

# SEND information Report

## Special Educational Needs and/or Disabilities Provision

(To be read in conjunction with the SEND policy)

2025/26 Review September 2026



Click here for information  
about the Telford and  
Wrekin Local Offer

<https://www.telfordsend.org.uk/site/index.php>

Click here for information about  
the Information Advice and  
Support Service

<https://cyp.iassnetwork.org.uk/service/telford-and-wrekin-iass/>

## Aims:

Charlton School is committed to supporting all students to make the best possible progress that they can during their time with us. A student is identified as having Special Education Needs if they have:

- Significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders him or her from making use of the facilities of a kind generally provided for others of the same age in the school

We aim to:

- Raise the aspirations of, and expectations for all pupils with SEND
- Focus on outcomes for children and young people rather than just on hours of provision
- Support children and young people to make progress in line with, or exceeding their expectations
- Encourage children and young people to become more independent in their learning in order to prepare them for life after school
- Support children and young people to make a successful transition from school to further and/or higher education and employment

Objectives of our Information Report:

- To identify and provide effective support for children and young people who have special educational needs
- To work within the guidance provided in the SEND Code of Practice, 2014
- To operate a “whole pupil, whole school” approach to management and provision of support for
- special educational needs
- To provide a Director of Inclusion (SENCO) who will manage, monitor and review the Information Report
- To provide support and advice for all staff working with children and young people with special educational need

*“The true measure of any society can be found in how it treats its most vulnerable members”*



# The four areas of SEND (Code of Practice [COP] 2015):

## Chapter 6.21 SEND COP 2015 highlights four primary areas of SEND

Cognition and Learning

Communication and Interaction

Social, Emotional and Mental Health

Physical and Sensory

Cognition and Learning			
Specific Learning Difficulties (SpLD)		Moderate Learning Difficulties (MLD)	
Dyslexia.		<b>Literacy</b>	
Dyspraxia.		Difficulties with reading / writing persistent over time.	
Attention Deficit Hyperactivity Disorder (ADHD).		Working memory difficulties (eg not coping with multiple instructions).	
Dyscalculia.		Mismatch between SL and C and literacy skills.	
Dysgraphia.		Poor phonics.	
Alternative Augmentative Communication (AAC).		Delayed vocabulary.	
<b>Severe Learning Difficulties (SLD)</b>		Lack of confidence.	
Little or no speech.		Relying on others for clues to start work.	
Finds it very difficult to learn new skills.		Not following oral instructions and inattention.	
Needs support with daily activities such as dressing, washing, eating and keeping safe.		Apparent speech and language difficulties due to not hearing sounds.	
Have difficulty with social skills.		Speaking loudly.	
Need life long support.		Cannot write down ideas.	
<b>Profound/Multiple Learning Difficulties (PMLD)</b>		Lack of phonics awareness.	
A diagnosis of profound and multiple learning difficulties (PMLD) is when a child has more than one disability. Many are diagnosed with with sensory/physical disabilities, complex health needs or mental health difficulties.		Limited reading skills.	
		<b>Numeracy</b>	
		Working memory difficulties (eg not coping with multiple instructions).	
<b>Other things to consider for C&amp;L</b>		Lack of confidence.	
Memory (visual/auditory).		Relying on others for clues to start work.	
Working memory (LTM vs STM).		Not following oral instructions and inattention.	
Processing skills.		Apparent speech and language difficulties due to not hearing sounds.	
Learning styles.		Speaking loudly.	
		Lack of recognition of simple numbers.	

Social, Emotional and Mental Health Needs			
Social Health		Emotional Health	Mental Health
Difficulties with peers.		Withdrawn.	Withdrawn.
Difficulties making / maintaining friends.		Attention seeking / needing (crave).	Feeling victimised.
Unable to vary behaviour according to circumstance / person.		Tearful.	Anger issues / frustration.
Difficulty in working in groups.		Feeling victimised.	Erratic behaviour.
Socially isolated.		Angry with adults.	Aggression.
Over friendly / no friends.		Jealous of peer group.	Difficult peer relationships.
Withdrawn.		Clingy.	Self-harming.
Lack of confidence.		Inappropriate behaviour.	Diagnosed psychiatric illness.
Controlling.		Self-harming.	Substance abuse.
Lack of understanding or turn taking, social skills, etc.		Extrovert / over confident – erratic behaviour.	Presence of withdrawn or disruptive behaviours.
Inability to engage positively with peer group.		Wrong friendships.	Excessive or misplaced anxiety.
Inappropriate behaviour – immature for age, over-demonstrative.		Reliant on specific adults.	Diagnosed history of parental mental health.
Unaware of needs / feelings of others.		Anxiety at separation.	<b>Other considerations</b>
Difficulty playing with peers (with and without support / modelling).		Anxiety levels.	Depression.
Inappropriate sexualised behaviour.		Attachment difficulties.	ADHD.
		Split family, inconsistent expectations.	Eating disorder.
		Frequent change of school.	Anxiety disorder.
		Bereavement.	Stressful life events eg death in family, illness, witness to crime, DV, alcohol, drugs, divorce.
		Coping with disappointment / praise.	Attachment issues.
		Ability to express, identify and recognise emotions.	
		Low self-worth.	

# The four areas of SEND (Code of Practice [COP] 2015):

## Chapter 6.21 SEND COP 2015 highlights four primary areas of SEND

Cognition and Learning

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Physical and Sensory

Communication and Interaction	
Speech, Language and Communication Needs (SLCN)	Autistic Spectrum Disorder (ASD)
Difficulty understanding spoken language eg instructions. May look confused.	Poor social interaction, communication, restricted imagination, withdrawn, stereotyped behaviour.
Difficulty using language eg grammar errors, syntactic (word order). Sounds immature.	Special interests eg ??
Difficulty expressing needs. Wants ideas verbally.	Sensory issues eg bright lights, smells, heat issues, noises.
Difficulty producing correct sounds. Can be difficult to understand.	Anxiety which may lead to frustration and anger.
Difficulty with fluency eg stammer.	Restricted/repetitive play.
Appears to forget what has been said. Processing time is longer.	Reliance on routines. Dislike of change or new experiences.
Present with poor social interactions eg difficulty making friends.	May present with poor eye contact, reduced body language and facial expression.
Difficulties with attention and listening.	May talk in a monotone voice.
May present with some secondary behavioural issues eg opting out of work.	Difficulty understanding higher level language eg idioms, metaphors and sarcasm.
May have difficulty with reading comprehension.	Difficulty understanding/accepting other people's opinions/points of view.
	Poor turn taking and awareness of proximity norms.

Physical and Sensory		
Visual Impairment (VI)	Hearing Impairment (HI)	Physical / Motor Skills
Poor social interaction.	Behaviour / lack of response.	Difficulties in PE.
Books – can't see – need Braille.	Requesting repeat of instructions more often than peers.	Clumsy / falls.
Anxiety associated with particular subjects / activity.	Poor concentration.	Motor skills (difficulties).
Emotional / clinginess.	Delayed language.	Difficulties with handwriting / letter formation.
Tripping over / bumping into objects.	Lack of understanding instructions.	Uncoordinated, clumsiness.
Over-reaching / under-reaching.	Poor social interaction.	Poor fine motor skills.
Visual focus.	Asking for repetition.	Delayed gross / fine motor skills re: age related.
Slow to work.	Misunderstanding.	Co-ordination difficulties.
Light / dark perception.	Change in speech production, tone, volume.	Spatial awareness.
Poor handwriting.	Lack of response, responding inappropriately.	Visual vestibular and proprioceptive difficulties.
Copying work from peers instead of the board.	Grammatical errors.	Degenerative conditions.
Clumsiness.	Become isolated.	Sensory integration difficulties.
Squint.		Specialist equipment.
Complaining of headaches (eye strain).		Development delay.
Lower than expected progress.		Unable to access curriculum / environment independently.
Unable to access curriculum materials.		Hyper/hypo sensitive.

# Identification of Special Educational Needs and/or Disabilities:

## Identification methods for each area of SEND:

### Cognition and Learning

- 1) NGRT
- 2) NGST
- 3) Lexonik
- 4) Access Maths Test
- 5) Dyslexia Portfolio
- 6) DASH Writing Test
- 7) Diagnosis of dyslexia
- 8) Diagnosis of dyspraxia
- 9) Visual stress

### Social, Emotional and Mental Health

- 1) Revised Child's Anxiety and Difficulties  
A score of **20+** would trigger further discussion around SEND (K) support at Charlton School
- 2) Strengths and Difficulties Questionnaire  
A score of **50+** would trigger further discussion around SEND (K) support at Charlton School
- 3) Diagnosis of Attention Deficit and Hyperactivity Disorder (ADHD)
- 4) Identified as in need of further support from our Emotional, Health and Well-Being (EHWB) panel (referrals can be made from student and parent either directly to staff or via the email [emotionalhealth@charlton.uk.com](mailto:emotionalhealth@charlton.uk.com) )

### Communication and Interaction

Diagnosis of Autism Spectrum Disorder (ASD)

Children who speak English as an additional language (EAL) may benefit from communication support.

### Physical and Sensory

Diagnosis of visual impairment  
Diagnosis of hearing impairment  
Diagnosis of a physical disability  
Diagnosis of a multi-sensory impairment

# Individual Support Plan (ISP)

**Area of need** – clear identification methods used by the school to demonstrate the SEND.

**Student and parent/carer voice** – invaluable information gathered from all those involved to enable the school to put in place any additional support. This allows all students make the best possible progress that they can during their time with us.

**Signed** – Evidence that triangulation of student, home and school meeting.

Assess, Plan, Do, Review				
<b>Student Information</b>				
Student Name:	Year Group:	A, P, D, R Cycle		
		Autumn	Spring	Summer
Area of Need:		Description of the need:		
Cognition and Learning				
Communication and interaction				
Social, emotional and mental health				
Physical and sensory				
At risk of permanent exclusion		Agencies Involved		
Student Voice:				
Parent/Carer Voice:				
Access Maths Test		Accelerated Reader - SAS		Accelerated Reader - RA
BPVS (vocab)	YARC (Comprehension)	SDMT (processing)	DASH (Handwriting)	
SDQ	RCADS			
Assess and Plan 1		Assess and Plan 2		Assess and Plan 3
Do 1		Do 2		Do 3
Review 1		Review 2		Review 3
Student Sign and Date		Parent/Carer Sign and Date		Staff Sign and Date

**Date** – ISPs should take up to three times per year (termly) with parental input.

**Description of need** – clear description placed on Class Support Plan (CSP) for all teachers to see SEND in their classrooms.

**Agencies Involved** – further discussion to gather advice and support.

**Data collection** – standardised data to support identification of need and setting specific, measurable and accurate targets.

**Assess, plan do, review** – part of the graduated approach used to identify need, to overcome barriers and to assess strategies to support learning.

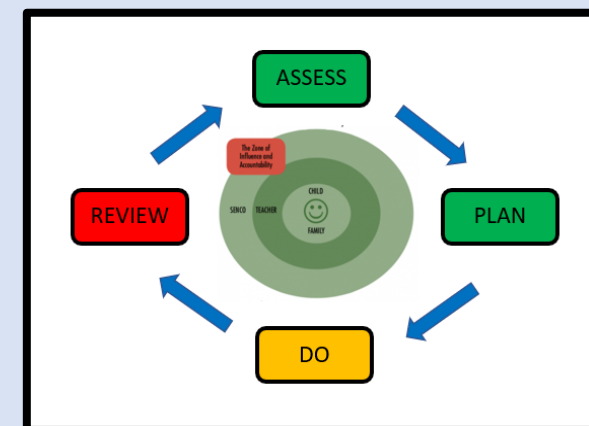
# Graduated Approach:

- Charlton School is fully committed to a policy of inclusion where we aim to integrate all students fully into the life of the school. To this end we acknowledge the fact that all teachers are teachers of Special Educational Needs and/or Disabilities (SEND) and our ethos is one of helping both staff and students to thrive in an inclusive environment. All children admitted to the school, including those with disabilities, have access to our broad and balanced curriculum offer.
- Student support is seen as a whole school commitment involving every individual; each having a responsibility to offer Quality First Teaching (QFT), providing engaging and challenging experiences across the curriculum and pastoral support. Our team of specialist teachers and support staff offer special needs provision, integrating students and providing small group support where necessary.

Quality First Teaching (QFT) is measure of effective practice. Our class teachers, with the support of Teaching Companion, provide an educational experience that allows for all children and young people, including those with SEND to make excepted progress or better.

Teacher assess the needs of all pupils and plan how they will meet their needs in the classroom.

Additional intervention and support cannot compensate for a lack of good quality teaching. QFT is part of the graduated approach, consisting of four key stages; assess, plan do, review.



## Assess, Plan, Do, Review in action!

Assess	Plan	Do	Review
<b>Identification of SEND:</b> Transition information Parental feedback Student feedback Internal Assessment (teacher and standardised assessment) External professionals	<b>Setting SMART targets:</b> Parental discussion Student discussion Teacher feedback Advice from external professionals	<b>Implementation of support:</b> Teaching companion QTF Wave 2 and 3 interventions Reasonable adjustments	<b>Evaluation of support:</b> Data tracking Teacher feedback Parental Engagement Student engagement

# Charlton Provision Library (Interventions):

## Cognition and Learning Provision:

Quality First Teaching (QFT)  
Shared teaching assistant (TA) support  
Lexonik Advance  
Lexonik Leap  
Sparx English  
Sparx Maths)  
Word Shark  
Pre-Vocabulary  
Lesson Checklist  
Homework Club  
Learning Support Advisory Teacher  
Reading Pens  
Assisted Technology  
Level 7 Exam access Arrangement Testing

## Physical and Sensory:

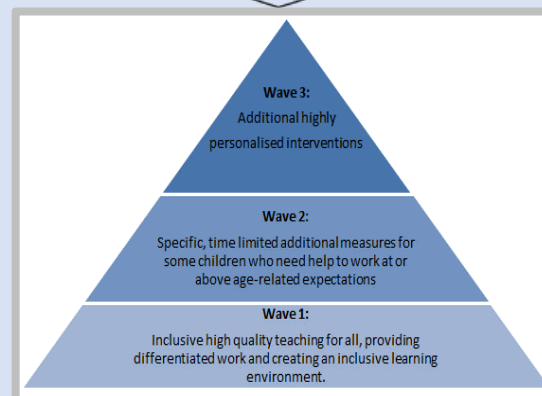
Handwriting Pens  
Handwriting Grips  
Handwriting support  
Laptops  
I-Pads  
Sensory Advisory Team  
Occupational Therapy  
Touch typing  
Ear loops

## Social, Emotional and Mental Health:

Risk Assessment  
Individual Behaviour Plan  
Mental Health Champions  
Understanding Me ADHD  
Anxiety  
Friendship  
Growth Mindset  
Anger Management  
Resilience  
Different Perspectives  
Sleep Regulation  
Emotional Regulation  
Communication Styles  
ELSA  
Lego Therapy  
Talkabout  
Smashlife  
Forest School  
Leave Early Passes  
Restorative Approach  
Fidget Objects  
Bereavement Support  
Kooth  
Counselling  
School Nurse  
Educational Psychologist  
Zones of Regulation support  
Behaviour Support Team

## Communication and Interaction:

Talkboost  
Lego Therapy  
Understanding Me ASD  
AET  
Nurture Room  
Trusted Adults  
Staff Meet and Greet  
Breakfast Club



# Transition and Partnerships:

## From Primary School

- Members of the Student Support Team will visit primary schools and meet pupils and class teachers.
- Pupils are invited to spend two induction days in the school, where they will meet with their form tutor and some of their subject teachers.
- For pupils with SEND, the SENDCO or Senior TAs will meet with the primary school (and with parents if desired).
- If appropriate, there is the opportunity for an extended induction for SEND pupils, allowing them to visit the school several times before they start.
- Key notes regarding pupils' special educational needs, as well as current Education Health and Care Plans will also be transferred (as agreed through transfer review).



## From Other Schools

- For pupils who join the school at other points, parents will be invited to meet with the Student Support Manager and the SENDCO as appropriate to discuss the pupils' needs.
- Tours of the school and taster days can be arranged as required.



## To Other Schools and Further Education

- Charlton will discuss and share information as requested by the new provider
- Accompanied visits can be arranged as required

**Future Focus** is a specialist Careers Service run by Telford and Wrekin Council, which provides impartial information, advice and guidance for young people in Telford, aged 13 -19 years old (or up to 25 if they have an Education, Health & Care Plan or had a Statement of Special Educational Needs).

## Fordhall Farm

Our link with the farm allows pupils to experience hands on work with animals. Their aim is for all young people to reach their full potential in a safe and therapeutic learning environment. All young people can achieve in house certificates of achievement as well as ASDAN accredited awards.

# Inclusive Education:

*\* As a mainstream setting, we may not have the most suitable environment for some pupils with high level special educational needs; we are happy to discuss individual needs and provision if you are considering Charlton School as a suitable placement.*

## The Curriculum

Class Support Plans to highlight SEND need within the classroom

Adaptive teaching approaches and resources to suit the individual needs of students

Reduced curriculum load at GCSE (if required)

Pupils with SEND have the same curriculum choices as all students

Quiet working spaces available for students with specific needs

Trusted adults assigned to those with greater needs

We welcome students of all abilities and backgrounds into Charlton School. We cater for all needs in our caring and challenging learning environment and through our highly skilled and compassionate team of staff. At all times, we seek to create an exceptional learning community where everyone can excel.

## Charlton School

### The Building:

- Spacious site with wide corridors and classrooms
- Lift access to upper floors; ramps
- Disabled toilet facilities
- Low level workspaces in DT and Science
- Staircases –visible stair edge; contrasting handrails
- Hearing Induction Loop (reception)
- Able to support radio and hearing aid use
- Assistive technology (laptop computers)
- Managed transitions for pupils if needed

**A copy of the accessibility plan is available on the main school website**

### Trips and Visits:

Activities are open to all pupils. Discussions with parents/carers and providers take place as needed, and full risk assessments are carried out. Reasonable adjustments and additional staffing are utilised in line with specific pupil needs.

# Arrangements for Remote Learning:

*Alternative Provision arrangements are put in place for individual pupils as needed  
Off-site alternative provision cannot exceed the hours of school-based or school-managed provision*

Charlton School understands that for some pupils, attendance full time in school or in lessons is not possible. This may be due to specific medical or ongoing health needs.

**Quality First Remote Learning** is our first wave of support. We aim to ensure that all learners have access to high quality learning materials even when they cannot be based in school. This will be achieved through one or more of the following:

## Access to high quality teaching materials from class teachers, using the Satchel One platform

### Principles of Accessible Learning

Specific guidance for our teachers on the setting of remote learning activities is designed to make them accessible at the point of entry.

#### Literacy

Make sure that worksheets and PowerPoints are not overcrowded; use colour/bold to highlight key words; include meanings of key words; provide guidance on structuring free-writing tasks

#### Numeracy

Provide guidance/modelling on breaking down problems into their basic operations

#### Processing

Include shorter tasks; use numbered lists rather than bullet points; repeat key ideas / core knowledge; provide audio explanations alongside text and visual images.

#### Organisation

model expectations (e.g. give examples); use words like first, next to make the order clear; suggest a timescale to complete a task.

## Access to high quality, alternative learning resources

Curriculum full course books (such as CGP study guides and workbooks)

- SENECA
- GCSE Pod
- Sparx Maths
- Sparx English

## Enrolment with alternative provision support, events or partnerships

- Support from a learning mentor or academic mentor
- Programmes delivered via alternative providers, such as CAP, House 1, Kickstart, AFC Telford, Bright Stars Education, Bright Star Boxing, Nova, Renu, Fordhall Farm, Forest School

## Academic and Pastoral Care Systems

Each pupil is assigned a lead professional in school, who maintains the responsibility for that child's academic and pastoral welfare.

Arrangements may include:

- Providing a laptop computer so allow access to online resources
- Regular safe and well contact via phone, email or text
- Invitation to use an in-school learning space away from the main classroom (such as the SEN learning base)
- Support from our Family Liaison and Support lead and/or our Education Welfare Officer
- Engaging support from external professionals, such as psychologists or therapists
- Agreed outcomes for pupils tracked and reviewed via an Intervention Log
- For pupils with an EHCP, annual review to update targets specific to a change of outcomes if needed

# Staying Informed:

Students are assessed in lessons regularly. Each term, assessment data is formally recorded and tracked, so that pupil progress can be closely monitored. Reports on pupil progress are published each term to parents and each year there is a parents evening where progress can be discussed. **The SENDCO is always available to speak to at parents evenings.**

The school regularly texts, emails or contacts parents by phone to discuss any concerns or progress. Praise, rewards and behavioural concerns are logged and can be viewed by parents on request.

An Annual Review meeting is offered to the parents of pupils who are supported through an Education Health and Care Plan. This meeting, which can include the student, will be to discuss and agree support programmes, or review the support offer.

We can arrange meetings on request, or through our SEND ISPs.

There are several ways that parents can be involved in the school:

- Meetings with the SEND and Student Support Teams run throughout the year and can be requested by parents
- Parents evenings with subject teachers take place annually
- Key information published by the school
- School newsletters
- Support, advice and guidance sessions
- Support groups and family learning events
- Text, email and phone calls
- Parents can apply to become Governors when vacancies arise

## Other useful sources of information relative to SEND at Charlton School:

**Accessibility plan** –this outlines Charlton’s ongoing commitment to improve the physical environment of the school so that pupils with special educational needs or disabilities are able to full access the educational curriculum, school facilities and our wider curriculum provision.

**Access arrangements policy** –this explains how we assess for and award special arrangements to support pupils through exams.

**SEND Policy** –this provides further information about our aims for supporting pupils with special educational needs and disabilities.

**Supporting Pupils with Medical Conditions Policy** –this outlines the procedures in place for pupils who require a care plan and care provision to be made.

**SEND guide for parents** - this is a government document outlining information for parents around special educational needs and disabilities.

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

**SEND Code of Practice: 0-25 years** - this is the formal document that provides all educational providers with guidance on statutory provision.

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

# Key Contacts:

## Access and Inclusion Team

Mrs A Vickers	Vice Principal, Inclusion	<a href="mailto:Anna.vickers@lct.education">Anna.vickers@lct.education</a>
Mr P Wakelin	Assistant Vice Principal, Pastoral Lead	<a href="mailto:paul.wakelin@lct.education">paul.wakelin@lct.education</a>
Miss A Prosser	Assistant Vice Principal , Inclusion and SENCO	<a href="mailto:Alison.prosser1@lct.education">Alison.prosser1@lct.education</a>
Mrs A Wills	Mental Health Lead	<a href="mailto:Abbie.wills@charlton.uk.com">Abbie.wills@charlton.uk.com</a>

## Pastoral Support Team

Miss O Morris	Head of Year 7	<a href="mailto:Olivia.Morris5@lct.education">Olivia.Morris5@lct.education</a>
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Mr A Lawton	Head of Year 11	<a href="mailto:Alan.lawton@charlton.uk.com">Alan.lawton@charlton.uk.com</a>
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## SEND Support Team

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Mrs C Lane Senior Teaching Assistant Lead TA Physical/Sensory Testing & EAA	<a href="mailto:cherylynn.lane@lct.education">cherylynn.lane@lct.education</a>