



ST PAUL'S CATHOLIC PRIMARY SCHOOL

*Our school is a place of learning
a place of love.*

**Park Lane
Cheshunt
HERTS
EN7 6LR**

SEN Information Report – Sept 2025-2026

1. How does the school know if children need extra help and what should I do if I think my child may have special educational needs?

The attainment and progress of all pupils is monitored frequently and consistently. Children falling behind age-appropriate expectations will usually be identified through pupil progress meetings every half term, although staff do not have to wait until these meetings to discuss any concerns. Those children will be highlighted to all adults working with them and the Special Educational Needs Co-coordinator (SENDCo). Additional support will be put in place after discussions with the pupil, all staff involved with the child and parents. High quality teaching is delivered using the 'Education Endowment Foundation' guidance and recommendations for SEN in Mainstream Schools. Pupils are targeted at the areas of need and support will be put in place and the child's progress monitored over time. Parents will be informed of this at Parent Consultations or earlier if necessary. If progress continues to be less than expected it may be necessary to put in place additional support and a thorough assessment of a child's needs. Targets will be presented in a 'Child Centred Planning' proforma and shared with parents at their 'Child Centred Planning' termly meetings. These meetings are led by the class teacher and supported by the SENDCo using the SEND Code of Practice (0-25 years) 2015 Guidance and the Graduated Approach, Assess, Plan, Do, Review (APDR). Where the child is age-appropriate this includes views of the parents and child concerned.

If there is an indicator of a range of persistent learning difficulties, then the child will be referred to Local Integrated services for formal assessment of SEN and upon professional advice be recorded as having special educational needs (SEN). Parents will be informed and involved throughout this process. Parents who are concerned that their child may have SEN issues should in the first case talk to their child's class teacher.

For more details about 'Education Endowment Foundation' guidance and recommendations simply visit this link

<https://educationendowmentfoundation.org.uk/education-evidence/guidance-reports/send>

2. How will school staff support my child?

If a child has been identified as making less than expected progress the first response is high quality teaching targeted at their areas of lower attainment. If progress continues to be less than expected it may be necessary for the teacher to organise additional support or targeted intervention. This support could be extra group or individual support led by a trained adult. Different teaching resources may be used. This will usually take place within the classroom as part of the lesson to maximize the impact. Interventions can range from a short daily session to longer less frequent sessions a week depending on the need of each child. It is the teacher's responsibility to provide for children with SEN in her class and to follow the school's procedures for identifying, assessing and making provision to meet those needs. Where the interventions involve teaching away from the main class the teacher still retains responsibility for the child and works closely with support staff to plan and assess the impact of the interventions and how they can be linked back to classroom teaching. The SENDCo at St Paul's Catholic Primary School, **Netta Costanzo** provides advice, monitoring, and links with outside agencies. There is a school governor for SEND, **Rita Odumosu** who oversees the school's work with SEN and ensures the quality of provision is regularly monitored.

All staff are available on email via admin@stpauls373.herts.sch.uk

3. How will I know how my child is doing?

High expectations of each child in their class coupled with skilled differentiation usually ensures that children are making at least expected progress and for some pupils higher than expected progress. However, some children still require additional support in spite of this. Where a child requires additional support parents are informed and targeted intervention is put in place. A Provision Map detailing this support is written and shared with all adults, parents and children. This support is monitored closely by class teacher, SENDCo and the senior leadership team (SLT) and is regularly modified. Most interventions take place over 1 or 2 terms and progress is reported back to parents at parent consultations or more regularly if needed. The effectiveness of the school's provision for children with SEND is evaluated, reported to governors, our Trust and monitored by OFSTED.

4. How will the learning and development provision be matched to my child's needs?

A detailed assessment which draws on the teacher's assessment and experience of the child, their previous progress and attainment, their development in comparison to their peers, the views and experiences of parents and the child's own views takes place. This ensures that any barriers to learning are identified and effective provision suited to a child's specific needs is implemented. Age-appropriate children are consulted through the whole process and are key to decisions about what support is needed and will yield most impact.

