

Special Educational Needs (SEN) Information Report

St Nicholas Catholic Primary School



**St Nicholas Catholic
Primary School**

Living and Learning in Spirit and in Truth



Approved by:	Sasha Boulton	Date: 09.09.25
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1. What types of SEN does the school provide for?

Our school provides for pupils with the following needs:

AREA OF NEED	CONDITION
Communication and interaction	Autism spectrum disorder (ASD)
	Speech and language difficulties
Cognition and learning	Specific learning difficulties, including dyslexia, dyspraxia, dyscalculia
	Moderate learning difficulties
	Severe learning difficulties
Social, emotional and mental health	Attention deficit hyperactivity disorder (ADHD)
	Attention deficit disorder (ADD)
Sensory and/or physical	Hearing impairments
	Visual impairment
	Multi-sensory impairment
	Physical impairment

2. Which staff will support my child, and what training have they had?

Our team at St Nicholas Catholic Primary School

- **SENCO**- Miss Sasha Boulton
- **Family Support worker**- Mrs Julie Farrant (Tuesday and Thursday)
- **Attendance support officer** -Mrs Steph Musslewhite
- **Trauma informed Practitioner**- Mrs Marie Morrell
- **SALT Teaching assistant**- Mrs Nicky Burgoyne

Our special educational needs co-ordinator, or SENDCO

Our SENDCO at St Nicholas Catholic Primary School is Sasha Boulton.

Sasha has experience in this role and has worked as the SENCO since 2023, having shadowed and supported the previous SENCO for an academic year prior to this. Sasha is a qualified teacher and has been a part of the St Nicholas teaching team since 2017 teaching across Early Years and KS1. Sasha achieved the National Award in Special Educational Needs Co-ordination in October 2024 from the University of Plymouth.

Sasha is allocated 3 Days a week to manage SEN provision.

Class Teachers

All of our teachers receive in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN. Our teachers have benefited from training sessions in the Trauma Informed Approach (TIS), Relational Planning from Devon County Council's SEMH team and specific support from the Deaf advisory teacher and Local SALT teams.

Teaching Assistants (TAs)

We have a team of 14 TAs, including 3 higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision.

We have 3 teaching assistants who are trained to deliver interventions such as Speech and Language, 1:1 Phonics, Trauma Informed Practice and Sensory and Physical Interventions.

In the last academic year, TAs have been trained in Makaton, Speech and Language, Narrative therapy, Attention bucket and 1:1 Phonics Tuition from RWInc from Ilsham Hub.

External agencies and experts

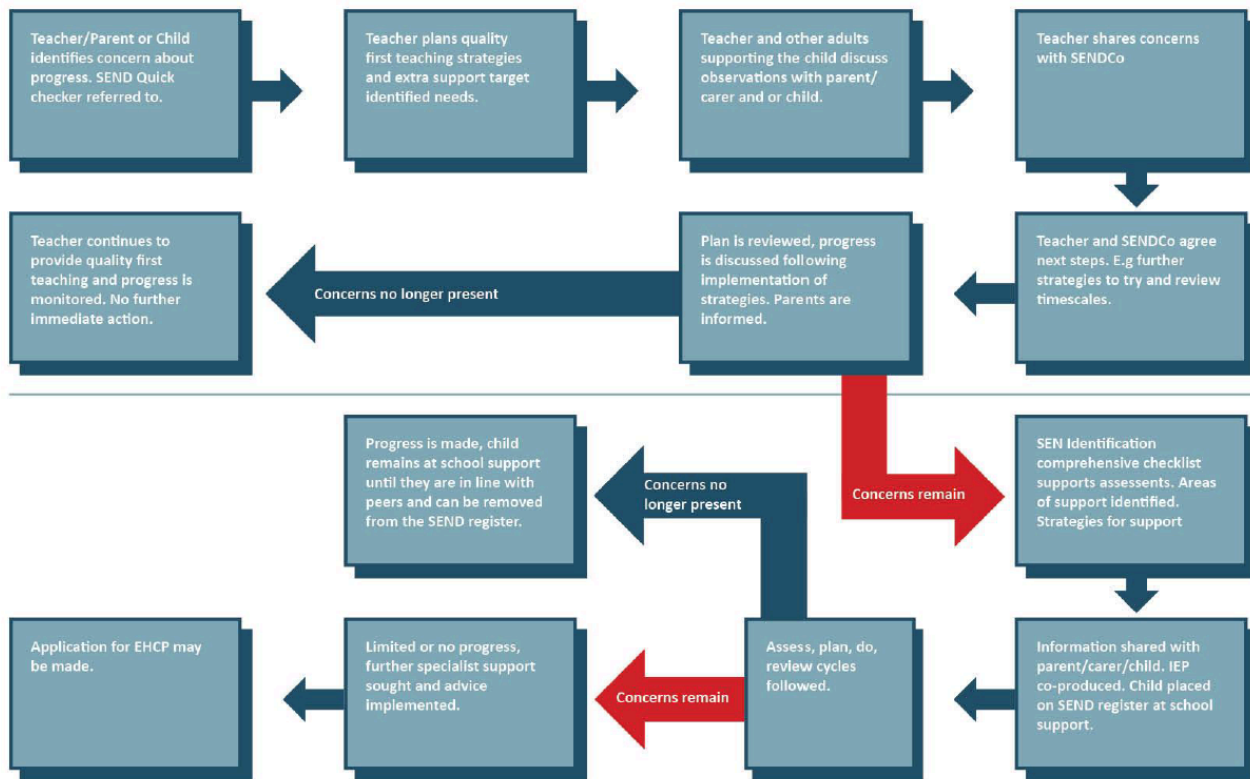
Sometimes we need extra help to offer our pupils the support they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEN and to support their families. These include:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- GPs or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services and other local authority (LA)-provided support services
- Voluntary sector organisations such as Balloons, YMCA and Young Carers

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

At St Nicholas Catholic Primary School we follow the Plymouth CAST SEND Pathway. This follows a graduated approach to SEND.

Identification of Special Educational Needs - Pathway



If you think your child might have SEN, the first person you should tell is your child's teacher.

The best way to get in touch with your class teacher is to message through our communications app-class dojo. For Early Years, the best method of communication is through Tapestry.

They will pass the message on to our SENCO, Sasha Boulton who will be in touch to discuss your concerns.

You can also contact the SENCO directly via email to arrange an appointment- senco@stnics.uk

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. You will also be given a copy of this.

If we decide that your child needs SEN support, we will inform you and your child will be added to the school's SEND register.

4. How will the school know if my child needs SEN support?

All our class teachers are aware of SEN and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially. This might include needing extra support with letter formation, spelling, fluency or not making appropriate steps of progress that has been identified through a teacher's Assessment for learning.

If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will support the pupil to fill it. This may be by slightly adapting the way things are being taught, providing some additional short term support, additional teaching or working with you to support your child with some

additional practice at home. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEN.

The SENCO will observe the pupil in the classroom and in the playground to see what their strengths and difficulties are. They will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data.

The SENCO will ask for your opinion and speak to your child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician.

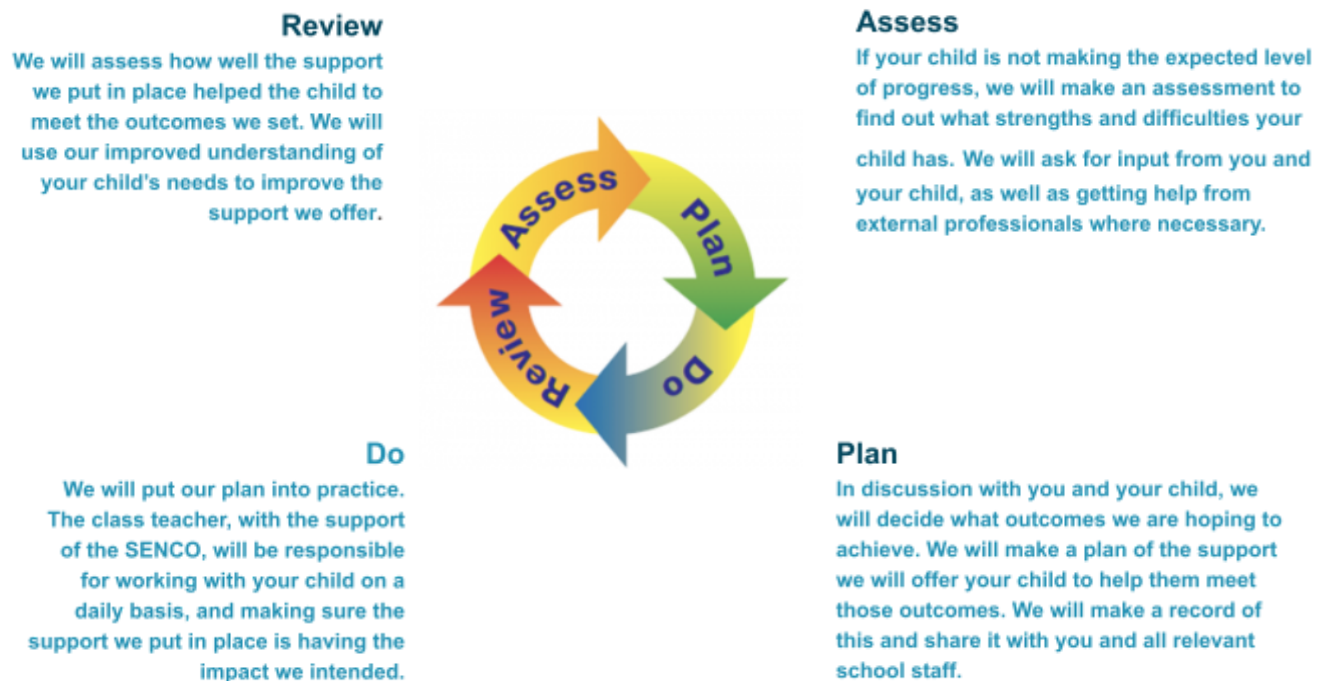
Based on all of this information, the SENCO will decide whether your child needs SEN support. You will be told the outcome of the decision.

If your child does need SEN support, their name will be added to the school's SEND register, and the SENCO will work with you to create a SEN support plan for them.

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

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

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



As a part of the planning stage of the graduated approach, we will set outcomes that we want to see your child achieve.

Whenever we run an intervention with your child, we will assess them before the intervention begins. This is known as a 'baseline assessment'. We do this so we can see how much impact the intervention has on your child's progress.

We will track your child's progress towards the outcomes we set over time and improve our offer as we learn what your child responds to best.

This process will be continual. If the review shows a pupil has made progress, they may no longer need the additional provision made through SEN support. For others, the cycle will continue and the school's targets, strategies and provisions will be revisited and refined.

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

We will provide half-termly/termly/annual reports on your child's progress.

Your child's class/form teacher will meet you once a term 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 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 SEN 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.

After any discussion we will make a record of any outcomes, actions and support that have been agreed. This record will be shared with all relevant staff, and you will be given a copy.

If you have concerns that arise between these meetings, please contact your child's class teacher via Class Dojo.

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 level of competence. We recognise that no 2 children 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.

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 how we teach to suit the way the pupil works best. There is no '1 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.

These adaptations include:

- Differentiating our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing

- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Teaching assistants will support pupils on a 1-to-1 basis when it is specified within an EHCP.
- Teaching assistants will support pupils in small groups when there is a specific intervention required.

We may also provide the following interventions:

AREA OF NEED	CONDITION	HOW WE SUPPORT THESE PUPILS
Communication and interaction	Autism spectrum disorder (ASD)	Visual timetables Social stories Advice from advisory teachers Advice from Honeylands
	Speech and language difficulties	Speech and language therapy Narrative therapy Advice from Specialist Speech and language therapists
Cognition and learning	Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia	Writing slope Sentence starters Widget word banks Visual timetables Advice from Educational Psychologists where necessary
	Moderate learning difficulties	Quiet workstation Sensory breaks Chunking work Adapting the curriculum Advice from Educational Psychologists where necessary
	Severe learning difficulties	Quiet workstation Sensory breaks Chunking work Adapting the curriculum Preteaching Interventions Advice from Educational Psychologists where necessary

Social, emotional and mental health	ADHD, ADD	Quiet workstation Sensory breaks Sensory circuits advice from specialists
	Adverse childhood experiences and/or mental health issues	Trauma Informed Sessions in a small group or 1:1 Cosy corner
Sensory and/or physical	Hearing impairment	Preferential seating Preteaching new vocabulary Preteaching new sounds in phonics advice from advisory teachers
	Visual impairment	Limiting classroom displays advice from advisory teachers
	Physical impairment	OT programs Fun fit Wobble cushions OT advice from specialists advice from advisory teachers

These interventions are part of our contribution to Devon County Councils'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
- 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 resources be secured for my child?

It may be that your child's needs mean we need to secure:

- Extra equipment or facilities
- More teaching assistant hours
- Further training for our staff
- External specialist expertise

If that's the case, we will consult with external agencies to get recommendations on what will best help your child access their learning.

The school will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from our local authority. This will usually require applying to an Educational Health and Care Plan. This plan may include recommendations about the way in which any additional funding should be used. If the school needs to recruit additional staff, they will follow the Plymouth Cast recruitment policy. Approval for all posts must be sought from the Trust before the school can begin the recruitment process.

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

St Nicholas has an inclusive curriculum offer, which is adapted to the child's individual need. In addition to our curriculum offer, all of 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, including our residential trips to London, Kilve Court, Dartmoor, Royal Marine Aquarium and any day trips. If you have any wider concerns about a residential for your child you can book a meeting in advance with the SENCO and class teacher to ensure that we are able to help you feel reassured,

All pupils are encouraged to take part in all school activities such as school council, sports clubs, music clubs and any extra curricular activities.

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 they can be included.

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

As a Catholic primary school, we work hard to ensure that every child experiences a smooth and welcoming transition into school, no matter when they begin their journey with us. Our admissions process follows the Fair Admissions Policy of Devon County Council and Plymouth CAST, ensuring that all applications are handled with fairness and transparency. Parents and carers are encouraged to share relevant information about their child's needs at the earliest opportunity, so we can work together to plan a smooth and supportive transition into our school community.

Joining us in Early Years

If a child is joining us in Nursery or Reception, we offer additional meetings with the Class teacher and Early Years Lead, Emily Martin. In this meeting, it is important to share if there are other outside agencies already supporting your child and if any provisions have been successful. This will support the team in ensuring that they are able to carefully plan for your child's first day. Mrs Martin will be able to discuss with you how the transition will look for your child. During this transition meeting, we can establish if any further arrangements may need to take place.

- Additional meeting with the team
- A team around the family meeting (TAF) meeting with the current setting
- An additional observation in setting
- Additional settling sessions in the Unit when there are less children in the room.
- An enhanced transition

Joining us in KS1 or KS2

If you are joining us from moving from another setting and your child has prospected SEND or a diagnosis of an existing need, please make contact with the SENCO Miss Sasha Boulton. She will be able to offer support about what this transition may look like for your child. Miss Boulton would be happy to offer an additional tour or set up a settling session to support you in a smooth transition into the school.

Joining our school with an Educational Health Care Plan in place (EHCP)

Admission of Pupils with an Education, Health and Care (EHC) Plan in accordance with the Children and Families Act 2014, any child whose EHC plan names our school will be offered a place before other applicants are considered under our oversubscription criteria. We work closely with the local authority and the child's family to ensure that our provision can meet the child's needs and that their transition into school is as positive and well-supported as possible

If a child is joining the school after the start of the term with an EHCP, we would reply to the consultation and share if this is a suitable allocation based on the information provided in section F. We would always accept an application if there is space in the year group, we are able to meet the needs described and that the allocation would not have a significantly negative impact on the rest of the children in the cohort. We comply with the Devon Fair access protocol. This is a Devon Local Authority policy to ensure that children who are at risk of not accessing suitable education are allocated a place at a local school.

This applies to in-year admissions, for children who meet certain published criteria. We give higher priority for children where there is an exceptional need to attend this school and not another school. The exceptional need could be for the child or parent. A child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. We may ask you for further information or seek our own advice to establish whether this is the only school that could meet your child's needs. If we accept that your child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school and your application will be prioritised. However, this does not guarantee that a place will be available, please see the admissions policy for admissions criteria.

EHCP consultation stage for naming a school:

Consultation: When an EHCP is being drafted or reviewed, the local authority consults with the parent's preferred schools.

Response: The school must respond within **15 days**, stating whether it can meet the child's needs and if not, why not (with evidence).

Decision: The local authority decides whether to name the school in the EHCP.

Once Named: The school **must admit** the child, even if it initially objected.

Fair Oversubscription Criteria: Our oversubscription criteria follow the guidance of our Diocese and local authority and are designed to reflect our Catholic ethos while ensuring fairness and inclusivity. These criteria do not disadvantage children with SEN or disabilities. They are based on clear, objective factors such as looked-after status, Catholic faith, sibling links, and distance from the school. To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. Where needed, we consider how best to meet the needs of individual children, including making reasonable adjustments to prevent any indirect discrimination during the admissions process. Our mission is to ensure that all children, regardless of their needs or abilities.

