

SEND Information Report 2025-26

Sycamore L.E.A.D. Academy

This document is inclusive of all children attending Sycamore L.E.A.D. Academy extending from Early Years Foundation Stage (including the nursery and 2 year old provision) through to Year 6.

What kinds of SEND are provided for at Sycamore Academy?

SEND provision gives parents information about the possible provisions available for children with SEND within our school.

Children's special educational needs are generally thought of in the following four broad areas of need and support:

Communication and interaction (including ASD spectrum and speech and language difficulties).

Cognition and learning (including dyslexia, dyspraxia and dyscalculia)

Social, emotional and mental difficulties (including ADHD)

Sensory and/or physical (including vision and hearing impairments)

A child's needs may be in one or more of these areas. (Special Educational Needs Code of Practice 2014 Para 5.32)

At Sycamore Academy, Special Educational Needs and Disability (SEND) refers to any circumstances resulting in an individual pupil requiring additional or different help in order to take full advantage of the educational opportunities offered to children of the same age. This includes disabled children as well as those with SEND.

How are children identified?

Children may be identified as having Special Educational Needs and Disabilities if there are concerns about progress and ability to access the curriculum. Children may require additional support for a short period of time or for longer periods. Identification may occur in a number of ways:

- Information from parents/carers.
- Information from other professionals (including the GP or paediatrician)
- Information provided by a previous school or setting (nursery)
- Teacher assessments and observations.

Identification Methods

- Transfer from another setting
- Transition from F1 to F2
- Transition from F2 to Year 1
- Transition meeting from KS1 – KS2
- Transfer records
- Parental concern and involvement
- Outside agencies referrals and assessments
- Teacher and TA observation
- Teacher assessment
- Lack of progress against the Early Learning Goals
- Lack of progress against the National Curriculum expectations, particularly English and Maths
- Pupil progress meetings with Head Teacher, Deputy Head Teachers and SENDCo to monitor children's progress

Assessment Methods

- Teacher Inputted Data
- EYFS ELGs – Baseline Assessments
- Year 1 Phonics Screening
- Year 2 SATS
- Year 6 SATs
- Formative and summative assessments (teacher assessment and NFER)
- Progression Steps
- Diagnostic phonics assessment
- IDL Dyslexia/Dyscalculia screening
- Executive functions assessment
- BOXALL assessment

Which other documents regarding pupils with SEND /Additional Needs are available?

- Sycamore Academy's SEND Policy
- Sycamore Academy's Behaviour Policy
- Sycamore Academy's Anti-Bullying Policy
- Sycamore Academy's Accessibility Plan
- Sycamore Academy's Safeguarding Policy
- Sycamore Academy's Looked After Policy

What are the SENDCO contact details?

The SENDCo for Sycamore Academy is:

Mrs Anna Pappa Tel: 0115 915 5804

Provision for children with SEND

At some point in your child's education they may require additional support.

Please see below for the **possible support** which might be offered by the school.

Communication and Interaction	<ul style="list-style-type: none"> • Mentoring • 1:1 or small group support • Counselling • Daily 'meet and greet' with key adult • Visual timetable • Now and next chart • Social stories • Visual prompts • Provision maps • Individualised Learning Plan • Liaison with external agencies including SALT (speech and language), CEPS (child educational psychology service), the autism team or CAMHS (child adolescent mental health service). • Review meetings • Team around the child (TAC) meetings
	<ul style="list-style-type: none"> • Transition support • Enhanced Provision Interventions (Cherry Tree)
Cognition and Learning	<ul style="list-style-type: none"> • Provision map to show support and targets • Coloured overlays • Scaffolds • Review meetings • TAC meetings • Liaison with external agencies: including CEPS, LST • Visual prompts • Writing aids • Use of IT equipment • Mentoring • Daily meet and greet
	<ul style="list-style-type: none"> • Special access arrangements for SATS

Social Emotional Mental Health	<ul style="list-style-type: none"> • Emotional Coaching (Zones of Regulation) • Zones of Regulation areas around school • Mentoring • Counselling • Sports Mentoring • 1:1 or small group support for social and emotional skills • Daily meet and greet • Circle of friends group • Liaison with external agencies: including CAMHS, CPS, BST • Transition arrangements • Visual, personalised timetable • Social stories • Review meetings • Team around the child (TAC) meetings • Risk assessments and handling plans • Individual behaviour plans • Provision map- target setting
Sensory and/or physical needs	<ul style="list-style-type: none"> • Personalised resources • Visual timetable • Now and next prompts • Daily meet and greet • Mentoring • Provision map • Individualised Learning Plans • Support and liaison with external agencies: including IES, therapists, sensory team • Special access arrangements for SATS • Transition arrangements • Reasonable adjustments to the school environment • Use of lift • Support with toileting and changing • Risk assessments • Review meetings • Team around the child (TAC) meetings • Personal emergency evacuation plans (PEEPs)

How will I know how my child is progressing and how will you help me to support my child's learning? What opportunities will there be for me to discuss my child's progress?

