

SEND Policy

Willow Grove Primary School



‘Be Safe, Be Kind, Be Positive’

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Created by:	Headteacher/SENCo, Senior Leadership Team, SEND Governor and parent voice.	
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1. Introduction

Willow Grove Primary School is a specialist Social Emotional Mental Health (SEMH) provider and provides outreach support to mainstream schools in the Wigan Borough.

All pupils at Willow Grove have an identified Special Educational Need (SEN), most of our pupil's primary area of need is SEMH. Many of our pupils have experienced early trauma and adversity, and many have attachment difficulties. Willow Grove is committed to providing an educational environment within which our pupils can heal, thrive, learn and play. All staff work in line with trauma-informed practices, and they have an excellent knowledge of the strategies and resources that are available to meet the needs of pupils with SEMH and additional SEN.

Special educational provision means provision which is "in addition to, or otherwise different from" the provision generally made for pupils of the same age. In our setting it refers to a pupil with an educational need other than that of SEMH. We understand that our pupils may have other SEN in addition to SEMH.

Willow Grove Primary School SEND Policy and separate SEND Information Report (2025) aims to:

- Set out how our school will support and make provision for our pupils with special educational needs and disabilities (SEND)
- Explain the roles and responsibilities of everyone involved in providing for our pupils.
- Improve the learning opportunities and progress of pupils with SEND additional to their SEMH needs.
- Ensure that all staff recognise their responsibilities for the education of pupils with SEND and the importance of maintaining high and realistic expectations for all pupils. Staff recognise the importance of planning their lessons in ways which will encourage the participation and learning of all pupils whilst also including the National Curriculum (where this is relevant).
- Provide all pupils with a broad and balanced curriculum which includes teaching and learning opportunities which will enable pupils to make their best possible progress, providing the life-skills, cultural capital and knowledge needed to succeed in life.
- Provide children with SEND the opportunity to be educated alongside their peers, it will only be in specific circumstances that individual, specialist tuition will be necessary (this currently takes the form of a variety of interventions).
- Regularly ask parent/carer views, we recognise that the effective assessment of provision for children with SEND can only be achieved when there is the greatest possible partnership between parents, their children, the school and other relevant agencies.
- Enable our pupils to become confident individuals, able to make a successful transition on to the next phase of their education.

The SENDCo is Miss L.Glover (Headteacher)

The member of staff in charge of Pastoral care is Mrs S.Latham

The Governor in charge of SEN is Mrs G.Leadbetter Simms

2. Legislation and guidance

This policy and separate information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENCo's) and the SEND information report
- [UN Convention on the Rights of the Child](#): We have written this policy, taking into consideration the following Articles.

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- Article 2 - The Convention applies to everyone, whatever their race, religion, abilities; whatever they think or say, whatever type of family they come from.
- Article 3 - All organisations concerned with children should work towards what is best for each child.
- Article 12 – All children should have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 23 – Children who have any kind of disability should have special care and support, so that they can lead full and independent lives.
- Article 25 – Children who are looked after by their local authority, rather than their parents, should have their situation reviewed regularly.
- Article 36 – Children should be protected from any activities that could harm their development.

3. Roles and responsibilities

3.1 The Special Educational Needs Co-Ordinator (SENCo)

The Headteacher and SENCo (Miss L.Glover) can be contacted in the following ways:

- By making an appointment at the school office. These can be carried out face-to-face, or on the telephone, depending on your preference.
- By telephone on 01942 727 717
- Via email on enquiries@admin.willowgrove.wigan.sch.uk
- During termly 'Inclusion Coffee Mornings' at St. Lukes Church.
- During Parent's evening drop-in sessions.
- Via Class DoJo.

The SENCo will:

- Work with the teaching staff, support staff Senior Leadership Team and SEND governor to determine the strategic development of the SEND policy and provision in the school.
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils.
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching.
- Advise on the graduated approach to providing SEND support for our pupils.
- Advise on the deployment of the school's budget and other resources to meet pupils' needs effectively.
- Be the point of contact for external agencies, especially the local authority and its support services.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options, and a smooth transition is planned.
- Work with the Senior Leadership Team and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
- Ensure the school keeps the records of all pupils with SEND up to date.
- Either the SENCo/Senior Leadership Team will endeavor to respond to any messages left, either in person, by telephone or email within 48 hours.