Please find our admissions policy on our school: [website](#):

13. How does the school support pupils with disabilities?

The school is committed to ensuring that pupils with disabilities are not treated less favourably than their peers and that they have equitable access to all aspects of school life. The school takes proactive measures to prevent discrimination, including the provision of regular staff training and effective collaboration with external professionals.

A range of facilities and support mechanisms are in place to promote accessibility. These include hoists and slings that have been delivered from Wrench house and in correspondence with the disability advisory teacher. We work closely with advisory teachers based on the needs of our cohort. We had a session on accessibility and provisions for our pupils with hearing devices, led by the deaf advisory teacher to all staff.

Our Accessibility Plan outlines our ongoing commitment to increasing participation in the curriculum, improving the physical environment, and enhancing the availability of accessible information. The plan is available here:

https://www.st-nicholas-exeter.devon.sch.uk/goto/298979?slug=statutory_information_and_policies

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

All Schools within the Trust are working towards becoming Trauma Informed Schools and all adults have had training to help them recognise signs that children may be having difficulty socially, emotionally or mentally. Adults are trained in ways to support children and all children have trusted adults that they can reach out to at times of difficulty.

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

- Pupils with SEN are encouraged to be part of the school council
- We survey all pupils at least once a year to seek their views about how well they are settled in school and how well they are connected to the adults and their peers. This is called our School Bonding Questionnaire
- We run a smaller lunch club for pupils who need a quieter space to have lunch
- We have a 'zero tolerance' approach to bullying.

15. What support will be available for my child as they transition between classes or settings?

Between years

To help pupils with SEN be prepared for a new school year we:

- Ask both the current teacher and the next year's teacher to attend a final meeting of the year when the pupil's SEN is discussed
- We have 2 days of transition that focus on building relationships with the teachers, learning the routines, areas of the school and meeting the class.
- We will send home transition booklets with photos of the new classroom and teacher before the summer holidays to support your child at home.

Between schools

When your child is moving on from our school, we will ask you and your child what information you want us to share with the new setting.

Between phases

The SENCO of the secondary school will make contact with our SENCO. They will discuss the needs of all the children who are receiving SEN support. We will discuss whether children will need additional transition days, additional meetings or if a TAF is necessary.

Pupils will be prepared for the transition by:

- Practising with a secondary school timetable
- Learning how to get organised independently
- Plugging any gaps in knowledge

16. What support is in place for looked-after and previously looked-after children with SEN?

Selina Thatcher will work with Sasha Boulton, our SENCO, to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEN might interact, and what the implications are for teaching and learning.

Children who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEN. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEN support plans or EHC plans are consistent and complement one another.

17. What should I do if I have a concern about my child's SEN support?

If you have concerns about the progress your child is making or the support they are receiving you should speak to the class teacher in the first instance. They may suggest that you have a meeting with the SENDCo to discuss your concerns and work together to agree how to address these. If you are still concerned you should follow the school complaints procedure. If you have a general complaint, a complaint about SEND or a query on a specific matter please contact our Headteacher, Mr Railston, by e-mailing head@stnics.uk

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

If you have questions about SEN, 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 Devon County Councils local offer. Devon County Council publishes information about the local offer on their website:

<https://www.devon.gov.uk/children-families-education/send-local-offer/>

Our local special educational needs and disabilities information, advice and support (SENDIAS) services are:

<https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network/find-your-local-ias-service>

Local charities that offer information and support to families of children with SEN are: <https://devonias.org.uk/>

National charities that offer information and support to families of children with SEN are:

- [IPSEA](#)
- [SEND family support](#)
- [NSPCC](#)
- [Family Action](#)
- [Special Needs Jungle](#)

19. Glossary

- **Access arrangements** – special arrangements to allow pupils with SEN 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 SEN 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 (EHC) 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 SEN
- **Graduated approach** – an approach to providing SEN 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 that explains what services and support are on offer for pupils with SEN in the local area
- **Outcome** – target for improvement for pupils with SEN. 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 children with SEND
- **SEN information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEN
- **SEN support** – special educational provision that meets the needs of pupils with SEN
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages