

# COPPULL PARISH CHURCH OF ENGLAND PRIMARY SCHOOL



## SEND POLICY

### Our Vision

**Curious – Courageous - Compassionate**

Date: September 2025  
Next review: September 2026  
Policy written by: Mrs Clarkson  
Head Teacher Mrs Bird

# COPPULL PARISH CHURCH SCHOOL

Roe Hey Drive, Coppull, Chorley, Lancashire. PR7 4PU

Tel: 01257 791669

Headteacher : Mrs F Bird

---



## Special Educational Needs Policy

At Coppull Parish Church School we are committed to meeting the special needs of pupils and ensuring that they make progress. At Coppull Parish we are an inclusive school where every child in our care really does matter. We pride ourselves in having a hardworking and committed team of professionals who strive to achieve the highest standards possible within an environment of Christian love and care. This ensures that all our children are able to experience high levels of self-esteem. The ethos within our school is purposeful, calm and happy. We aim to provide a secure, caring and stimulating environment in which all children are encouraged to reach their potential in all aspects of their development. Courtesy, respect and concern for others are of great importance to every member of the school. We work hard to create a lively, stimulating and purposeful learning environment that ensures your children develop a love for learning and enjoy their school years. As a church school, with close links to the church at Coppull Parish, we believe that the Christian faith underpins all that we do in school and permeates all aspects of school life.

At Coppull Parish School every teacher is a teacher of every child or young person including those with SEN. All teachers are passionate about enabling all children to enjoy a broad and balanced curriculum that enables them to grow and develop a passion for learning. We at Coppull Parish Church of England Primary School are committed to meeting the special educational needs of pupils and ensuring that they make progress. It is the policy of Coppull Parish Church of England Primary School to actively encourage the involvement of staff, pupils and parents in the education of children with Special Educational Needs (SEN). The learning difficulties, which these children may have, are assessed and provided for in a variety of ways. The children have the opportunity to develop to their full potential with the guidance and support of their class teacher, the SEN Co-ordinator and outreach teaching staff.

SENCO: Paula Clarkson

Contact: 01257 791669 or [pclarkson@coppullparish.lancs.sch.uk](mailto:pclarkson@coppullparish.lancs.sch.uk)

## COMPLIANCE

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (July 2014) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (July 2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions (April 2014)
- The National Curriculum in England: framework for Key Stage 1 and 2 (July 2014)
- Safeguarding Policy
- Accessibility Plan

## AIMS

The Special Needs policy at Coppull Parish Primary School supports the stated ethos of the school and aims to:

- ❖ develop effective independent learners
- ❖ promote dignity and self-esteem of all pupils, whatever their individual needs
- ❖ ensure that we have realistically high expectations of *all* pupils.
- ❖ ensure effective procedures to promote early identification of pupils with SEN
- ❖ encourage involvement of parents and carers and ensure that there is clear communication concerning SEN provision for their children
- ❖ provide a differentiated curriculum which will enable all pupils to achieve and make progress
- ❖ ensure that all staff recognise their responsibilities for pupils with SEN
- ❖ ensure maximum access to the National Curriculum and a broad and balanced curriculum
- ❖ use a variety of assessment procedures to ensure that pupil's progress, however modest or difficult to discern, is recognised
- ❖ provide for children's SEN within the normal classroom setting as far as is practicable and effective
- ❖ develop effective and manageable procedures for recording and monitoring pupils' progress
- ❖ foster effective relationships with support services and external agencies.

## OBJECTIVES

- ❖ To identify and provide for pupils who have special educational needs and additional needs.
- ❖ To work within the guidance provided in the SEND Code of Practice, 2014.
- ❖ To operate a "whole pupil, whole school" approach to the management and provision of support for special educational needs.

- ❖ To provide a Special Educational Needs Co-ordinator (SENCO) who will work with the SEN Policy.
- ❖ To provide support and advice for all staff working with special educational needs pupils.
- ❖ To include the voice of the child in monitoring and reviewing progress.

### **3. IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

As a school, we believe in the importance of early identification, assessment and provision for any child who may have special educational needs. Should any pupil give cause for concern, these concerns are discussed with the child's parents and an Initial Concern Form is completed. The pupil is carefully monitored and should the concerns remain after one term, and following further discussions with the parents, they are placed on the SEN Register.

Termly assessment information is analysed carefully by the class teachers, Senior leadership and the SENCO. On the basis of this information, pupil's performance/progress may be found to be below that expected for their age/Year Group and as a result they may be provided with additional support in the area(s) in which they are struggling, and/or an Initial Concern Form would be completed by the class teacher.

Throughout the school we monitor and track the progress of all children by an ongoing process of planning, teaching and assessment. Children with SEN may be identified at any stage of this process during their school life. Before starting school, the Reception class teacher will visit all previous childcare settings to gather information about each child. Where a child already has additional needs or SEND identified, additional meetings will be arranged with the Reception class teacher and SENCO to ensure a smooth transition and discuss how our school can meet the needs of the child. On entry, all children will be given baseline assessments using Development Matters and Wellcomm to identify any areas of concern.

In the Foundation Stage and Years 1 and 2 the assessments used are:

- Wellcomm – to measure language and communication
- The Early Years Foundation Stage Baseline
- the P scales, using the Lancashire PIVATS programme
- Year 1 phonics assessment
- A range of termly assessments in Reading and Maths.
- Assessment based on the key learning for each year group using Focus Assessment objectives which outline year group expectations.

**Key Stage 2 the assessments used are:**

- Ongoing profiles of progress towards objectives in all curriculum areas
- The P scales, using the Lancashire PIVATS programme for children working well below national expectations for their age group
- Parallel Spelling tests
- A range of termly assessments in reading and maths.
- Year 4 statutory times tables assessment.
- Assessment based on the key learning for each year group using Focus Assessment objectives which outline year group expectations.
- The end of Key Stage 2 SATs tests

Where assessment information and the opinions of teachers, parents and any professionals involved indicate that there could be a special educational need then the definition of SEN and the types of SEN outlined in the Code of Practice 2014 and the Children and Families Act will be adhered to.

## **Definitions of special educational needs (SEN) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

### **TYPES OF SEN**

SEN is divided into 4 types:

- **Communication and Interaction** – this includes children with speech and language delay, impairments or disorders, specific learning difficulties such as dyslexia, dyscalculia, dysgraphia and dyspraxia, hearing impairment, and those who demonstrate features within the autistic spectrum.
- **Cognition and Learning** – this includes children who demonstrate features of moderate, severe or profound learning difficulties or specific learning difficulties or specific learning difficulties such as dyslexia, dyscalculia, dysgraphia or dyspraxia.
- **Social, mental and Emotional Health** – this includes children who may be withdrawn or isolated, disruptive or disturbing, hyperactive or lack concentration.
- **Sensory and/or Physical Needs** – this includes children with sensory, multisensory and physical difficulties.

Behavioural difficulties do not necessarily mean that a child or young person has a SEN and should not automatically lead to a pupil being registered as having SEN.

Slow progress and low attainment do not necessarily mean that a child has SEN and should not automatically lead to a pupil being recorded as having SEN, their progress will be closely monitored.

Persistent disruptive or withdrawn behaviours do not necessarily mean that a child or young person has SEN.

Identifying and assessing SEN for children or young people whose first language is not English requires particular care; difficulties related solely to limitations in English as an additional language are not SEN.

### **Disability**

Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise:

‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN.

Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition. The school’s equality Policy and the Accessibility Plan can be found on the school’s website.

## **4. Managing Pupils on the SEN Register**

The Code of Practice outlines a graduated response to pupil’s needs, recognising that there is a continuum of need matched by a continuum of support. This response is seen as action

that is additional and different from the provision made as part of the school's usual differentiated curriculum and strategies.

### **A Graduated Approach to SEN Support**

At Coppull Parish Church School we adopt a "high quality teaching" approach, which is differentiated for individual pupils. All teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND; additional intervention and support cannot compensate for a lack of high quality teaching. We regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement, through lesson observations, book scrutinies and pupil progress meetings. Professional development opportunities are provided for staff to extend their knowledge and understanding of SEND and high quality teaching.

#### ***1. Identified Concerns***

If a teacher is concerned about some aspect of a child's progress, behaviour or well-being (s)he will decide what action to take within the normal daily classroom routine. If the child is having learning difficulties in one or more areas, the teacher will adapt resources or change the teaching method being used, to suit that child. If a child is having behavioural problems the teacher will take note of the frequency and severity of the incidents and, if possible, adapt the classroom environment to help the child overcome the problems.

#### **Teacher referral**

If a teacher has a concern about a child they will share their concerns with the SENCO and relevant staff within school. The SENCO will make a record of the child in the category, "Monitoring Concerns". Children are also monitored in pupil progress meetings which are held throughout the year and highlight what provision is being made to meet the needs of children in each class.

Where a pupil is identified as having SEN, we will put into place strategies and support aimed at removing the barriers to learning. This SEN support is part of a four part cycle through which earlier decisions are revisited, refined and revised with a growing understanding of the child's needs and of what supports the pupil in making good progress and securing good outcomes.

#### **Assess**

If a child's performance is causing concern and they fail to make adequate progress in spite of the strategies the teacher has used in class, the child will be placed on the SEN School Support List following discussions with parents, children and staff. The decision over whether a child is or isn't making adequate progress is based on observation, scrutiny of work and discussions with the class teacher, SENCO and Senior leadership team at pupil progress meetings. Comparisons are made between national and local data and the rate of progress of the child involved. If it is decided that the child is not making adequate progress despite the level of high quality teaching, wave 1 intervention and support given within the class then the teacher and the SENCO will look at any evidence and assessment data to decide on strategies which are **additional to, or different from** those already being provided in the classroom to help the child to make progress.

#### **Plan**

An Individual Educational Plan (IEPs)/ Provision Map is written by the class teacher in consultation with parents and, where appropriate, the child, based on their understanding of the child's barriers to learning, their strengths and their areas for development. This sets out the learning or behavioural targets that the child is working towards, and describes the strategies and arrangements needed to help the child achieve these targets. It also outlines any support parents/carers can give at home to help their child progress. The targets are

discussed with the child in age-appropriate language. The Individual Educational Plans will be reviewed at least three times a year or as and when targets have been achieved and parents will be invited to the reviews, these will typically be held at Parents Consultation Evenings in the Autumn and Spring term and a meeting arranged if needed in the Summer term. If they are unable to attend then a copy of the new IEP will be sent home and the parent's views will be welcomed. Progress towards the targets is discussed at Parent Consultation Evenings or by request at other times through discussions with the class teacher or SENCO. Children with a *range of complex needs* will have a personal profile, written in consultation with the parents and the child, which is reviewed annually. It outlines personal information about how that child learns, what he/she enjoys, their strengths and particular requirements they may need to help them learn. As children move through the SEN process their profile will grow in detail depending on the complexity of the child's difficulties and the involvement of outside agencies and professionals within the graduated response.

### **Do**

The class teacher has the responsibility for working with the child on a daily basis and alongside the teaching assistants and maintains records that monitor intervention, progress against their targets and adaptation of intervention where necessary. Where the intervention and support involves group or 1:1 teaching away from the class the class teacher retains responsibility for the progress of the child. All class teachers work closely with teaching assistants and any outside agencies/specialist teachers to plan and assess the impact of support and to see how they can be linked to the classroom teaching. Where possible strategies should be included as part of the quality first teaching that all receive as this is where the greatest difference can be made. The SENCO is responsible for supporting the class teacher where possible, whether that is with analysing work, providing specific assessments or advising on interventions and support. The SENCO will also decide on whether there is a need for staff training to enhance the support that is provided for children.

### **Review**

Individual Educational Plans are reviewed termly in consultation with all professionals involved in the support of the child, the parents and the child. At the review meeting decisions are made about the future actions that may be taken to meet the child's needs.

These may be:

- a) to reduce the amount of help.
- b) to continue with the existing level of help with new targets being set.
- c) to increase the level of intervention if there has been little progress.

There can be some triggers to whether a child needs further intervention from outside agencies. These can be characterised by progress which:

- 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;
- widens the attainment gap.

If necessary a decision could be made at the review meetings and pupil progress meetings that extra support is needed from outside agencies, such as specialist teachers, speech and language therapists etc.

### **Education Health Care Plans**

Where a pupil has an Education and Health Care plan, the local authority alongside the school will review progress and provision on a yearly basis.

Where a decision is made that a child's needs are complex, long term and severe and a concern over their progress, despite the extensive support that the school and outside agencies have put in place then a request will be made by the school to the LEA for a

formal assessment towards an Education and Health Care Plan. Under the Code of Practice (2014) a child's parents or a person over the age of 16 can make the request for a formal assessment towards an EHC plan. The school will make this decision based on the discussions with the parents and all the professionals involved in the child's education. The LEA will be given information about the child's progress over time, and will also receive documentation in relation to the child's special educational needs and any other action taken to deal with those needs, including any resources or special arrangements put in place.

The evidence will include:

- Previous individual education plans and targets for the pupil.
- Records of regular reviews and their outcomes.
- Records of the child's health and medical history where appropriate.
- National Curriculum attainment in English and Maths.
- Education and other assessments, for example from an advisory specialist support teacher or educational psychologist.
- Views of the parents.

Following a request for assessment or the child or young person having otherwise been brought to its attention, the local authority must determine whether a statutory education, health and care assessment is necessary, make a decision, and communicate its decision to the child's parent or young person.

## **5. CRITERIA FOR EXITING THE SEN LIST**

If, through the intervention and support that has been put in place, children make rapid progress and are then in line with the attainment and expectations of their peers then they may be removed from the SEN list in consultation with parents, the child, the class teacher and SENCO. If other professionals or outside agencies have been involved then they may also be consulted if it is needed.

## **6. SUPPORTING PUPILS AND FAMILIES**

Parents of children with SEN are kept fully informed of the provision that is being made for their children. Parents receive a copy of the child's IEP each term and are invited to review progress towards the targets at the class Parent's Consultation Evenings. Class teachers have regular meetings with parents and encourage active involvement with the school to help remove barriers to their children's learning and to aid children in overcoming their difficulties. The school will always ask permission of parents before approaching other professionals and outside agencies for information about their child.

Parents are given the details of the Local Authorities Local Offer

(<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>) and the provision and support available.

Details regarding the school's SEN information report can be found on the school website (<http://www.coppullparish.lancs.sch.uk>)

## **7. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**

Children at Coppull Parish Church School, who have medical problems will not be placed on the School's Special Needs Register unless they have a Statement for their medical needs or their condition is significant enough to affect learning achievement or the health safety of themselves or others.

Children in school who have medical problems will be placed on the School's Medical Register. A form is given to parents to complete, before their child enters Coppull Parish Church School, giving significant medical details. This will be regularly updated.

Any child who has any particular needs in school will have this identified on the list next to their name. If a child has a particular care plan then a copy is held in the staffroom and in the SEN file within child's classroom. If particular training is required, i.e. Epipen training, then that will be carried out and kept up to date by relevant staff.

The class teacher must consult this form for allergies, if using food and materials in school etc, or on out of school activities, in which case he/she should carry the medication required. The class teacher must consult the form for allergies, if using food and materials

in school etc, or on out of school activities, in which case he/she should carry the medication required.

There is a medical file in the office, which holds emergency references for every child, in case they may require hospital treatment. There is a medical file in the office, containing the emergency procedures which have been agreed by the Governors, the Headteacher, the parents and medical advisors, in case emergency medical treatment should become necessary for a particular child.

It is the responsibility of each member of staff to familiarise themselves with such information.

## **8. MONITORING AND EVALUATION OF SEND**

In order to make consistent continuous progress in relation to SEN provision the school encourages feedback from staff, parents and pupils throughout the year. Parents are encouraged to comment on and are involved in the process of writing plans and where a child needs an All About Me profile they are reviewed yearly with the parents, child, class teacher and SENCO.

Pupil progress will be monitored on a termly basis in line with the SEN Code of Practice. SEN provision and interventions are recorded on an SEN provision map. These are updated in consultation with the class teacher and the SENCO. These reflect information passed on by the SENCO at the beginning of an academic year and are adapted following assessments. These interventions are monitored and evaluated by the SENCO and information is fed back to the staff, parents and governors. This helps to identify whether provision is effective.