3.2 The SEND governor

The SEND governor (Mrs G.Leadbetter Simms) will:

- Help to raise awareness of SEND issues at governing board meetings.

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- Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this
- Work with the Headteacher/SENCo and Senior Leadership Team to determine the strategic development of the SEND policy and provision in the school.

3.3 The Headteacher

The Headteacher (Miss L.Glover) will:

- As the Headteacher and SENCo, work with the Senior Leadership Team and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability.

3.4 Class teachers

Each class teacher at Willow Grove is responsible for:

- The progress and development of **every** pupil in their class.
- Working with the SENCo and Senior Leadership Team to identify SEND and to seek advice and support for those pupils in their class with SEND.
- If there are any new concerns regarding the special educational needs of a pupil the class teacher will complete an "in-house" SEND concern referral form.
- If appropriate, we will use aspects of the Greater Manchester Ordinarily Available Practice (GMOAIP) and Wigan's Additional Practice Toolkit (WAPT) to support the additional needs of pupils.
- Will work closely with teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.
- Work with the SENCo and Senior Leadership Team to review each pupil's progress and development and decide on any changes to provision.
- Provide information to support the EHCP process, reviews, and referrals to external agencies.
- Attending the relevant training, as directed, to support pupils with SEND.
- Ensure that they follow this SEND policy.

3.5 Partnership with parents/carers

Parent/carer partnerships are vitally important to the staff at Willow Grove.

- The SENCo and Senior Leadership Team will advise, and support parents/carers and they are encouraged to make an appointment to speak to the class teacher if they have any SEND concerns or questions regarding their child/children
- Our SEND governor is willing to 'meet' with parents via a mutually convenient telephone appointment to discuss any concerns or feedback that you may have.
- At Willow Grove we have regular meetings to share progress with children and their parents/carers.
- We will request permission from parents to involve any outside agency, and we share the process of decision-making by providing clear information relating to the education of children with SEND.

3.6 Use of teachers, facilities and support services from outside the school

As a specialist provision Willow Grove has links with many support services. These are contacted and used appropriately where support is required. Pupils who join school with support in place will continue to have this support until it is reviewed and agreed that it is no longer required.

3.7 Links with other schools, including transfer and transition

Willow Grove has links with other specialist provision settings in Wigan as well as mainstream primary schools, through outreach provision and transition of children into Willow Grove.

We also have close links with local secondary schools including Oakfield, Newbridge and Expanse which cater for pupils from Year 7-11. Willow Grove is the feeder school for the above schools and most of our pupils transfer to these settings at the end of Year 6.

4. SEND information report

The SEND Information Report is a statutory document, and it is published on our website and the Local Offer website on a yearly basis. The SEND Information Report for Willow Grove Primary School 2024 will be published on the school website in Summer term 2025.

4.1 The local authority local offer

Details of Wigan's local authority Local Offer is also accessible via our school website.

5. Monitoring arrangements

This policy and separate SEND Information Report will be reviewed by the SENCo on an annual basis. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

The Headteacher/SENCo will report to the governing board regularly in relation to provision at Willow Grove. A written report will be provided at least termly. In addition to this, updates will be given verbally and via email throughout the academic year.

6. Links with other policies and documents

This policy links to the following documents:

- Accessibility plan
- Equality information and objectives
- Supporting pupils with medical conditions
- Teaching and Learning Policy
- Safeguarding Policy
- Admissions Policy
- Relationship Support Policy

All the above policies/plans can be viewed via our school website. You can also find further information regarding the provision at Willow Grove Primary School on our school website.

7. General Data Protection Regulation (GDPR) – Privacy Notice

For further information on how we use your information and data, please refer to the GDPR Policy published on our website.

Next review due by: Spring term 2026