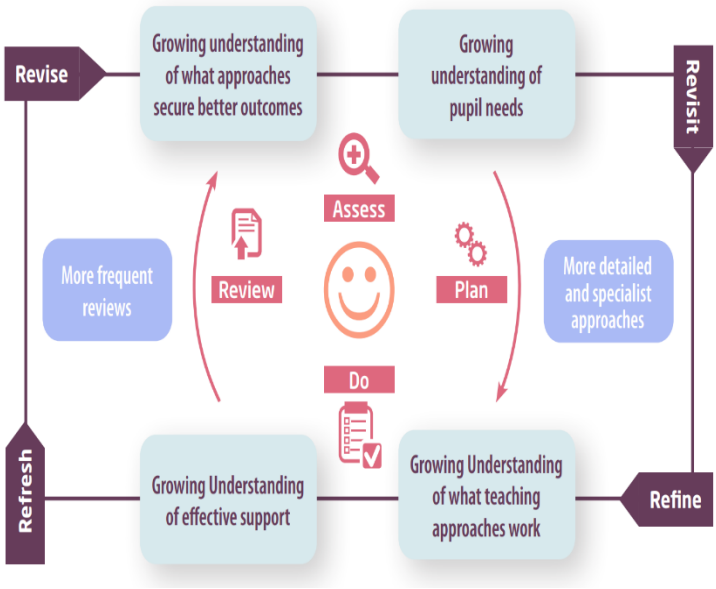
- Reading
- Phonics and spelling
- Writing
- Maths
- Communication and interaction with others
- Social play
- Sensory needs
- Speech and Language
- Transitions

If the teacher notices that a pupil is having difficulties, they try to find out if the pupil has any gaps in their learning. If they can find a gap, the school will provide appropriate support. Pupils who don't have SEND usually make progress quickly once the gap in their learning has been filled.
If the pupil is still finding it difficult to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEND, and the school will follow the graduated approach (assess, plan, do, review).

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

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

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



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

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

All children at Sandwich Infant School receive an annual, full school report along with two parents' evenings. Our first parents evening is in Term 2, the second is in Term 4 and reports are issued in Term 6. During these meetings, we will report to you on your child's progress.

Children on our SEND register will have three provision review meetings per year. These meetings will involve the SENDCO, parents, class teacher/TA. They will take place in Terms 2, 4 and 6. These meetings will:

- Provide the opportunity to gather information about your child
- 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

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

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

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

If you have concerns that arise between these meetings, please contact your child's class teacher or make an appointment with Miss Bennett/Mrs Prestleton via the school office (01304 612228) or senco@sandwich-infant.kent.sch.uk

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

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

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

- Attend meetings to discuss their progress and outcomes
- 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 our approaches to how we teach to suit the way the pupil works best. There is no 'one size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child and are guided by the Mainstream Core Standards in the first instance.
https://www.kelsi.org.uk/__data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf.

These adaptations may include:

- Adapting our approaches, 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, etc.

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

- Scaffolding lesson materials

We may also provide the following interventions:

Speech and Language Link	Drawing and Talking	Sensory Circuits
Lego Therapy	Precision teaching	Social Groups/Games
Pre-teaching/Over teaching of concepts	Structured play	Attention Autism

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

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

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



- Reviewing their progress towards their goals each term
- Reviewing the impact of interventions after 6 weeks
- Using pupil questionnaires
- Monitoring by the SENCO
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)

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

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

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

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

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



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

All of our extra-curricular activities and school visits are available to all our pupils, including Breakfast Club and after school clubs. All pupils are encouraged to go on our school trips. All pupils are encouraged to take part in special days or events such as Sports Day, special themed days or workshops, church visits and celebrations.

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

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



At Sandwich Infant School, we welcome all children, regardless of their SEND status, needs, background, gender or ethnicity. We ensure that our admissions processes are fair for all pupils by: Encouraging all families making enquiries to the school about prospective places to come and tour our school.