- **Two times annual Parents' Evenings** – Class teacher, SENDCo and Head teacher are also available for appointments.
- **Open door policy** - parents are welcome to make additional individual appointments to discuss specific issues at any time.
- **Information Events** held throughout the year covering a variety of subjects.
- **For pupils who are receiving SEND support** (*pupils who have a LP may be receiving a higher level of support*) - **at least three parental meetings with the class teacher and/or the SENDCo**, which may be face to face or by phone, will occur each academic year. In some cases, there may be many more than this, dependent upon need.
- **Parents are advised of concerns regarding progress at Parents' Evenings** or earlier if appropriate, and additional meetings to discuss any additional support/ interventions that are being put into place will be arranged if and when necessary.
- **End of year report** giving you an overview of your child's progress throughout the year.

How will the school staff support my child?

The Key Responsibilities of the SENDCo:

- overseeing the day-to-day operation of the academy's SEND policy
- coordinating provision for pupils with SEND
- liaising with the relevant Designated Teacher (if different) where a looked-after pupil has SEND
- advising on the graduated approach to providing SEND support
- support the monitoring and assessment of pupils with SEND
- advising on the deployment of the academy's delegated budget and other resources to meet pupils' needs effectively
- liaising with parents/carers of pupils with SEND
- liaising with early years providers, other academies and schools, specialist providers, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with the potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the Headteacher and the Governing Body to ensure that the academy meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- liaise and meet regularly with the SEND governor, L.E.A.D SEND Lead and Director of Schools to fulfil monitoring and reporting functions
- ensuring that the academy keeps the records of all pupils with SEND up-to-date.

Head teacher:

- Has regard to the Special Educational Need (SEND) Code of Practice in school improvement planning
- Determine the use of financial resources, staffing levels and staff deployment
- Establish policies on class organisation and pupil groupings with staff
- Monitor data analysis and report back to governors

Class Teachers:

- Take responsibility for the needs of all their children and ensure planning is fully inclusive
- Liaise with Teaching Assistants to ensure they have a full understanding of individual needs and that pupils are supported appropriately, so they access the full curriculum
- Implement in-class support and differentiate teaching
- Liaise with SENDCo, Teaching Assistants, parents and children to write appropriate SMART targets
- Be responsible for initial identification, assessment, planning and evaluation to meet individual needs following the school's SEND flowchart and the R2i process
- Meet termly with the Head Teacher / Deputy Head Teacher to monitor the progress of vulnerable pupils and act upon their findings to 'close the gap' in learning
- Complete notes for and be involved in attend review meetings with families and SENDCo.
- Where possible and appropriate, share with the children their learning targets from their Learning Plans
- Implement strategies to ensure classrooms are dyslexia friendly

Teaching Assistants:

- Liaise with class teachers to ensure they have a full understanding of individual needs and that pupils are supported appropriately
- Liaise with class teachers and SENDCo to write appropriate and SMART targets
- Support children to achieve their targets
- Implement dyslexia friendly and inclusive strategies
- Implement interventions, monitor their impact and feedback to the SENDCo and class teacher
- Work with groups and individuals to help them become independent learners
- Attend review meetings when necessary
- Attend training where necessary
- Work alongside SENDCo and class teacher to make sure all children's needs are met including physical and care needs
- Attend planning progress meetings
- Access to planning on prior to the lessons

How will my child with additional needs be consulted and involved in their education?

- Children are made aware of the objectives for each lesson and/or intervention session.
- Children will discuss their targets with the class teacher/ TA and/or SENDCo.
- If appropriate the child may also join discussions/meetings with parents and teacher/SENDCo regarding their progress. Children's views are sought in a variety of ways:
- If they have an EHCP their views are sought through a child friendly questionnaire
- Children are able to contribute their views in class council and school council
- Learning Plans are shared and views sought from the children about their desired outcomes
- Class targets are discussed and reviewed with the children

How are parents involved in the school?

Sycamore Academy is committed to working in partnership with parents. The school recognises that parents have knowledge and experience that will contribute to the shared view of a child's needs. All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.

Dojo is also being used as another form of communication between parents and teachers. Information on support agencies is available from the SENDCo.

What are the arrangements for assessing and reviewing my child's progress, monitoring the success of interventions and contacting outside agencies?

- All pupils are rigorously tracked. If there are any concerns about progress or if any child needs additional support, then this is identified early and acted upon so that desired outcomes can be worked towards.
- Pupils' progress is monitored through regular assessment throughout their time at Sycamore Academy. This is a combination of ongoing teacher assessment and more formal assessments in KS1 and KS2.
- Any concerns identified are discussed with the SENDCo and the child's parents and appropriate support put in place following our graduated response. The success of the intervention is monitored via assessment and tracking processes. Support is adapted as necessary to work towards the desired outcomes. Regular meetings between class teacher, parent, SENDCo and relevant support staff occur throughout the support process.
- Where there is little or no improvement in a child's progress, more specialist assessment may be required from external agencies such as; educational psychologists, speech and language therapy services, health, social services or other agencies. Following assessments/referral to relevant bodies, if there continues to be

little improvement in progress an Education, Health and Care Plan Assessment may be applied for, following consultation with parents, SENDCo, class teacher and other relevant staff.

- An Additional Needs list is kept and maintained by the SENDCo which is accessible to staff of those children with SEND / suspected SEND / a diagnosed condition / pupils that are involved with an outside agency and records of how those needs are being met.
- A confidential digital SEND file is maintained for each child, containing all relevant reports, which is available to staff who are directly involved with the child at all times.
- A partnership between parents, child and school is encouraged and where appropriate, outside agencies, providing information and support as necessary, allowing opportunities for the child and his or her parents to express their views on their needs through involving them in:
 - the initial assessment procedures
 - the type of intervention and targets to be included on a Provision Map or, where appropriate, on an Education, Health and Care Plan (EHCP). - regular reviews of the child's progress.

What does the Graduated approach look like at Sycamore Academy?

Staff from the previous year and following year meet when appropriate to discuss specific needs of pupils to ensure smooth transition.

All relevant information regarding the additional needs of pupils is accessible for new year group.

How will my child be supported in moving between phases of education?

The graduated approach is a way of supporting children with special educational needs or difficulties. It means providing help that matches how much support a child needs. It starts with small changes and builds up if necessary. This approach ensures that children get the right level of help at the right time and doesn't overwhelm them with too much support at once or takes away the valuable opportunities to develop their independent skills. It's all about meeting the child where they are and helping them grow.

At Sycamore Academy children are placed in 5 Tiers.

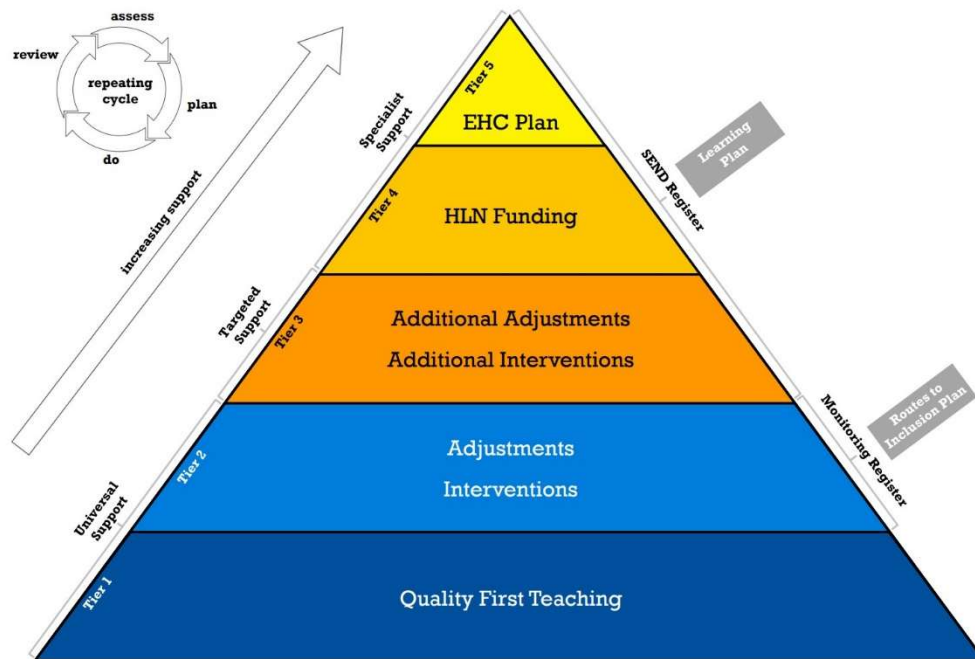
Tier 1 includes all the children whose needs can be met through quality first teaching and they do not require any additional support.

Tier 2 includes the children whose progress and development is starting to cause some concerns and teachers are closely monitoring those. At this stage some children may access interventions and some adjustments can be made.

Tier 3 includes the children that have a clearly identified need that falls into one of the four main areas of need. At this stage the children are placed in the SEND register, an individualised learning plan is created for them, reasonable adjustments are made and their progress and development is closely monitored both by the teacher and the SENDCo.

Tier 4 includes the children whose needs cannot be met through reasonable adjustments and they require or are in receipt of high level needs funding (HLN) in order for school to be able to provide additional support to the one available for children on Tier 3.

Tier 5 includes the children whose needs are significant and require or have an Educational Health Care Plan (EHCP).



Movement of phases within Sycamore Academy:

- Staff from the previous year and following year meet when appropriate to discuss specific needs of pupils to ensure smooth transition.
- All relevant information regarding the additional needs of pupils is accessible for new year group staff through their digital files at all times.
- Pupil Strengths and Difficulties and Reasonable Adjustments are shared by existing staff ready for the new year and are readily available at all times through the pupil's digital files
- Meetings are arranged at the start of the new academic year with the SENDCo and staff of pupils with specific needs to ensure smooth transition of support.

Transition to KS3

- The SENDCo liaises with the secondary school SENDCo. When a child is moving to a different secondary school we would also contact and liaise with the relevant staff.
- In the summer term the KS3 SENDCo at the feeder school invites pupils, for whom there are concerns regarding transfer, for extra visits.
- Transfer forms are completed by the SENDCo and year 6 class teachers and relevant documentation is transferred indicating the child's needs, placement on the register,

relevant assessments, special arrangements that have been made at KS2 SATS and the nature of current support.

- The SENDCo informs the secondary school of any pupils with specific learning difficulties, and if any special arrangements have been made at KS2 SATs. The KS3 SENDCo contacts Sycamore Academy to discuss all children on the Special Needs Register and may attend transition meetings, if appropriate.

Transition within the School

- The SENDCo passes on relevant information to the new teacher/teaching assistant.
- The pupil's digital file containing all the relevant information is accessible to staff at all times.
- Pupils are invited for a morning 'class swap' to meet their new teacher, teaching assistants.
- When appropriate, 1 to 1 transition visits are planned.

Movement to a new school:

- The SENDCo will discuss the specific needs of the pupil /or complete relevant documentation with/for the SENDCo of the child's next school and where appropriate transition meetings can be organised for the parent to meet appropriate staff from the new school.
- Where appropriate we will contact the school's SENDCo and ensure he/she is aware of any special arrangements that need to be made/put in place for the child.
- We will ensure all relevant records about the child are passed on as soon as possible.
- There may be the opportunity for additional visits where appropriate to help prepare the child for the new school.

How will you adapt the curriculum and learning environment to cater for my child with additional needs/SEND?

Careful planning, organisation and implementation of the curriculum – Quality First Teaching should allow all pupils including those with SEND to follow the curriculum and enjoy equality of opportunity.

To foster Quality First Teaching staff will consider the following information, relating it to all children, to cater for those with additional needs, learning difficulties and the more able:

Teaching of quality is achieved when:

- There are clear objectives for the lesson
- Pupils are aware of the objectives
- Teachers have a secure command of the subject
- Lessons have a suitable content
- Activities are well chosen to promote learning of the content
- Activities are presented in ways that will engage and motivate pupils.

Adaptation may occur by:

- **Resources / scaffolding** – Some children are given additional or different equipment to complete a task, e.g. a coloured overlay, pencil grip, slanted work top, iPad.
- **Teacher focus** – The teacher gives a different amount of support to individuals to enable them to complete an activity.
- **Grouping** – Small group work supported by a Teaching Assistant
- **Flexible grouping**
- **Mixed ability pairing / grouping** - to remove reading and writing barriers, so children can access the knowledge
- **Outcome** – All children complete the same task/activity. The teacher requires a different outcome from individual pupils in terms of quality and quantity of work.
- **Task** - Groups complete a different activity but all activities are designed to show competence in the same curriculum area
- **Scaffolds** – Additional aids like visual cues and dual coding, sentence stems and word banks may be used to support individuals to complete the learning tasks and develop their independent skills.

In addition to quality first teaching and adaptation/differentiation during lessons, pupils may receive additional support/interventions following monitoring and assessment.

The effectiveness of interventions will be assessed, monitored and regularly reviewed to ensure provision is appropriate and effective.

Staff are aware of pupils needs through relevant information being shared at weekly staff briefings and regular meetings with the SENDCo.

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

The SENDCo liaises with specialist services and outside experts as necessary, to ensure provision for our students is appropriate and meets all needs.

For some children, additional support is requested from Local Authority external agencies. These might include:

- LST – learning support team
- CEPS – children's educational psychology service
- CAMHS – child adolescent mental health service.
- SALT – speech and language therapy
- BST – behaviour support team.
- Autism team – Support ASC across the spectrum.

Also, the school nurses, health visitors, clinical psychologists and paediatricians, occupational therapists may be involved.

Social services may also be involved: – social workers, child protection teams, family intervention programmes through our DSL team (designated safeguarding lead).

What SEND training have the staff had or are currently having?

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. The SENDCo attends half-termly L.E.A.D. SENDCo Network meetings and relevant courses run by the LA.

We recognise the need to train all our staff on SEND issues and staff training is on-going, relevant to the children in the school and in response to current national developments in SEND provision.

- The SENDCo attends regular L.E.A.D. SENDCo meetings to update and revise developments in Special Needs Education and Inclusion.
- Individual staff also attend training to support specific needs

SEND training forms part of the continuing professional development of staff and is organised in accordance with the needs of the children and may take place at any point during the school year. Staff are trained each year on the needs of existing or new children joining the school – this can include training from specialist agencies/consultants if appropriate as well as the SENDCo or other staff with relevant expertise. Training may take place on site or staff may attend specific courses held off site or online.

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

All children are entitled to be included in all parts of the school curriculum and we aim for all students to be included in extra-curricular activities and on school trips where possible. We will always endeavour to provide the necessary support to ensure that this is successful within the school's resources.

A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety will not be compromised.

How accessible is the school both indoors and outdoors?

Building

The school has been adapted to accommodate children with a physical disability. The main entrance to the school and building has level thresholds and doors suitable for wheelchair access. There are accessible toilets around school.

There is a lift to access the first school level.

Assistive technology

In school we use technology to support the children in a variety of ways. We use specific software for the laptops and apps for the iPads to support children with different needs.

Curriculum access

Strategies may include:

- Adaptive Teaching/Differentiated planning
- Using technology and other supporting resources
- Adult support
- Specific interventions
- Individual and group teaching/support session with a TA
- Co-operative grouping, for example gender specific or mixed ability
- Pair working and buddying
- Specially prepared learning materials
- Use of appropriate IT equipment
- Specialist equipment
- Dual coding using symbols and pictures
- Scaffolds

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

- Strong pastoral care and ethos throughout the school
- PSHE curriculum followed throughout the School
- Rich daily assembly programme
- Regular anti-bullying and E-Safety initiatives
- Extensive extra-curricular programme of activities

Nottingham City Local Offer

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Nottingham that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors. Sycamore Academy is part of the Local Offer. Please follow the link below to reach the LA's Local Offer Website:

<https://www.asklion.co.uk/kb5/nottingham/directory/localoffer.page?directorychannel=7>

What do I do if I am not happy with the provision made for my child?

Parents are encouraged to contact the teacher in the first instance and arrange a convenient time to discuss any concerns. As far as possible these concerns would be addressed by the class teacher. If this is not possible, the SENDCo / Head teacher will become involved. When concerns cannot be resolved within this existing framework, the parents may appeal (via the school's complaints procedure) to the governors of the school.

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the Head teacher, who will be able to advise on formal procedures for complaint. Parents are kept up to date with their child's progress through parent's consultation evenings in the autumn and spring terms. Reports are given at the end of the summer term.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs with the SENDCo. If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The member of the Academy Advisory Board with a responsibility for SEND is Ms Rachel Mellor.

Review Date: September 2026