



Stillness Junior School

SEND Information Report

Date of Policy:	November 2025	Approved By:
Renewal Date:	November 2026	Full Governing Body

Statement of Intent

At Stillness Junior School, our intention for Special Educational Needs and/ or Disabilities (SEND) is to empower and equip all children with the tools required to become independent and inquisitive learners.

Through provision and quality first teaching, our vision is to ensure that all children have access to a broad and balanced curriculum, which is adapted to meet individual needs and abilities.

Lewisham's Local Offer

The Local Offer aims to provide information on local services and support for children from birth to 25 years with special educational needs (SEN) and/or disabilities. For more information about the Local Offer please visit the Lewisham Council Website.

<https://lewisham.gov.uk/localoffer>

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014).

SEND at Stillness Junior School:

Who shall I contact about my child's additional needs?

SEND provision is a whole school responsibility. Initially, speak with your child's class teacher with any concerns. The teacher may then refer you to the Inclusion Lead. In addition to the Governing body, Head Teacher, Deputy Head, all members of staff have an important role to play.

Inclusion Lead	Patrice Augustus-Brown (Successfully undertaken the National Award for SEN Coordination and a member of the Senior Leadership Team)	All can be contacted initially via the school office: In person: 8:30am to 4:30pm By phone: 020 8690 1416 By email: admin@stillnesjs.lewisham.sch.uk
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SENCo Assistant	Inga Zelve	
Learning Mentor	Lisa Kelly	
Governor for SEND	Sophie Roberts	

Arrangements for consulting parents of children with SEND

At Stillness Junior School we recognise the significant contribution parents/carers can make to the education of their child and as such the school seeks to work in full partnership with parents. We aim to keep parents fully informed and involved during their child's time at Stillness.

We take into account the wishes, feelings and knowledge of parents/carers and encourage them to make an active contribution in their child's education and in identifying outcomes that will make a difference to them and their child. The class teacher is the key person to support parents/carers. If a parent/carer has information or concerns they wish to share about their child we encourage parents/carers to share this with their child's class teacher first.

Parents are invited to reviews with the class teacher where necessary to discuss their child's progress. We also meet parents for EHCP Annual Reviews and seek their views and feelings about their child's progress over the course of the previous year.

Arrangements for consulting children with SEND and involving them in their education

Ensuring pupils' representation is of significant importance to the person-centred planning process we follow here at Stillness Junior School. The views of pupils are sought routinely and at regular intervals to ensure that a pupil's voice is heard in decisions relating to them. This can take the form of;

- Termly SEND review meeting with the class teachers and Inclusion team and conversations around pupil progress, achievements and next steps
- Pupil passports/Individual Education Plans (IEP) are used to gather information about some pupils, their challenges, support and medical needs
- IEPs and relevant targets are discussed with the pupils

How do we make provision for pupils with SEND?

Class teachers are aware that they are accountable for the progress and learning of all pupils in their class. Quality first teaching and a well adapted curriculum is the first step to meeting the needs of pupils with SEND. Therefore, most children's needs are met in the classroom. However, some children may experience particular learning

difficulties that require additional support, understanding or adjustments. Depending on the need these may be managed at classroom level, or involve dialogue with and/or intervention from the Inclusion Team or various members of staff.

Pupils are given an Individual Education Plan (IEP) that aims to close gaps in basic skills for both Literacy and Mathematical development and may include outcomes to develop social skills, communication and learning behaviour. Teachers are responsible for updating Individual Education Plans and setting the next steps on their learning journey. Pupils requiring an IEP will be given additional support within the classroom during Literacy and Mathematics sessions and or when needed; for example: during PE sessions if a pupil has a physical disability.

Sometimes the Inclusion Team will support Class teachers in their planning, so that they are better able to meet individual children's needs.

Occasionally, the Class Teacher and Inclusion Team may need to consult with external agencies such as the Educational Psychologist, Speech and Language Therapist, Occupational Therapist. This is only done with the consent of the child's parent/ carer.

We will follow the graduated response, an assess, plan, do and review model:

1. **Assess:** Data on the pupil held by the school will be collated by the class teacher in order to make an accurate assessment of the pupil's needs. Parents will always be invited to this early discussion with the class teacher to support the identification of action to improve outcomes.
2. **Plan:** If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class teacher with advice from the Inclusion Team.
3. **Do:** SEN support will be recorded on the child's profile, and IEPs will identify a clear set of expected outcomes/ SMART targets, which will include targets that focus on the individual child's barrier to learning. These may not be academic but designed to assist pupils to be able to access the curriculum. We have high aspirations for all children's progress from their starting points, this takes into account the individual needs of our SEN pupils. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded on the child's profile.
4. **Review:** Progress towards these outcomes are tracked and reviewed termly by the class teacher who will consult with the parents and the pupil as appropriate.

What kind of provision is made for my child with SEND?

- Children and young people with SEND have different needs, but the general presumption is that all children with SEND but without an Education, Health and Care Plan (EHCP) are welcome to apply for a place at our school, in line with the school admissions policy. If a place is available, we will use our best endeavours in partnership with parents, to make reasonable adjustments for the provision required to meet the needs of pupils at this school.
- For children with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school or college in the EHC plan unless:
 - it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
 - the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.
- Before making the decision to name our school in a child's EHCP, the local authority will send the governing body a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made. In addition, the local authority must also seek the agreement of school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through a direct payment (personal budget).
- Parents of a child with an EHCP also have the right to seek a place at a special school or unit if they consider that their child's needs can be better met in specialist provision.

Interventions and adaptations made to the curriculum

The curriculum is adapted for pupils when necessary, either through support, adapted learning challenges, adaptations to furniture (e.g. writing slopes, quiet space or learning areas for children with ASD who need time away from the classroom)

Pupils with dyslexia or other reading/writing diagnosed conditions will be provided with coloured books and reading rulers as needed and teachers will be made aware that they may need to sit with their backs to windows with the blinds closed in order to reduce the glare from the sunlight. When required, some pupils with identified Dyslexia will also follow a specialist intervention programme.

Pupils with ASD, when required, will be provided with a quiet learning space for 1:1 learning activities – this will usually be away from the main learning classroom in order to reduce the busyness of the classroom environment so that pupils are able to learn in a quiet, non-stimulating environment.

At times, some children may require additional support from the Learning Mentor. Children needing this specialised support will have regular check-ins and time to talk about their feelings/behaviour and personalised situations.

Inclusion learning walks will take place termly to focus on the learning environment for SEND children.

At Stillness we take a flexible approach to interventions, and will prioritise support according to the needs identified at any point in time.

These interventions may include:

Social Skills programmes/support including strategies to enhance self-esteem

- Circle time in class
- Support from the Learning Mentor
- Intervention from the Child and Adolescent Mental Health Service (CAMHS) for children and parents on referral from the GP, with the consent of parents/carers.
- Support from Lewisham's Outreach Inclusion Service.
- Emotional Literacy Support Assistant sessions

Access to a supportive environment

- Use of interactive whiteboards.
- Regular access to computers and I pads.
- Use of individually recommended resources e.g. ear defenders, writing slopes, laptop for use in class.
- Provision of resources to enhance independent learning where appropriate e.g. easy grip pens and pencils, dyslexia friendly exercise books

Strategies/programmes to support speech and language

- Assessment by the Speech and Language Service on referral, and then implementation of the recommendations as appropriate.
- Lego therapy.
- Visual aids and resources where necessary.

Mentoring activities:

- Peer mediators for support during lunchtimes and playtimes.
- School Council.
- Referral to the Learning Mentor where appropriate.
- Support from Lewisham's Outreach Inclusion Service.

Access to strategies/programmes to support Occupational Therapy/Physiotherapy needs:

- Assessment by and intervention from an Occupational Therapist/Physiotherapist, on referral by the GP
- Sensory Circuit groups
- Where appropriate, implementation of individual OT/Physiotherapy support and intervention programmes by school staff for those children in receipt of these services.
- Provision of support resources where required.
- We have two disabled toilets and where agreed by parents and external professionals, pupils may have access to them.
- Where agreed parents or health professionals may accompany a child to the disabled toilet.
- Where we are able we will store mobility equipment on site during the school day – e.g. wheelchair.

Strategies and support to reduce anxiety/promote emotional wellbeing (including communication with parents)

- All staff trained in Safeguarding Children and young people.
- Referral to the Learning Mentor where appropriate.
- Emotional Literacy Support Assistant sessions (ELSA).
- Referral to Child and Adolescent Mental Health Service where appropriate by the GP.
- Collaboration and communication with all external professionals involved with children, as appropriate.
- Meetings between School Staff and relevant external agencies where concerns can be shared and then followed up as appropriate.
- Occasionally individuals have support at times of high anxiety where agreed with an external professional and the parents.
- Well being box located in the hall which is monitored by the Learning Mentor and the wellbeing tab on our website.
- Learning Mentor weekly drop in sessions.
- Mindfulness activities led by the Learning Mentor or other members of staff.
- The use of Social Stories where appropriate.
- Anti-bullying workshops.
- Referral to Outreach Inclusion Services, where necessary.
- Zones of Regulation.

Strategies to support/develop literacy

- Group support in class through guided reading.
- Use of specific intervention programmes e.g. Toe by toe, Word Wasp and other spelling interventions.
- Dyslexia friendly strategies in the classroom.
- Referral to the Specific Learning Difficulties team (SpLD) as appropriate.

Strategies to support/modify behaviour:

- Consistent implementation of the school's behaviour policy.
- A restorative and rights respecting approach to sorting out any conflicts.
- Close collaboration with parents/carers.
- Referral to an appropriate agency such as Targeted Family Support, CAMHS, Lewisham Inclusion Service

Strategies to support/develop numeracy:

- Every maths lesson includes activities that are challenging, but can be accessed through the use of concrete resources (place value counters, strips of card), then with pictorial representation. Some children will move on to abstract thinking.
- Using 'The White Rose' maths as part of our maths curriculum
- Use of the ICT 'Timestable Rockstars' programme
- Sometimes individuals are given extra support in maths.
- Pre - taught vocabulary where needed.
- Occasionally individuals are given extra support in maths.

Provision to facilitate/support access to the curriculum:

- Appropriate adaptation of tasks and activities.
- Small group support in class from class teacher and Teaching Assistant where required.
- 1:1 support from an allocated Learning Support Assistant for children with Education, Health and Care Plans.

Support/supervision at unstructured times of the day including personal care:

- Play leaders initiating and supporting activities during lunch break.
- Peer mediators for support during lunchtimes and playtimes.
- Lunch supervisors supporting in the lunch hall.
- Sports Coaches offer additional activities at Lunchtime.
- Occasionally a child with an Education, Health and Care plan may have 1:1 support at lunchtimes where necessary.

Planning and assessment:

- Adapted learning activities.
- Incorporation into planning of recommendations and advice provided by external agencies.
- Underlying ability assessments and other appropriate assessments undertaken by the Inclusion Team as required.

Liaison/Communication with Professionals/Parents, attendance at meetings and preparation of reports:

- Liaison with wide range of professionals.
- Target and progress meetings with parents.
- Sharing of professional reports with parents.
- Identification of needs requiring referral to external agencies.

Access to Medical Interventions:

- Most members of staff trained in First Aid.
- Referral to and liaison with medical professionals as appropriate and as required.
- Individual care plans for children with medical needs and allergies.
- We will store medication on site once a care plan has been agreed with medical staff and parents/carers.
- Children have orange bum bags on them where their Epipens are stored and blue bum bags where their asthma medication is stored.
- Most staff have training in Resuscitation and Epipen use.

How we evaluate Interventions?

Depending on the intervention we:

- Review IEP targets
- Observe the child in a variety of situations
- Analyse behaviour records
- Talk to the child and their carers
- Look at attendance and punctuality
- Look at children's books to see what work they are producing
- Complete entry and exit data on provision maps
- Assess academic attainment and progress.

