

Special Educational Needs and Disabilities (SEND) Information Report

Long Mead Community Primary School and Bright Stars Preschool



Inclusion Team

SEND Governor:

Emma Halliwell

SENCO/SEND Team:

Katie Hooper/ Lynda Atkins

Contact No. 01732 350601

Katie Hooper

office@long-mead.kent.sch.uk OR khooper@long-mead.kent.sch.uk

Approved by:	Andrea Rantell	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Contents

Contents.....	2
1. What types of SEND does the school provide for?	4
2. Which staff will support my child, and what are their key responsibilities?	5
3. What should I do if I think my child has SEND?	7
4. What happens if the school identifies a need?	8
5. How will the school measure my child's progress?	9
6. How will I be involved in decisions made about my child's education?	10
7. How will my child be involved in decisions made about their education?	11
8. How will the school adapt its teaching for my child?	12
9. How will the school evaluate whether the support in place is helping my child?	13
10. How will the school ensure my child has appropriate resources?	13
11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?	14
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?	15
13. How does the school support pupils with disabilities?	15
14. How will the school support my child's mental health and emotional and social development?	16
15. What support is in place for looked-after and previously looked-after children with SEND?	16
16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?	17
17. What support is available for me and my family?	17
18. What should I do if I have a complaint about my child's SEND support?	18
19. Supporting documents.....	19
20. Glossary.....	19

Kent SEND Information Report

Dear parents and carers,

The aim of this Information Report is to explain how we implement our SEND policy. In other words, we want to show you how SEND support works in our school.

As educational professionals, we are all working towards the ultimate goal of growing independent young people as they prepare for adulthood. All provision and support we provide is working towards achieving the Kent Children and Young People (CYP) Outcomes Framework:



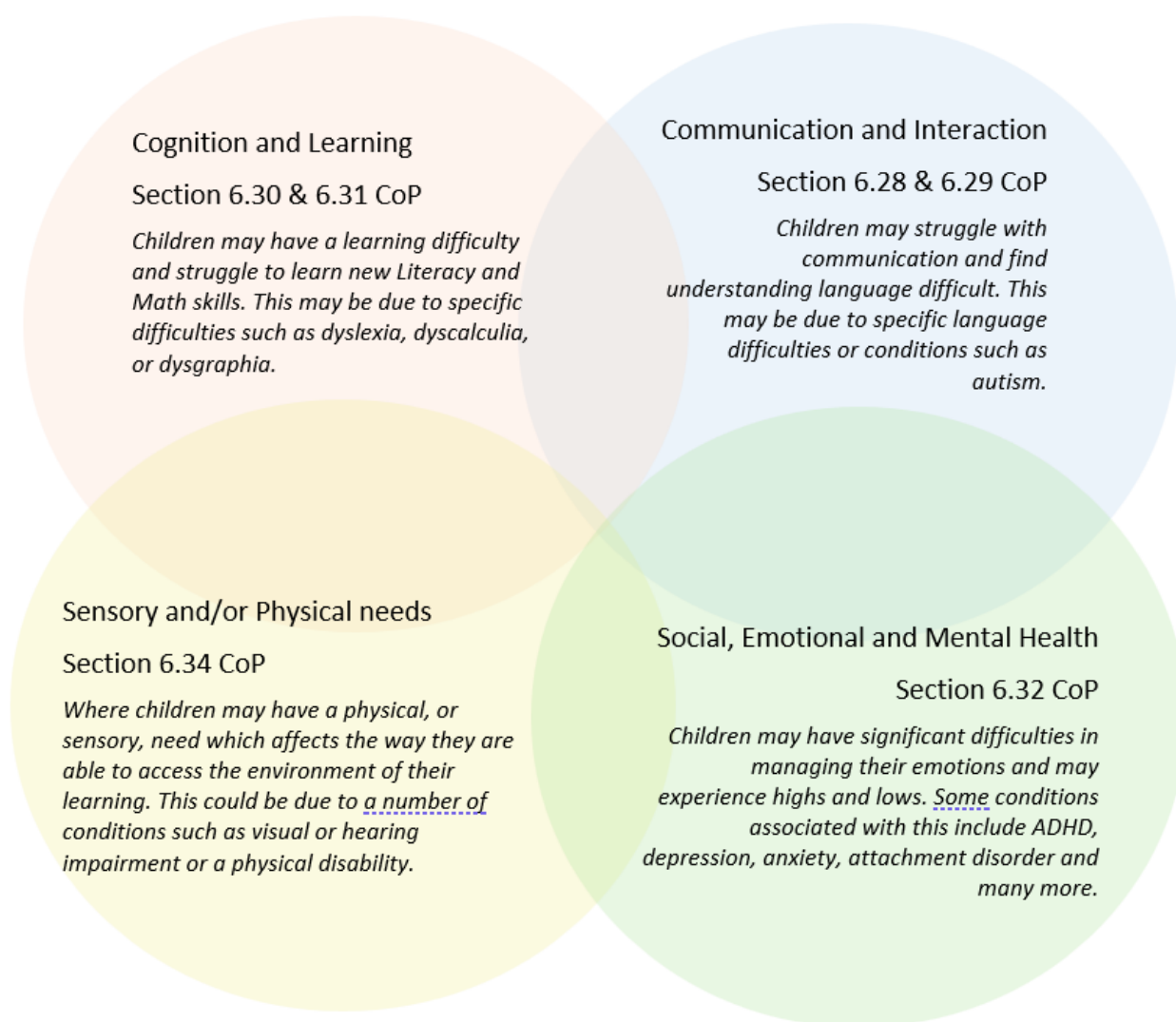
If you want to know more about our arrangements for SEND, read our SEND policy alongside this Information Report.