5. What support will there be for my child's overall well-being?

The school has a consistent behaviour policy for the school which is published on the school website. The school adheres to the statutory guidance 'Supporting pupils at school with medical conditions and all medication is kept in a secure place and is

only administered by designated people. Individual health care plans are written for a child with medical conditions and shared with all staff that work with the child including lunch time staff. Hertfordshire has a school nursing service for children and young people 5-19 years of age. The NHS nursing services offer to work together with Hertfordshire Family Centre Services, GP's, parents and staff to meet a child's health needs. Parents can make online referrals and can find more information at <https://www.hct.nhs.uk/our-services/school-nursing/>

In some instances, this will require referring a child to access a specialist support service. The school works closely with the local Specific Speech and Learning Difficulties (SpLD) to provide training for staff, assessing children and delivering intervention programmes. For more details about SpLD along with their advice line details please visit;

<https://www.hertfordshire.gov.uk/microsites/local-offer/services-for-children-and-young-people/specific-learning-difficulties.aspx>

6. What specialist services and expertise are available at or accessed by the school?

The school has a link Educational Psychologist, Speech Therapist and nursing team to whom they can directly refer to. The nurse is then able to refer to different health services. The school also works closely with East and Broxbourne Family Centred Support Services which provide a variety of services, including family support, play sessions, adult and parenting sessions. Other specialist services, such as occupational health and counselling can also be accessed by the school to ensure that children are kept safe in Education. We also ensure that we provide high quality teaching, implement interventions where and when needed along with supporting children in our care with any Social, Emotional and Mental Health (SEMH) needs. Since the worldwide pandemic of Covid-19, at St Paul's School we are fully aware of the impact upon children, young people and their families. We have developed a new SEMH reporting system and assessment to reflect our changing world and where needed supporting the child with internal and external services.

For more details about Speech and Language Therapy along with their advice line and contact details please visit;

<https://www.hct.nhs.uk/our-services/childrens-speech-and-language-therapy/>

7. What training have the staff supporting children with SEND, had or are having?

All staff are trained in First Aid and Safeguarding. There is a specially trained paediatric first aider and four designated staff (DSPs) for safeguarding concerns. We have one specially qualified designated staff for Mental Health and Well-being also. All staff have undergone training recently in different areas of SEN to develop specialisms to ensure that there is a wide range of skills and expertise in all areas of SEN. Further training will continue to take place throughout the year. Examples of the training received and due to take place include behaviour support, social skills, Autism, Specific Learning Difficulties e.g. dyslexia, dyscalculia, literacy and maths interventions, reading intervention, gross and fine motor skills difficulties e.g. dyspraxia, Speech and Language and therapy sessions including art, talk, draw, lego and loss / bereavement. Training is refreshed regularly and all opportunities for additional training are sought to ensure that staff have an up-to-date working knowledge of SEND issues and current legislation.

8. How will you help me to support my child's learning?

Parent Consultation Evenings are held each term to keep parents fully informed of their child's progress and an annual report is written for each child in the Summer Term. Parents are involved in reviews where extra support has been put in place and where age appropriate their views are sought at each opportunity to help support their child's learning. Children have a class website page and are set homework regularly each week so that parents can see what their children are able to achieve independently and support them with their learning.

Curriculum Information is shared at the beginning of each term so that parents are informed which topics will be covered and a Year group meeting is held for all

parents at the beginning of each academic year. Parents are kept informed to various information covering different aspects of their child's education. For example, how to help children read, the four operations in Maths, e-safety, assessment, English, Writing, Reading, Phonics and Key Stage 1 and 2 SATs.

9. How will I be involved in discussions about and planning for my child's education?

There are formal occasions such as Parent Consultation Evening and Child Centred Planning Target Meetings where parents are involved in discussions about their child's education. We have an 'open door' policy where parents are usually able to speak to a teacher before or after school to pass on a message/ piece of information or a meeting is planned where a longer discussion may be needed. Parents who are unable to see the teacher at the beginning or end of the day can telephone to arrange for a teacher to call them back or email via the school office if there is a particular issue they wish to discuss. Parents are represented on the school governing body and there is also a very active PA in school. Parents of children with SEN are regularly involved in discussions through reviews.

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

For all school trips that take place a risk assessment is undertaken to ensure that each child is kept safe from harm. All children with SEND are included on all school trips and when appropriate additional staff are deployed and reasonable adjustments are made. When necessary, parents are consulted to ensure full participation and active engagement of all children. Where the outings are run by outside agencies, they are made aware of each child's needs so that they deal with them in a sensitive and appropriate manner.

11. How accessible is the school environment?

The school is fully compliant with the Equality Act and reasonable adjustments are made for all children with SEND where necessary. The building is fully wheelchair accessible and has disabled toilet facilities. Specialised equipment is provided where appropriate for children with SEN needs and advice is sought from the appropriate medical/health professionals to ensure all children's health and physical needs are catered for within the school environment.

If you require more information about this, please visit our school website where you will find our Accessibility policy and plan via the direct link below

<https://stpauls-herts.secure-dbprimary.com/herts/primary/stpauls/arenas/websitecontent/web/accessibilityandplanjune2021-2024.pdf>

12. Who can I contact for further information?

The school has a fully qualified SENDCo, Ms Netta Costanzo who can be contacted via the school telephone number or email on deputy@stpauls373.herts.sch.uk

Upon appointment the Senco and class teacher is available to meet with parents if there are any concerns about your child. However, in the first instance it is appropriate to speak to your child's teacher with any initial queries. If you wish to make a complaint the school has a complaints procedure which is available from the school office or website.

13. How will the school prepare and support my child to join the school, transfer to a new school or the next stage of education and life?

The level of transition support offered is dependent on each child's needs, age and development. Nursery staff visit all children in their home setting at the beginning of the academic year. All Nursery children spend several mornings and afternoons

visiting the Reception class, with Nursery staff in the Summer Term. Specific transition work takes place in Year 6 to help pupils in the move to secondary school. For some pupils, extra visits are arranged with a member of staff from St Paul's accompanying the pupil. If you have any concerns that your child is worried about in terms of induction or transition please contact the class teacher. We also arrange transition support and booklets for specific children moving from year groups within our setting.

14. How are the school's resources allocated and matched to children's special educational needs?

The school has an amount identified within its overall SEND budget in line with Hertfordshire's local offer. This is used for resources to support the progress of children with SEND. This is also used to employ Learning Support Assistants to meet the needs of children with SEND, buy specialist equipment, books or stationery or provide specialised training for staff. Where a child requires provision which exceeds the prescribed threshold, additional local higher needs funding (HNF) or further funding can be applied for through Hertfordshire's additional needs Database (HAND). Further funding information can be found via the following links.

<https://www.hertfordshire.gov.uk/microsites/local-offer/courses-and-activities-in-hertfordshire/hertfordshire-additional-needs-database.aspx>

<https://www.hertfordshire.gov.uk/microsites/local-offer/education-support/help-you-can-get-when-your-child-is-in-school/changes-to-exceptional-needs-funding-enf.aspx>

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

The amount and type of support offered to a child is determined by a detailed analysis of a child's needs, medical needs, barriers to learning, stage of development, parental views, their own views and consultation with their class

teacher. This support is reviewed regularly with amendments being made to the programme of support. Interventions typically last between 1 and 2 terms with the emphasis being on early identification and targeted effective support to minimise any long term need for additional support. If you feel your child requires long term support parents can apply via our Local Authority for an individual Education Health Care Plan and if awarded an individual banding assessment. More details about this can be found at

<https://www.hertfordshire.gov.uk/microsites/local-offer/education-health-and-care-plans/education-health-and-care-plans-ehcp.aspx>

or contact Ms Netta Costanzo via the school telephone number or email on deputy@stpauls373.herts.sch.uk

16. How can I find information on the local authority's Local Offer of services and provision for children and young people with special educational needs and disability?

The Local Offer lets parents and young people know what special educational needs and disabilities services are available in Hertfordshire, and who can access them. The authority's local offer of services and provision for children and young people with SEN can be accessed at;

<https://www.hertfordshire.gov.uk/microsites/local-offer/the-hertfordshire-local-offer.aspx>

If you have any questions regarding SEND please feel free to contact me –

Ms N Costanzo –

Deputy Headteacher, SENDCo, DSP, Inclusion & Mental Health Leader

on deputy@stpauls373.herts.sch.uk

****Please see further links of supporting documents that St Paul's Catholic School refers to and works with for high quality guidance and support.***

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

<https://educationendowmentfoundation.org.uk/education-evidence/guidance-reports/send>

<https://www.autismeducationtrust.org.uk/>

<https://new.boxallprofile.org/>

<https://www.nurtureuk.org/>

<https://spaceherts.org.uk/>

<https://www.mentallyhealthyschools.org.uk/getting-started/primary/>

<https://www.hertsmindnetwork.org/>