If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice may be sought from external agencies to increase our understanding of their needs and to provide strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

- Specialists in other schools e.g. specialist provisions. (New Woodlands, Drumbeat, Brent Knoll, Kelvin Grove)

- Behaviour and emotional Support Service (Outreach Inclusion Service)
- The Specific Learning Difficulties Team (Dyslexia)
- Autism Outreach Team (Drumbeat Outreach)
- Sensory Teachers Team (Visual/Hearing Impairment)
- Educational Psychology Service
- Educational Welfare Officers
- Occupational Therapy
- Social Services
- School Nurse
- Child & Adolescent Mental Health Service
- In addition, the school will involve other external agencies as appropriate including health and social services, community and voluntary organisations for advice on meeting the needs of pupils with SEND and in further supporting their families.
- When school receives a report with recommendations from an external agency, the school will consider which of the recommendations are possible and should be prioritised in school and which may be best met by the parents at home.
- For a very small percentage of pupils, whose needs are significant and complex and the SEND Support required to meet their needs cannot reasonably be provided from within the school's own resources; a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.

How do you assess my child?

The principles of the school's assessment policy apply to all pupils, including those with special educational needs or disabilities. In each year group we teach the national curriculum for that year – therefore all children are learning the objectives for that year and are initially classed as 'Working Towards' the end of year expectation.

We will use meaningful ways of measuring all aspects of progress, including communication, social skills, physical development, resilience and independence. High expectations apply equally to SEND pupils. Effort applied to learning is reflected in teacher feedback and through evaluations of IEP targets. Pupils with SEND are expected to understand key concepts before moving onto the next phase of learning. For pupils working below the national expected level of attainment, our assessment arrangements will consider progress relative to pupil starting points, and take this into account alongside the nature of pupils' learning difficulties.

Assessment methods are adapted for some pupils with SEN and disabilities. Adapted tests are often used with specific pupils. This could be the use of braille or larger print. Readers are used to read questions where appropriate and pupils are given extended time to complete papers. Scribes are used for pupils with particular gross/fine motor control difficulties.

We use a 'graduated response' for SEND pupils (Assess, Plan, Do and Review). During termly SEN review meetings, teachers meet with the Inclusion Team to carry out a clear analysis of pupils' needs. This is based on formative/summative assessment, the views of parents and pupils and where relevant information from outside professionals. Assessment offers next steps on each child's learning pathway and ensures a focus on long-term outcomes.

How will my child engage in activities available with children who do not have SEND?

All children are included in all parts of the school curriculum and we aim for all children to be included on school trips. We will provide the necessary support to ensure that this is a successful and discuss this in advance with parents. It might be appropriate for a parent/carer to accompany a child on a school trip, depending on the child's individual needs. We aim for these to be as inclusive as possible.

A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety will not be compromised. We provide support for children where possible during lunchtimes by offering an indoor provision for some children who find the playground overwhelming.

How does my child exit the SEN register?

As part of the school's assessment cycle, SEN Reviews are held termly. Children's needs are reviewed and if a child on the SEND register is at expected levels of attainment (or has needs which can be met through quality first teaching) they will be removed from the register. Some children may be put on the monitoring register to keep track of their progress. Any changes will be undertaken in consultation with parents, staff and other agencies.

What to do if you have a concern about my child?

- If ever you have a concern about your child please do discuss it with the class teacher in the first instance, as difficulties are often overcome simply by sharing knowledge. If you feel you need more advice you are welcome to contact the inclusion department.
- All parents are listened to. Parent views and their aspirations for their child will form part of the assessment of needs and subsequent provision that is provided by the school.

What support will there be for children's overall well-being?

The school offers a variety of pastoral support for pupils. These include:

- Members of staff are ELSA trained (Emotional Literacy Support Assistant)
- A Personal, Social, Health, Citizenship and Economic (PSHE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being
- An Inclusion team that includes an Inclusion Lead with experience in behaviour management, an SENCo Assistant and a Learning Mentor.
- Pupils have a variety of responsibilities to develop them, and for us to listen to their voice:
 - Peer mediators
 - Wellbeing Champions
 - Ambassadors
 - Playleaders
 - School Council
 - Eco Warriors
 - Digital Leaders
- Small group and individual interventions to support pupil's well-being are delivered to targeted pupils and groups. These aim to support improved interaction skills, emotional resilience and well-being.
- Pupils who find outside class times difficult may be provided with strategies to support their behaviour and action may be taken to develop their social interaction skills.
- There are peer mediators trained to support children in resolving minor disagreements in the playground.
- All staff are trained in Safeguarding Children and Young People.
- The school has gained Healthy School status which evidences the work undertaken within the school to support pupils' well-being and mental health.

Pupils with medical needs (Statutory duty under the Children and Families Act)

Please see our policy on Supporting Children with Medical Conditions

What specialist services are available at the school?

The school has access to a range of specialist support that are identified in 'interventions' section above.

How will my child be included in activities outside the classroom including school trips?

- Risk assessments are carried out and procedures are put in place to enable as many children as possible to participate in all school activities.
- Parents are the experts on their child and we will have open discussions with them about the challenges that particular activities may present. Sometimes a parent may need to accompany their child on an outing.

How accessible is the school environment?

The following adaptations have been made to the school environment:

- All school building are accessible by ramp
- There are 2 adapted toilets to ensure accessibility for pupils staff and visitors

- Some pupils have access to specialist equipment as recommended by external agencies.
- We use a variety of means to contact parents including face to face meetings, phone calls and email.
- We consider our environment and look at what we can do to support different needs, e.g. dyslexia friendly, autism friendly; however sometimes these demands can be conflicting.
- We will hold meetings on the ground floor where this is helpful for parents and carers.

How do you prepare and support my child's transfer to secondary school?

- We have good relationships with all of our local secondary schools and work closely in the latter stages of Year 6 to ensure that all children make a successful transition. Our Inclusion team meet with the SENCo from your child's secondary school to ensure that any child with additional needs is discussed and appropriate provision is put in place in advance of their start date.
- If your child has an Education, Health and Care Plan, secondary transition will be discussed at their Year 5 annual review. A transition review will be held jointly with their new school in Year 6. If necessary we can arrange for your child to make extra visits to their new school, take photographs, ask questions and meet the staff before they start. Secondary school staff may also visit your child here in year 6.

How are the school's resources allocated and matched to my child's Special Educational Need?

- The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:
 1. A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
 2. The Notional SEND budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
 3. The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are in the care of the local authority or whose parents are in the Armed Services.
 4. For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEND Funding allocation.
- This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities.

How is the decision made about how much support my child will receive?

- For pupils with SEND but without an EHCP, the decision regarding the support provided will be taken by school taking parents views into account.
- For pupils with an EHCP, this decision will be reached in agreement with parents when the EHCP is being produced or at an annual review, whilst following advice received.

Safeguarding

Stillness Junior School is committed to safeguarding all children.

Children with special educational needs and disabilities are at higher risk of harm than most children, yet keeping them safe can be more of a challenge.

Children with additional needs may find it harder to understand what is happening to them, to understand right from wrong and to be able to communicate their worries.

For children with the most profound difficulties, with little or no verbal communication and a need for intimate care, their vulnerability is extremely high.

Occasionally a child with additional needs may pose a risk to others. We will seek to find ways to protect all our children consulting with children, colleagues, parents, and external agencies as necessary.

At Stillness we understand the need to be aware of these challenges and be vigilant to safeguard all children.

How do I make a complaint about the provision of my child?

We endeavour to do our best for all pupils, however, if there are concerns, parents/carers can contact the class teacher in the first instance. If the matter is unresolved they should make an appointment with the Inclusion Lead and/or Headteacher to see if it can be resolved at an informal level.

If a parent/carer is still dissatisfied, they should obtain a copy of the complaints procedure, available on the school's website and follow the steps outlined in it.