

Additional Information to SEND Policy and SEND Information Report

Access to Resources

SEND Support meetings (Learning Support Meetings)

- Parent/Carer contacts the office for the meeting
- The office send a Google Form asking for a brief description
- It is sent to the SEND team who look at the contents and check the meeting is the right place for the query
- If more detail is needed, the office will contact the parent/carers to ask for further detail. The detail allows the meetings to be thorough and focused
- A slot is allocated (or directed to right staff member for the meeting)
- There is a limit of 1 per term, up to 3 per year if the child is on the SEND register and query/ discussions are best answered by SEND team
- If a child is in the Assess, Plan, Do, Review process at SEND support level with EP involvement, they will come under the Team Around the Child (TAC) process and therefore SEND Support Meetings are not required or offered
- Meetings are 30-minute slots
- Zoom link will be sent, unless an in-person meeting is requested
- The meetings are open to parents for children who are at SEND support level
- School don't advise on parental EHCPs (queries around Parental EHCPs, would be via the Local Offer and SENDIASS – details below)

Special Education Advice In Manchester – SENDIASS

The [Special Education and Disability Information, Advice and Support Manchester \(SENDIASS\)](#) offers information, advice and support to children, young people and parents/carers about special educational needs and disabilities (SEND). This includes health and social care where it is linked to education. It's a free, confidential and impartial service, based in the city and commissioned by Manchester City Council.

Email: sendiass@manchester.gov.uk

Telephone: 0161 209 8356

How is a request made for an EHC needs assessment?

A request can be made by:

- parents
- a young person over the age of 16 but under the age of 25
- the early years setting or school, but only after talking with you first

Requests for EHC needs assessments should be made in writing to:

Education, Health and Care Plan Team
PO box 532
Town Hall
Manchester
M60 2LA

Email: sen@manchester.gov.uk

SEND Local Offer:

<https://hsm.manchester.gov.uk/kb5/manchester/directory/localoffer.page?localofferchannel=0>

SEND (Team around the Child) TAC Meetings

SEND TAC meetings are offered to families where the child is under assessment by the school EP.

The school EP attends these meetings, alongside parents, school and any other relevant professionals. These form part of the school EP offer.

Once a statutory assessment has been agreed by the Local Authority, school EP and school EP led SEND TAC meetings will cease. Should an Education, Health and Care Plan be issued by Manchester or Trafford LA, any further EP assessment would be undertaken by a Local Authority commissioned EP.

Educational Psychologist (EP)

School only has 20 days per year for EP allocation. This covers children from Nursery to Year 6. The EP is commissioned by school but not employed by the school and school has limited access to this EP service. As such, school will only consider referral to the EP for children who are presenting with the most complex needs across school.

School uses the EP for specialist advice – to advise, assess and offer guidance to school. The EP doesn't offer 1:1 intervention with children: they observe, assess, meet with parents and school staff and liaise with multi-agencies. The EP can offer specialist advice regarding thresholds for EHCP applications.

School will hold a dedicated termly Senior Leadership Team (SLT) panel to discuss EP access.

If a request is made via a parent/carer, it is formally noted on CPOMS and a letter is sent to parents.

The SENDCo will then bring the request to the panel.

At the panel, EP access will be considered from:

Any parental requests

Any school requests

School will consider:

Four areas of SEND

LAC/Post LAC/SGO

Adopted status (school would normally, via the Adopted/LAC teacher, direct to services who have their own team of EPs)

Pupil Premium

Safeguarding

Emotionally Based School Avoidance (EBSA)

Assessment data overtime

CPOMS entries

Age / transition to high school

Early Help Assessment

Class teacher professional views

Parental views (eg from Learning Support, CPOMS logs etc)

Behaviour

Multi-agency involvement/reports

Health

Class teacher views (eg from CPOMS logs)

Any other points the panel deem relevant

A decision will be made via professional judgement on a case-by-case basis.

Discussions and decisions will be recorded on a standard school pro-forma.

Parents/Carers will not be able to appeal the decision. Should a parent/carer feel school has not followed school policy, then they would issue a complaint via the normal school processes.

School will send an invite to the Governing Board on a termly basis to observe practice.

If it is initiated by school, parents will be informed should EP access be decided upon.

If it is a parental request, parents will be informed of the outcome of the panel via standard school letter. The Headteacher will offer a feedback meeting should the panel not recommend an EP assessment.

Please note, due to the nature of schools, there could be unforeseen circumstances whereby emergency EP referrals (deemed by school) would supersede any other referrals. This would fall under the discretion of the panel.

Speech and Language Therapist (SALT)

School Commissioned SALT is on site two mornings, twice a month, completing assessments only.

Most children on the list come via the Monitoring Process.

A Speech Language and Communication Need (SLCN) checklist is completed at the start of the Monitoring Process. If issues around SLCN are identified, then the child will be placed on the waiting list for the SALT.

If a parent/carer requests a referral to the ADHD or Autism team, the child will be added to the SALT waiting list.

The waiting list runs in chronological order mainly, however at school's discretion there may be movement for a child.

If parents do not provide the paperwork in the designated time frame, school cannot guarantee when the next allocated time slot would be. School can help parents fill in paperwork and just need to ask for support.

For children who have an EHCP, where relevant and where capacity allows, we commission an annual SALT review.

NHS

There are no longer any language assessments offered to school via the NHS.

SALT – language:

NHS offer an advice workshop into school. This does not provide in-depth information.

SALT - Speech, articulation and stammers:

Parents/Carers can self-refer, go via the GP or school can refer. This is on offer to all families. This is to meet with an NHS Speech and Language specialist and work from there.

School cannot offer individualised speech programmes however school does read any reports and applies what is possible (for example, during 1:1 reading).

If it is included within an EHCP, it will be delivered by the child's key worker.

Specific Learning Difficulty (SpLD) / Intervention (Wave 3) access

SpLD – specialist teacher sessions

Year 5 and 6 are prioritised

HAST spelling test is completed and considered

Reading and writing assessment data is considered

Feedback from teachers is considered

Parental consent is gained.

8 places available per year – 2 x 1 hour per week sessions

Wave 3

Wave 3 intervention is mapped if it is in the contents of a child's EHCP.

SALT, OT and CAMHS reports are considered

School also map for assessment via intervention – primarily children under assessment via EP.

Recommendation via EP is followed.

Attainment and progress data is considered

CPOMS logs are considered where appropriate

Parental consent is gained.

Multi-agency direction of school services

School do not take direction from other services in terms of allocation of the EP.

Decisions around EP allocation are made by the school's SLT panel. This is considered within the SLT panel discussions.

EHCP (Education, Health and Care Plan) Funded hours

School can only facilitate support in line with the funding detailed on finalised EHCP. Levels of funding are determined by the relevant Local Authority and not by school.

As advised by the Local Authority, at draft EHCP phase, school will clearly outline what support cannot be delivered with funding that is being offered. The Local Authority have assured school that this is then shared with parents/carers.

School can only offer funded support from the agreement of a final EHCP.

It is the responsibility of the parent to proceed with an appeal if they are not happy with the provision and / or funding detailed in their child's EHCP. The LA provide parents / carers with further information regarding appeal when the finalised EHCP is sent by the LA to parents. Parents can contact the LA directly or can contact SENDIASS for further advice. School are unable to mediate with the LA regarding the EHCP process.

Mediation prior to appeals process

School do not attend mediation sessions between parents and Local Authority.

School will complete relevant paperwork requested by an independent mediation service, commissioned by the LA. The school report deadline will apply ie 10 working days.

Report deadlines

Any school staff require 10 working days to complete and return any requested reports from any agencies – both private or publicly funded.

Related letter proformas (EP access)

Letter 1: Parental request for EP assessment

Insert date

Dear Parent / Carer

Re: Parental request for school Educational Psychology (EP) assessment

Pupil Name:

This letter confirms acknowledgment of your request for the above assessment on (insert date).

This request will be triaged at the termly Senior Leadership Team (SLT) SEND Panel, which takes place at the end of each term.

The outcome of the panel's decision will be shared with Parents / Carers, in writing, within 14 working days of the SEND Panel date.

Kind regards

Oswald Road Primary School

Letter 2: Response to parental request for EP assessment – panel not recommending EP assessment

Date

Dear Parent / Carer

Senior Leadership Team (SLT) SEND Panel Outcome Letter

SLT SEND Panel Date: (insert date)

- Deborah Howard (Headteacher)
- Helen Woolf (Deputy Headteacher / SENDCO)
- Donna Wealleans (Deputy Headteacher / Safeguarding /Curriculum /Designated Lead Teacher for Adopted and LAC children)
- Jen Beech (Assistant Headteacher for Key Stage 2)
- Vicky Morris (Assistant Headteacher for EYFS and KS1)

Re: Parental request for school Educational Psychology (EP) assessment

Pupil Name / Year Group:

Dear Parents / Carers

This letter is confirmation that your recent request for school to commission an Educational Psychology (EP) assessment has now been triaged and discussed, in full, at the termly SLT (Senior Leadership Team) SEND Panel.

This decision has been made based on the professional judgement of the school SLT. Feedback from your child's current Class Teacher has also been shared and considered by SLT.

Decision of SLT SEND Panel regarding school based EP Assessment: SLT panel do not recommend EP assessment.

If you would like feedback on the SLT's panel's decision, please contact the Headteacher, Deborah Howard on deborah.howard@oswaldroad.manchester.sch.uk to arrange a meeting.

While school does not accept parental re-submission to panel within a 12 month period, if there is a significant change in the child's presentation, please book onto a Learning Support meeting to request a re-submission to the termly SLT SEND panel.

Please note, school are only able to commission Dr Teresa Regan (school EP) for 20 days per year. School must therefore match provision to need and prioritise pupils accordingly. If your child is adopted status, access to EP services can be requested via the Adoption Support Fund.

There is no appeal process regarding this decision. Should Parents / Carers feel school has not followed school policy, please follow the normal school process for complaints or concerns.

Yours sincerely

SLT SEND Panel
Oswald Road Primary School

Letter 3: Response to parental request for EP assessment – waiting list

Insert Date

Dear Parent / Carer

Pupil Name:

Please be advised that your child's additional needs were recently discussed at the school termly SLT SEND (EP) panel.

It was recognised at panel that an Educational Psychology (EP) assessment would be beneficial for your child.

This cannot be offered at present, however we will continue to triage at the termly SLT SEND (EP) panels which happen at the end of each term and keep you updated.

Kind regards

Oswald Road Primary School

Related Meeting Proforma (EP access)

SEND EP Panel

Termly SEND EP Panel – DATE

- **Pupil:**
- **Year Group:**
- **Date parental request made:**

Area for discussion	Information discussed at SLT SEND Panel
<ul style="list-style-type: none"> • Safeguarding 	
<ul style="list-style-type: none"> • Adopted Status 	
<ul style="list-style-type: none"> • LAC (Looked After Child) / Post LAC / SGO (Special Guardianship Order 	
<ul style="list-style-type: none"> • Pupil Premium 	
<ul style="list-style-type: none"> • EBSA (Emotionally Based School Anxiety) plan in place 	
<ul style="list-style-type: none"> • Communication and Interaction 	
<ul style="list-style-type: none"> • Cognition and Learning 	
<ul style="list-style-type: none"> • Social, Emotional and Mental Health 	
<ul style="list-style-type: none"> • Physical and Sensory 	
<ul style="list-style-type: none"> • EHA (Early Help Assessment) 	
<ul style="list-style-type: none"> • Parental views 	
<ul style="list-style-type: none"> • Attainment and progress over time 	
<ul style="list-style-type: none"> • Behaviour 	
<ul style="list-style-type: none"> • Year group / transition to high school 	
<ul style="list-style-type: none"> • Class Teacher professional views and judgement 	
<ul style="list-style-type: none"> • Multiagency Involvement / Reports 	
<ul style="list-style-type: none"> • Health 	