- If a child has a SEND need and a parent would like to know more about the support on offer at Sandwich Infant School, parents can request a meeting with Miss Bennett/Mrs Prestleton.
- All families of children who have an EHCP are encouraged to tour the school to ensure that they feel it is right for their child. If parents feel that Sandwich is the right school for them, we will offer a meeting with Miss Bennett/Mrs Prestleton, to discuss the child's EHC plan and the support we can offer them in school. Once this is agreed in principle with the family and we have checked that spaces are available within a specific year group, the family

complete our admission forms. A place will be held available for a child with an EHCP until the amended EHC plan with a revised Section I is issued.

- Our oversubscription criteria are managed on a first come, first serve basis. Children and families are added to our waiting lists and if places become available, they are offered to families in the order they requested the place, following the Kent criteria and procedures regardless of disability or special educational needs.

13. How does the school support pupils with disabilities?



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

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review, the Senior Leadership Team and Governors are continuously making improvements. These improvements include staff training, acquisition of specific resources, targeted curriculum focus and relevant support strategies. See Accessibility Plan for more information.

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

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

- Pupils with SEND are encouraged to be part of the school council
- Pupils with SEND are also encouraged to attend clubs or activities which promotes turn-taking, making friends, building friendships and teamwork.
- We have regular discussions as part of our PSHE curriculum on developing emotional literacy.

- We provide pastoral support for all children with our daily morning 1:1 check-ins with every child. Any child that is unhappy is followed up with a 1:1 chat with their class teacher or TA.
- We provide extra pastoral support for listening to the views of pupils with SEND by obtaining their views and opinions on the support they receive in school. This is either done through conversation, picture questionnaire or pictures.
- We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by ensuring that all of our staff are trained and able to recognise bullying and the necessary actions to take to report, record and respond to incidents of bullying. In addition, we promote anti-bullying practices throughout our PSHE curriculum, assemblies, displays and work with the student council.
- We collaborate with other local schools that our children are transitioning to.
- We ensure that anti-bullying is a high-profile topic throughout the year which is reinforced through anti-bullying week.

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



Miss Bennett, our Headteacher, is also our Designated Teacher. Miss Bennett works directly with families, Virtual Schools Kent, the Local Authority and school staff to develop a responsive, personalised plan to support each child that is a looked after child or is a previously looked after child. Miss Bennett works hard to ensure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEND might interact, and what the implications are for teaching and learning. Pupils who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEND support plans or EHC plans are consistent and complement one another.

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

Between years

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



- Hold transition meetings where we ask both the child's current class teacher and their new class teacher to attend their final provision review meeting.
- We have transition days where the children will spend a few days in their new classrooms, with their new teachers and teaching assistants.
- Provide Social stories for children to explore over the summer holidays.
- For our children with complex SEND, or those that struggle with anxiety, they are able to pop in for a tour of their new class and to say hello to their new teacher on our INSET day in September.

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.

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

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

If you have questions about SEND, or would like any further information, 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 Kent's Local offer, available here: Special educational needs and disabilities (SEND) - Kent County Council

Information Advice and Support Kent (IASK) provides a free and confidential, information, advice and support service, for parents of a disabled child or child with special educational needs and to children and young people up to age 25 who have a special educational need or disability. Trained staff can provide impartial legally based information and support on educational matters relating to special educational needs and disabilities, including health and social care. The aim is to empower parents, children and young people to fully participate in discussions and make informed choices and decisions, and also, to feel confident to express their views and wishes about education and future aspirations.

They can be contacted on:

HELPLINE: 03000 41 3000

Office: 03000 412412

E-mail: iask@kent.gov.uk

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

- IPSEA
- SEND family support

- NSPCC
- Family Action
- Special Needs Jungle

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

Complaints about SEND provision in our school should be made to the class teacher/ SENCO/ Head Teacher in the first instance. They will then be referred to the school's complaints policy.

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

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the SEND Code of Practice SEND code of practice: 0 to 25 years - GOV.UK

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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. Mediation support and appeals - Kent County Council

19. Supporting documents

This information report should be read in conjunction with the following documents:

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



20. Glossary

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