You can find our SEND policy on our website (<https://www.long-mead.kent.sch.uk/special-educational-needs-disabilities>)

Note: If there are any terms we've used in this information report that you're unsure of, you can look them up in the Glossary at the end of the report.

1. What types of SEND does the school provide for?

Our school provides for pupils with the following needs (as outlined in the SEND Code of Practice 2015):



Often you will find that children's needs overlap and are rarely confined to one area of need, which is why it is important to gain a wholistic overview of your child.

More information about the Areas of Need can be found in the Special educational needs and disability code of practice: 0 to 25 years (link below).

[SEND Code of Practice January 2015.pdf \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262322/SEND_Code_of_Practice_January_2015.pdf)

2. Which staff will support my child, and what are their key responsibilities?



At Long Mead Community Primary School and Bright Stars Preschool all staff are considered responsible for supporting the needs of pupils with SEND. Our staff are committed to regular, high-quality training to ensure that they have the knowledge and skills to better meet a wide range of pupil needs.

Below outlines key staff who will be supporting your child. *Please note that this list is not exhaustive.*

Our Special Educational Needs Co-ordinator, or SENCO and the SEND team

The SEND and wellbeing team consists of our SENCO, Katie Hooper, who is supported by Lynda Atkins (SENCO Assistant) and Sophie Wilson (Wellbeing and behaviour LSA)

Katie Hooper is an experienced qualified teacher and takes responsibility for the overall running and effectiveness of the SEND provision at Long Mead and Bright Stars. She has the National Professional Qualification for SEND and which she completed in April 2026.

Lynda Atkins was formerly part of the Specialist Teacher Service, specialising in Early Years and has a wealth of experience of practical classroom strategies to support learners in an inclusive environment.

Sophie Wilson runs the Launchpad, our wellbeing interventions, is ELSA trained and supports pupils when they are dysregulated.

A team of Learning support assistants across the school, a Family Liaison Officer (FLO) are all trained to deliver SEND provision.

Class/subject teachers

All of our teachers receive in-house and external SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN.

They have received training in the Mainstream Core Standards, emotional school avoidance, Pathological Demand Avoidance Syndrome (PDA), dyslexia and dyspraxia, speech and language including DLD and ASD, colourful semantics as well as Sensory and visual training.

Ensuring quality first teaching is our first step in responding to pupils who have SEND. This will differ for individuals and each pupil will receive appropriate support and challenge for them.

Mainstream core standards will be followed to support pupils within their classrooms and wider environment.

Learning Support Assistants (LSAs)

All of our Learning Support Assistants are trained to deliver SEN provision both as in class support and in interventions, such as Speech and Language Link and Lego feelings.

Our LSAs receive the same high-quality training as the teachers that have been mentioned above.

For both teachers and LSAs, we are constantly trying to provide relevant and up to date training for them so they are able to support our pupils well. Throughout the year this list will develop and change to meet the needs of all our pupils.

External agencies

Sometimes we need extra help to offer our pupils the support that they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEND and to support their families. These may include but not limited to:

- Child and adolescent mental health services (CAMHS)
- Voluntary sector organisations
- Education welfare officers
- Educational psychologists
- GPs or paediatricians
- NELFT practitioners
- Occupational therapists
- Therapeutic practitioners
- Behaviour coaches
- Safeguarding services
- School Liaison Officer
- School nurses
- SEND Inclusion Advisor
- Specialist Teacher Service
- Speech and language therapists



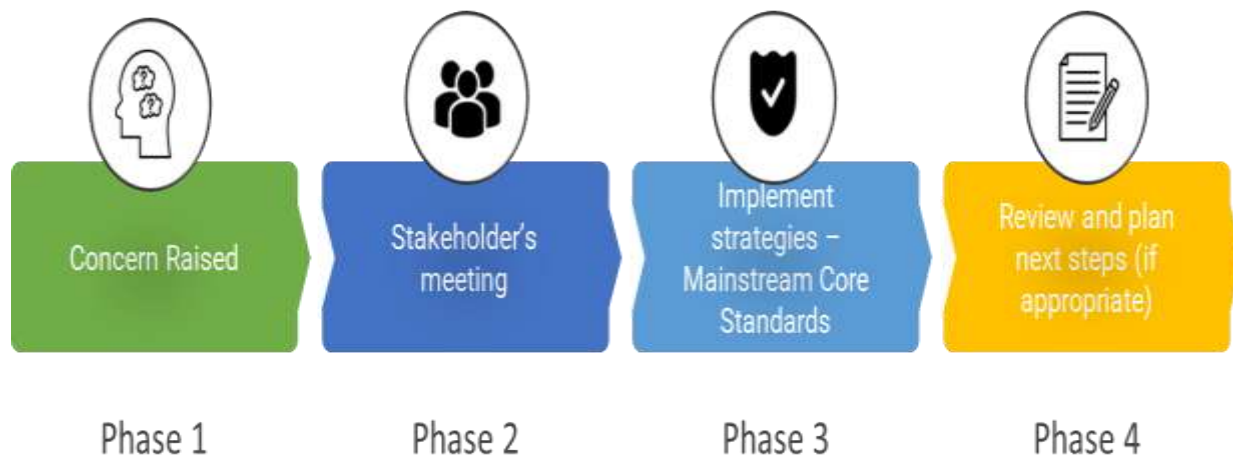
3. What should I do if I think my child has SEND?



Phase 1	If you think your child might have SEND, raise your concern with the school so that the SENCO is aware. You can do this by speaking to the class teacher, phoning or sending an email to the school office to request a meeting with either the class teacher. They can be contacted on 01732 350601 or office@long-mead.kent.sch.uk. Notes of discussions will be recorded and shared with the SENCO.
Phase 2	We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are. Together we will decide what outcomes to seek for your child and agree on next steps. We will make a note of what's been discussed and add this to your child's record.
Phase 3	We will implement the agreed strategies and monitor these over an agreed period of time. These are likely to be universal strategies set out in the mainstream core standards. A copy of this can be found here: https://www.kelsi.org.uk/_data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf. This will initiate the 'Graduated Approach' where support will be continually reviewed. See next page for more details.
Phase 4	If we decide that your child needs SEND support, we will formally notify you and your child will be added to the school's SEND register. They will receive additional support and this will be reviewed using the assess, plan, do, review model.

4. What happens if the school identifies a need?

The same process is followed if a concern is raised by the school.



All our class teachers are responsible for the monitoring of all pupils who have been identified as having SEND. They also review those who are not making the expected level of progress in their schoolwork or socially. This might include phonics, reading, writing, Maths, friendships, social interactions or behaviour.

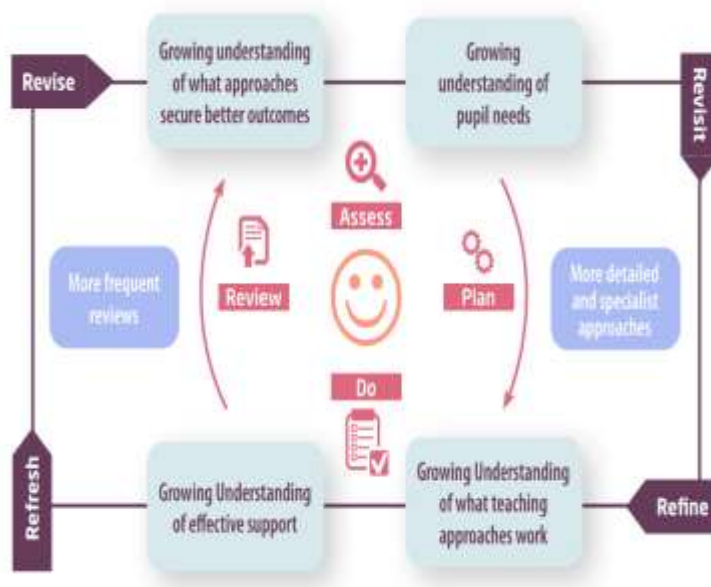
If the teacher notices that a pupil is having difficulties, they try to find out if the pupil has any gaps in their learning. If they can find a gap, the school will provide appropriate support. Pupils who don't have SEND usually make progress quickly once the gap in their learning has been filled.

If the pupil is still finding it difficult to make the expected progress, the teacher will complete a form that states their concerns and what has already been put in place to support and this gets sent to the SEND team. The SEND team will review the form, speak to the class teacher/LSAs, make some in class observations and will contact you to discuss the possibility that your child has SEND, and the school will follow the graduated approach (see previous page).

5. How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEND needs.

The graduated approach is a 4-part cycle of **assess, plan, do, review**.



Assess	If your child is not making the expected level of progress, we will make an assessment to find out what strengths and difficulties your child has. We will ask for you and your child's input, as well as getting help from external professionals where necessary.
Plan	In discussion with you and your child, we will decide what outcomes we are hoping to achieve. We will make a plan of the support we will offer your child to help them meet those outcomes. We will make a record of this and share it with you and all relevant school staff.
Do	We will put our plan into practice. The class teacher, with the support of the SENCO, will be responsible for working with your child on a daily basis, and making sure the support we put in place is having the impact we intended.
Review	We will assess how well the support we put in place helped the pupil to meet the outcomes we set. We will use our improved understanding of your child's needs to improve the support we offer; this may mean the Plan, Assess, Do, Review cycle continues.

6. How will I be involved in decisions made about my child's education?

We will provide a termly personalised plan for your child, setting out their targets and the progress made against them. We will provide annual reports on your child's progress, normally at the end of each school year.

A member of staff who knows your child well will meet you regularly, to:

- Set clear outcomes for your child's progress
- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do

The SENCO/SENCO Assistant may also attend these meetings to provide extra support.

We know that you're the expert when it comes to your child's needs and aspirations. So, we want to make sure you have a full understanding of how we're trying to meet your child's needs, so that you can provide insight into what you think would work best for your child.

We also want to hear from you as much as possible so that we can build a better picture of how the SEND support we are providing is impacting your child outside of school.

If your child's needs or aspirations change at any time, please let us know right away so we can keep our provision as relevant as possible.

If you have concerns that arise between these meetings, please contact your child's class teacher. Please contact your class teacher either by seeing them at the end of the school day or via email at office@long-mead.kent.sch.uk.