Evidence of the effectiveness of this policy on progress in learning or improvements in behaviour for children with SEN will be shown by:

- ongoing teacher and LSA observations of the child in the daily classroom setting
- differentiated short-term planning by the class teacher to meet the child's needs
- records and evidence of the child's work showing progress towards curriculum objectives
- evidence of progress towards targets at review meetings
- more age-appropriate scores on standardised testing
- records and evidence of the child's progress towards improving behaviour
- Use of assessment tools both at the beginning of intervention and after to show levels of progress and effectiveness of interventions
- discussion at an appropriate level with the child about their progress
- discussion with parents about the child's progress
- discussion with outside agencies about the child's progress
- scrutiny of children's levels of achievement and progress and measuring it alongside that of other SEND children both locally and nationally.

## **9. TRAINING AND RESOURCES**

The governors will ensure that they are kept fully abreast of their statutory responsibilities by attending training and receiving regular updates from the Head/SENCO.

The SENCO and Head will keep fully up to date about special educational needs issues through attendance at training and cluster meetings. In addition, the SENCO will develop her skills through attendance at specialist training discussions with outside specialists, reading and through subscription to professional bodies.

The Senior Leadership will monitor and evaluate progress and provide training on relevant interventions as they are needed. The Senior Leadership Team will monitor and track progress and in liaison with the SENCO will evaluate the effectiveness of interventions, adapting where necessary.

Other teaching staff will be kept up to date informally by the Head/SENCO and formally at staff meetings and training.

Teaching assistants who support individual pupils and groups of pupils need to have a wide range of curriculum and special educational needs knowledge. This will be regularly updated by the SENCO and relevant curriculum co-ordinators through INSET training. They

will also attend relevant training to develop their knowledge and expertise to enable them to support children with specific difficulties.

The governors will ensure that the needs of pupils are met by employing a SENCO. The head and SENCO will use the child's Educational Healthcare Plan and LA banding document (when dealing with children who have an EHC) to identify the areas of pupil need and make appropriate provision.

Time will be identified for staff to review progress, discuss pupil curriculum needs and to transfer information between classes and phases. The governors will ensure that moneys are set aside to develop resources in curriculum areas. In addition, the governors will ensure that staff are kept fully up to date about SEN issues and undertake training. For example, CPD for staff, SENCO cluster groups, Subscriptions etc.

All pupils with SEND will have access to Element 1 and 2 of a school's budget which equates to £6,000. Some pupils with SEND may access additional funding. For those with the most complex needs, additional funding (High level needs HLN) is retained by the local authority. Access to this funding is carried out through applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding. It would then be the responsibility of the SENCO, senior leadership team and governors to agree how the allocation of resources is used.

## **10. ROLES AND RESPONSIBILITIES**

The Governing Body has identified a governor to have oversight of special educational needs provision in the school and to ensure that the full governing body is kept informed of how the school is meeting the statutory requirements.

The Head is the school's "responsible person" and manages the school's special educational needs work. The Head will keep the governing body informed about the special educational needs provision made by the school.

The SENCO and the Head will work closely with the special educational needs governor and staff to ensure the effective day to day operation of the school's special educational needs policy. The SENCO and the Head will identify areas for development in special educational needs and contribute to the school's development plan. The SENCO will co-ordinate provision for children on the SEN register.

All teaching and non-teaching staff will be involved in the formulation of the special needs policy. They are responsible for differentiating the curriculum for pupils with special educational needs and will monitor their progress. All teachers who have responsibility for areas of the curriculum will review and monitor the progress made by pupils in their subject area and the effectiveness of resources and other curriculum material. All staff will work closely with the SENCO.

## **11. STORING AND MANAGING INFORMATION**

Documents relating to pupils on the SEND register will be stored electronically with limited access and password protected. A copy of SEND records will be passed on to a child's next setting when he or she leaves Coppull Parish Church School and any information remaining will be kept for the required amount of time. The school has a Confidentiality policy which applies to all written pupil records.

## **12. REVIEWING THE POLICY**

The policy will be reviewed annually in consultation with the Head Teacher, Governors and the Senior Leadership team.

## **13. ACCESSIBILITY**

To ensure access for pupils or parents with disabilities the school has, in line with the 2002 SENDA and the 2006 DDA, put in place an Accessibility Plan and a Disability Equality Scheme.

Access to the school environment

The school has endeavoured to meet all DDA requirements. Entrances into school are fully accessible by ramps. The school grounds are enclosed by a fence, ensuring the safety

of all children and staff at all time. Access can be made to the school grounds by speaking to the office manager and signing in at the office reception.

### **Access to the curriculum**

All class teachers, the SENCO and SEN support staff carry out an ongoing process of assessment, planning and review that recognises each child's strengths as well as areas for improvement. A rigorous tracking system is in place to identify children who are not making the required rate of progress. Strategies which are used to enable access for all children to the National Curriculum are:

- differentiation of the curriculum to match tasks to ability.
- use of a range of teaching styles which recognise the individual learning styles of the children in the class.
- use of Learning Support Assistants (LSA's) to provide additional support within literacy and numeracy lessons.
- small withdrawal groups and 1:1 teaching by the LSA's.
- accessibility to resources to support pupils with sensory or physical difficulties
- alternative means of accessing the curriculum through ICT, and use of specialist equipment
- peer group support through "buddy" systems.
- use of positive behaviour modification strategies within the classroom and as part of the whole school Behaviour Policy.
- clear behaviour expectations throughout all aspects of school
- use of PSHE programmes throughout the school.
- access to extra-curricular clubs, and to the social life of the school.
- In-Service training for all staff on the needs of children with SEN
- All curriculum subjects are assessed and reviewed by the relevant co-ordinator enabling tracking of progress and attainment of all children.

Where necessary the SENCO and Year 6 teacher will apply for extra time for the Key Stage 2 SATS, for children who may require it following liaison with parents and relevant outside specialists and agencies.

### **Admissions**

Pupils with special educational needs will be admitted to Coppull Parish Church School in line with the school's admissions' policy. The school is aware of the statutory requirements of the SEN and Disability Act and will meet the Act's requirements. The school will use their induction meetings to work closely with parents to ascertain whether a child has been identified as having special educational needs. If the school is alerted to the fact that a child may have a difficulty in learning they will make their best endeavour to collect all relevant information and plan a relevant differentiated curriculum, attending link meeting's where possible to enable a good transition for the child and everyone involved. Coppull Parish Church School has a duty under the Special Educational Needs and Disability Act 2001 Part 4 (SENDA) not to discriminate against a disabled child:

- **in the arrangements that they make for determining admission** of pupils to the school. This includes any criteria for deciding who will be admitted to the school when it is over-subscribed, and it includes the operation of those criteria
- **in the terms on which the responsible body offers pupils admission** to the school
- **by refusing or deliberately omitting to accept an application for admission** to the school **from someone who is disabled.**

(Disability Rights Commission: Code of Practice for Schools 2002)

## **14. DEALING WITH COMPLAINTS**

Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the concern continues then the SENCO and class teacher will meet with the parents to discuss concerns and discuss ways to move forward. If the concern cannot be satisfactorily dealt with at this stage it should be brought to the notice of the Headteacher. If the Headteacher is unable to resolve the difficulty, the parents' concerns should be put in writing to the SEN Governor. The Chair of Governors (Jade Hackett) will be involved after other avenues to resolve the situation have been exhausted.

## **15 BULLYING**

At Coppull Parish we seek to provide a safe, secure and positive environment in which children and adults can grow and develop, making full use of the range of facilities available to them.

We are committed to a value system within which children and adults involved with them are entitled to be treated with respect and understanding and to participate without fear of intimidation. Any behaviour that undermines this is unacceptable. Activities are carried out at the start of each half term to build on the ethos of treating each other with respect and understanding and particular activities are carried out within PSHE to develop this further. All children are encouraged to treat each other equally and to value those traits which make each person unique and individual. All our children have the right to feel secure, to be able to trust without fear, and to expect protection from adults in positions of care and responsibility. They also have a basic right to take full part in their education in an environment that does not subject them to cruelty or create despair.

All bullying is unacceptable, regardless of how it is delivered or what excuses are given to justify it. For further information please see the schools Anti Bullying Policy available at <http://www.coppullparish.lancs.sch.uk/>.

## **16. APPENDICES**

Our SEN Information Report can be found on the school website.

(<http://www.coppullparish.lancs.sch.uk/>)

Details of the school's local offer can also be found on the website. For details of the Local Authorities Local Offer please see here:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>

Should you need to contact anyone regarding concerns about your child's progress and learning in school, or if your child is going to come to our school and you feel you need to speak to someone about their needs please contact the SENCO, via the school office 01257 791669.