7. How will my child be involved in decisions made about their education?

The level of involvement will depend on your child's age and individual needs. We recognise that no two pupils are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Attend meetings to discuss their progress and outcomes
- Prepare a presentation, written statement, video, drawing, etc.
- Discuss their views with a member of staff who can act as a representative during the meeting
- Complete a survey



8. How will the school adapt its teaching for my child?

Your child's teacher is responsible and accountable for the progress and development of all the pupils in their class including those with SEND.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will adapt our approaches to how we teach to suit the way the pupil works best. There is no 'one size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child and are guided by the Mainstream Core Standards in the first instance.

These adaptations may include:

- Adapting our approaches, for example, giving longer processing times, social stories, pre-teaching of key vocabulary and ideas, reading instructions aloud, etc.
- Adapting our curriculum to ensure all pupils are able to access it by providing appropriate challenge, for example, by group, delivering split inputs, pastoral support, teaching style, content of the lesson etc.



- Adapting our resources and staffing



- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, Widgit etc.



- Learning support assistants will support pupils appropriately depending on their presentation of need on a 1 to 1 basis or in a small group



- Scaffolding lesson materials

We may also provide the following interventions:

- Own workstations
- Lego therapy
- Emotional literacy
- Speech link and language

- English (including phonics, reading, writing, spelling)
- Maths
- Sensory support
- Nurture provision
- Zones of Regulation
- Resilience

These interventions are part of our contribution to Kent County Council's local offer.

9. How will the school evaluate whether the support in place is helping my child?

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals each term
- Reviewing the impact of interventions after 6 weeks
- Using pupil questionnaires
- Monitoring by the SENCO and SEND team
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)



10. How will the school ensure my child has appropriate resources?

A wide range of resources are used to ensure all pupils' needs are met. It may be that your child's needs mean we need to provide additional resources such as:

- Additional resources to support their learning
- Adaptations to class support
- Further training for our staff
- External specialist expertise

Pupils can be supported in small groups within the classroom and/or small group interventions in the afternoons, with a long-term goal of developing independent skills. Monitoring takes place to avoid

pupils becoming over reliant and dependent on this adult support. Interventions are completed on a rota basis so no child is missing out on the curriculum.

Where appropriate, we will consult with external agencies to get recommendations on what will best help your child access their learning and use our best endeavours to ensure these are supplied.

Funding to support children has to be applied for through KCC's locality model. Schools are placed in a community group where the allocated funding needs to be agreed by the community. For more information about funding, see below:

[Notional SEN Budget Guidance for mainstream schools](#)

11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?



The expectation is that all schools providing an inclusive provision for all pupils. It may be necessary for some pupils to receive interventions in addition to a broad and balanced curriculum. Access includes:

- All our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.
- All pupils are encouraged to go on our school trips and will be supported by the staff that they know and trust, if need be, a parent or carer will be invited to come to ensure they get the most out of the trip.
- All pupils are encouraged to take part in all curricular and off curricular activities such as sports day, school plays and workshops.

No pupil is ever excluded from taking part in these activities because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included.

12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?



All children with SEND are afforded the same rights as other children in terms of their admission to school.

However, children who have undergone a statutory Assessment and are having their needs met through the provision of an Education Health Care plan, are to follow the LA procedures.

Details of the admissions process is set out in our Admissions Policy (www.long-mead.kent.sch.uk).

13. How does the school support pupils with disabilities?



You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

We aim to treat all students fairly and with respect. This involves providing access and opportunities for all children without discrimination of any kind.

Long Mead and Bright Stars are committed to a fair and equal treatment of all individuals, able bodied or disabled and, on a continuous basis, will work towards improving access to the physical environment, to the curriculum and to the provision of information to ensure access for all.

Our school is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues. (www.long-mead.kent.sch.uk)

Long Mead's Accessibility Policy can be found on our website (www.long-mead.kent.sch.uk)

14. How will the school support my child's mental health and emotional and social development?

We provide support for pupils to progress in their emotional and social development in the following ways:

- Pupils with SEND are encouraged to be part of the extensive network of activities and opportunities that form part of the school's programme for cultivating children's character and personal development.
- Soft starts and extra pastoral support
- Friendship interventions
- Wellbeing check-ins, 1:1 or small group interventions
- Emotional literacy interventions
- Learning breaks and use of the Launchpad for re-regulation activities
- Use of the Launchpad at lunchtime for a quieter eating environment
- Pupil voice for SEND children adapted so that they can express their views
- We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by having peer mediators, friendship ambassadors, consistent and positive approach to behaviour, PSHE curriculum, core school values.
- Consistent, whole school approach to supporting children who require time and support to regulate their emotions.
- Use of Boxall Profile assessments to identify interventions tailored to a child's particular needs

15. What support is in place for looked-after and previously looked-after children with SEND?



Nicky Wilson, Family Liaison Officer and DSL, will work with Katie Hooper, our SENCO, to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEND might interact, and what the implications are for teaching and learning.

Pupils who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan

(PEP). We will make sure that the PEP and any SEND support plans or EHC plans are consistent and complement one another.

16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?

Successful transition between classes, key stages and schools is supported where needed by the SENCO. When moving classes in school, an information sharing meeting will take place with the new teacher. There will be opportunities for the child to visit the new class and teacher and where necessary additional transition strategies will be put in place. Examples of these could include photographs of the new classroom/teacher/LSA or use of social stories. The whole school takes part in 3 transition sessions towards the end of the academic year.

For children joining EYFS, the SENCO and reception teacher will contact the preschools to complete a handover. Preschool visits will also take place so staff can meet them in a setting that is familiar to them.

Between phases

The SENCO of the secondary school will come into our school or complete a phone call with our SENCO. They will discuss the needs of all the pupils who are receiving SEND support.

Pupils will be prepared for the transition by:

- Taking part in transition activities delivered within the class covering all aspects of going to secondary school
- Taking part in additional transition sessions put on by schools
- Extra organised visits to their new school to ease any worries
- Social stories



17. What support is available for me and my family?

If you have questions about SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family.

To see what support is available to you locally, have a look at Kent County Council's local offer. KCC publishes information about the local offer on their website:

<https://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-send-local-offer>

Our local special educational needs and disabilities information advice and support services (SENDIASS) organisations are:

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

Local charities that offer information and support to families of pupils with SEND are:

<https://space2beme.org.uk/>

<https://www.novachildrensproject.co.uk/>

<http://www.teamtutsham.co.uk/>

<https://www.learnandthrive.org.uk/teach-me-too>

<https://kentpactnew2022.co.uk/>

National charities that offer information and support to families of pupils with SEND are:

➤ [IPSEA](#)

➤ [SEND family support](#)

➤ [NSPCC](#)

➤ [Family Action](#)

➤ [Special Needs Jungle](#)

18. What should I do if I have a complaint about my child's SEND support?

Complaints about SEND provision in our school should be made to the in the first instance. They will then be referred to the school's complaints policy (<https://www.long-mead.kent.sch.uk/policies>)

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEND Code of Practice](#).

If you feel that our school discriminated against your child because of their SEND, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

➤ Admission

➤ Exclusion

➤ Provision of education and associated services

➤ Making reasonable adjustments, including the provision of auxiliary aids and services

Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal. <https://www.kelsi.org.uk/special-education-needs/special-educational-needs/mediation-and-resolution>.

19. Supporting documents

- *Equality Information and Objectives Policy*
- *Child protection and safeguarding policy*
- *Behaviour Policy*
- *Accessibility Plan*
- *Attendance and punctuality policy*
- *SEND policy*

- *SEN & Disabilities Code Of Practice 2015*
- *Mainstream Core Standards*



20. Glossary

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- **CAMHS** – child and adolescent mental health services
- **Differentiation** – when teachers adapt how they teach in response to a pupil's needs
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind

- **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment
- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child's disability
- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support pupils with SEND
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages