

## CHBP School Federation

Brunswick Park Primary and Nursery School  
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## Church Hill & Brunswick Park Federation

### Special Educational Needs and Disability Policy

<b>Last review date:</b>	06.11.25
<b>Approved by:</b>	Governing Board – 12.11.25
<b>Next review date:</b>	06.11.26
<b>Person responsible:</b>	Mrs E. Osabu-Matthews, Assistant Head for Inclusion

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## Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (**updated 12<sup>th</sup> September 2024**) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE (June 2018)
- SEND Code of Practice 0 – 25 (**updated 12<sup>th</sup> September 2024**)
- Schools SEN Information Report Regulations (2014) (see [www.sendgateway.org.uk](http://www.sendgateway.org.uk))
- Statutory Guidance on Supporting pupils at school with medical conditions (16th August 2017)
- The National Curriculum in England Key Stage 1 and 2 framework document (16th July 2014)
- The Early Years Foundation Stage (EYFS) Framework (4th September 2023)
- Safeguarding and Child Protection Policy (**2025**)
- Accessibility Plan (**2025**)
- Teachers Standards (December 2021)

## Our Ethos and Vision

We believe that every pupil has the right to an education that maximises his/her/their personal potential and life opportunities. Every teacher is a teacher of every child including those with a Special Educational Need or Disability. Every pupil with a special educational need has the right to a broad and balanced curriculum, including full access to the National Curriculum. The needs of all our pupils with special educational needs, whether short or long-term, should be effectively addressed. These rights can only be ensured in a positive learning environment that fosters

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respect and dignity, values differences, and ensures high expectations, whilst providing the support needed to meet these expectations.

This policy was created by the Assistant Head teacher for Inclusion, in liaison with the Senior Leadership Team. It is being shared with all governors, staff and parents with any feedback gratefully received. This is a working document.

### Definition of SEN and Disability (SEND)

At our school, we use the definitions for SEN and for disability from the SEND Code of Practice (2015). This states:

**SEN:** A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.

**Disability:** Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.’

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### Key Roles and Responsibilities

**Assistant Head for Inclusion and SENDCo:** Mrs Osabu-Matthews has a specific responsibility for all matters relating to inclusion and being inclusive. She oversees and support the development and implementation of interventions to meet the needs of all the children. She has day-to-day responsibility for the operation of the SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.

**SEND Link Governor:** The SEND governor is Sue Markham. They have a responsibility for monitoring policy implementation and liaising between the SENDCo and the Governing Body.

**Federation head Designated Safeguarding Lead:** Andy Griffiths

**Church Hill Designated Safeguarding Leads:** Jo Porter (Head of School), **Miss Murray (Deputy Head)** ~~Nancy~~ **Ms.** Nash (Business Manager), ~~Emily~~ **Mrs** Osabu-Matthews (Assistant Head for Inclusion), ~~Fiona Murray (Assistant Head for Teaching and Learning)~~, ~~Tracy~~ **Ms.** Strachan (Pastoral lead), ~~Caroline~~ **Ms.** Stevens (Teaching Assistant **and extended provision lead – After school club, Breakfast Club**)

**Brunswick Park Designated Safeguarding Leads:** ~~Miss Wheeler (Head of School)~~, **Miss Porter (Head of School)**, **Miss Murray (Deputy Head)** Mrs Osabu-Matthews (Assistant Head for Inclusion), Miss Nash (Business Manager), Miss Wright (Teaching Assistant), **Ms. Strachan (Pastoral lead)**

**Class teachers:** The class teacher is responsible for the progress and development of all pupils including those with SEND, ensuring the pupils Learning Plans are implemented in the classroom.

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### Aims and Objectives

The following principles underpin our practice and ensure that our vision for all pupils in the school is carried out.

- To identify and provide for pupils who have special educational needs and additional needs.
- The responsibility for meeting the special educational needs of pupils is seen as a collective responsibility and this is reflected in all areas of school life, including all aspects of policy making and planning.
- Children's self-knowledge and their concerns about their own learning should be valued highly, and children should be supported to be able to express their views and to actively participate in all decisions about their education.
- Working with parents as partners in their child's education is essential and the school should be proactive in facilitating this.
- We aim to educate pupils with special educational needs alongside their peers in the classroom for the majority of the time. However, we acknowledge that there will be times when an individual pupil's needs require some withdrawal sessions for a specific purpose.
- The pursuit of early identification of special educational needs is essential, followed by an effective, relevant, graded response, based on careful assessment, planning and monitoring.
- We welcome the contribution that other professionals are able to make and seek an inter-agency approach to meeting our pupils' needs.
- All interventions with pupils with special educational needs should be recorded and evaluated.

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- Good relationships with nursery, secondary and special schools should be maintained to ensure the smooth transition of pupils from one phase to the next.
- The effectiveness of the special educational needs provision in the school should be continuously monitored and evaluated.
- Focused, in-service training should be provided to further all staff's knowledge and expertise in the area of special educational needs.
- To work within the guidance, provide in the SEND Code of Practice, 2024.
- To provide a Special Educational Needs Co-ordinator (SENCO) who will work with the SEN Inclusion Policy.

### Identification of Need

The identification of SEND is embedded in the whole school process of monitoring the progress and development of all pupils. We recognise the benefits of early identification and making effective provision in improving the long term outcomes for children with SEND. The purpose of identification is to work out what action the school needs to take, not to fit the pupil into a category. It is also important to identify the full range of needs, not simply the primary need of an individual pupil.

#### **The 4 broad areas of need are as follows:**

##### Communication and Interaction, including:

- Autistic Spectrum Condition
- Speech, Language and Communication (SLCN)

##### Cognition and Learning, including:

- Specific Learning Difficulties such as; Dyslexia (literacy), Dyscalculia (numeracy) and Dyspraxia (motor)



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### Social, Emotional and Mental Health Difficulties, including:

- Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD)

### Sensory and/or Physical needs, including:

- Physical Disability (PD) and Complex Medical Needs
- Sensory Impairment such as Hearing Impairment, Visual Impairment and Multi-Sensory Impairment

These four broad areas give an overview of the range of needs that are planned for. The purpose of identification is to plan what action needs to be taken, not to fit a pupil into a category. At CHBP, the needs of the pupil are identified by considering the needs of the whole child, not just any special educational need.

### **Areas that are NOT SEN but may impact on progress and attainment include;**

- Disability ( the Code of Practice outlines the “reasonable adjustment “ duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

Behaviour, as a need, is not an acceptable way of describing SEN. The underlying cause of the behaviour is identified and addressed.

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### A graduated Approach to SEND support

At CHBP federation, our high quality first teaching is the first step in responding to children who have or may have SEN. They will be taught strategies to overcome any difficulties or challenges they may experience. This involves:

- Knowing how well pupils are achieving.
- Knowing how to prevent underachievement – highlighting next steps and tracking progression.
- Identifying potential barriers to learning – during a thorough hand over at the start of the year, the previous and new class teacher discuss and consider the position and progress of each child and therefore be more aware of any potential barriers.
- Knowing what to do to meet all children's needs and prevent underachievement.
- Continuously reviewing provision as well as its impact.

Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. Any additional intervention or support works in conjunction with (not in place of) high quality teaching. This high-quality teaching is regularly and carefully reviewed. Where necessary, measures to improve teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered, may be put in place.

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The decision to make special educational provision involves the teacher and the SENDCo considering all information regarding the pupil's progress, alongside national data and expectations of progress. This is a holistic process where we look at the child as whole and consider how we can best meet their needs. This decision will also involve discussion with parents/carers to ensure we are all working together.

### **We follow the Assess – Plan– Do – Review cycle, which is outlined below:**

Assess: We will ensure that we regularly assess all pupils' needs so that each child's progress and development is carefully tracked compared to their peers and national expectations. We will listen to the views and experience of parents/carers and the pupil. In some cases, we will draw on assessments and guidance from other education professionals e.g. Educational Psychologists (EP) and from health and social services.

Plan: Where SEND Support is required the teacher, with support from the SENDCo, will put together a Learning Plan outlining the adjustments, interventions and support which will be put in place for the pupil as well as the expected impact on progress and outcomes, including a date when this will be reviewed.

Targets for the pupil will be shared with her/him using child friendly language and with parents/carers. All staff who work with the pupil will be made aware of the plan.

Do: The class teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs or specialists who provide support set out in the plan and monitor the progress being made. The SENDCo will provide support, guidance and advice for the teacher.

Review: The plan, including the impact of the support and interventions, will be reviewed each term by the teacher, parent/carer and the pupil with support from the

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SENDCo. This will inform the planning of next steps for a further period, or where successful, the removal of the pupil from SEND Support.

This four part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and what supports the pupil in making good progress is known as the graduated approach. It draws on more detailed approaches and more specialist expertise in successive cycles.

For a higher level of need we will also draw on the expertise of external agencies and professionals such as Educational Psychologists, Speech and Language Therapists, CAMHS workers, advisory teachers etc. Any referrals require the consent of the parent/carers.

Private therapists, at the parents' request, are considered under consultation with the SENDCo and the Headteacher, whose decision is final. If a therapist is sought by parents in response to a lack of provision provided by the borough, which is outlined in a child's EHCP, the school will work alongside the therapist and provide support with their targets. Should a therapist be sought in addition to the NHS provision provided, as outlined in a child's EHCP, the school will continue to follow NHS guidance and targets as legally set out in the child's EHCP. We would therefore ask for these sessions to take place outside of school hours.

As previously stated, at CHBP federation we strive to work closely with parents/carers. A holistic approach works best when all those close to the pupil are involved and committed to ensuring the best possible outcome.

### **Parents/carers and pupil involvement in the process**

We believe in a person centred approach to information gathering and the cycle of assess, plan, do, review. Termly reviews and target setting meetings are planned for the second half of the term to ensure consistency. Targets are shared with pupils

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and successes are celebrated. Parents/Carers of a pupil with an EHC plan will receive an invitation to attend their annual review and pupils will attend part of the meeting to share their achievements for the year and aspirations for the future.

### SEND provision

SEND support can take many forms. This could include:

- an individual learning programme
- evidence based interventions
- extra help from a teacher or a learning support assistant
- making or changing materials, resources or equipment
- working with a child in a small group
- maintaining specialist equipment
- observing a child in class or at break and keeping records
- helping a child to take part in the class activities
- making sure that a child has understood things by encouraging them to ask questions and to try something they find difficult
- helping other children to work with a child, or play with them at break time
- supporting a child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing
- access to Wellbeing support

These are just some of the support currently offered at CHBP federation.

### CHBP SEND Hub

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Church Hill and Brunswick Park Primary school are fortunate to be able to supplement the offer available, and increase capacity for SEN provision through a dedicated SEN Hub.

The hub supports particular children following thorough analysis of need to develop and build the necessary skills to fully access what is ordinarily available.

There are clear entry and exit points to the hub to ensure that each child makes measurable progress.

Despite the provision being physically based at Church Hill, both Brunswick Park and Church Hill children access this provision together. This forms part of our strategic direction for SEND across the federation.

Further information can be obtained through the federation's SENDCo:  
[senco@chbp.org.uk](mailto:senco@chbp.org.uk)

### **Managing the Need of Pupils on the SEND Register**

We recently implemented a new system for the whole school, which also covered SEND data tracking and monitoring. This gives a good overview and an easy way of seeing basic information about the SEND register. It enabled monitoring of our provision and of any trends, or areas of concern that may develop.

This information is vital for monitoring our provision as is the termly assessment meetings. These meetings are held every term, one for each year group. Present at the meeting is the head teacher, class teachers and SENDCo (where requested). During these meetings each child (including those on the SEN register) is discussed to ensure expected progress is being made and to raise any concerns. Where

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concerns are raised there is further discussion with the class teacher and SENDCo to action those concerns (please see Graduated response to SEND).

For those on the register targets are set at meetings with the class teacher, TA and parent/carer. If any external agency or professionals are involved, they will be asked for their input or to attend. The level of provision will be discussed with reference to the Local Offer (please see the website in Appendix 2). The Local Offer provides a description of what is ordinarily or normally available for SEND provision in schools in Barnet. The previous targets and provisions are reviewed and discussed. If necessary, any discussions regarding referrals for engaging additional support / engaging specialist services will also take place at this meeting. Our Learning Mentor may also be present to give input for any social, emotional or mental health issues. If a CAF (common assessment framework) or actions resulting from a CAF is needed / in place to assist the family, our Learning Mentor will offer support with this.

Actions, new targets (along with success criteria) and provisions are then agreed at the meeting. These targets and provisions are then discussed with the pupil. All targets and meeting notes are saved to show a record of progress and interventions that have been used.

### **Criteria for adding a child to the SEND Register**

In deciding whether to add a pupil to the SEND register, the Graduated Approach will be followed by the teacher and SENDCo, who will also consider all of the information gathered from within the school about the pupil's progress, alongside the views of parents/carers and pupil. Parents/Carers will be informed, in writing, before their child is added to the SEND register.

### **Criteria for removing a child from the SEND Register**

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At the target setting meeting progress and outcomes following any intervention will be discussed. If all involved feel that the pupil has met their targets and that their needs can be addressed through high Quality First teaching, the pupil may be removed from the SEND register. They will then be placed on the Monitoring List to ensure a careful eye is kept on their progress and their needs continue to be met in class. At the termly assessment meetings, progress will be discussed. The class teacher will also be monitoring progress carefully. Any systems of support may remain in place if agreed by all e.g. buddy system, nurture group, lunchtime clubs, input by Learning Mentor.

### **Requesting an Educational Health and Care (EHCP) needs Assessment**

A small number of pupils, whose needs are complex and long term, may require a greater level of support than that provided at SEND Support from the school's own resources. For these pupils a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided. This brings together the child's health and social care needs as well as their special educational needs. Further information regarding requests for EHC plans can be found on the London Borough of Barnet's website:  
<https://www.barnetlocaloffer.org.uk/pages/home/information-and-advice/education-health-and-care/requesting-an-ehc-assessment>

### **Admissions**

We will:

- treat all applications equally and we will not discriminate against pupils with SEND;



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- consider all applications that do not have an EHC plan;
- not refuse to admit a child who has SEND but does not have an EHC plan because we feel that we will be unable to provide the necessary support;
- not refuse to admit a child on the grounds that they do not have an EHC plan.
- look closely at the EHCP if present to ensure we can make reasonable adjustments to facilitate the child.
- Please see our Admissions Policy for further details.

### Supporting Parents/ Carers and Children

We provide support in the following ways:

- The SENDCo operates an open door policy for parents/carers seeking support and advice
- support from the Learning Mentor – Mrs Stracham
- additional time and special arrangements for SATs • support for transition between classes
- transition support for vulnerable Y6 pupils transferring to secondary school

Please see useful contacts in Appendix 1 for further support.

### Supporting pupils at school with medical conditions

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

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Some may also have special educational needs (SEND) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. The SEND Code of Practice (2014) is followed.

CHBP federation is an inclusive community that welcomes pupils with medical conditions. Please

see our Medical Condition Policy on the website.

### Accessibility

#### Statutory Responsibilities

The Equality Act (2010), placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans.

Schools are required to produce accessibility plans for their individual school and LAs are under a duty to prepare accessibility strategies covering the maintained schools in their area. Accessibility plans and strategies must be in writing.

CHBP federation is an inclusive community and we welcome all pupils to our happy, caring school. Our aims, our curriculum, our daily teaching routines and our teaching principles are all based on our mutual respect for one another. Identifying and removing barriers to learning is part of our school ethos.

Our successful accessibility planning approach includes providing facilities such as a sensory room, a ball pond and an area with resources for Occupational Therapists and Physiotherapist to work with our pupils.

We provide a wide variety of after school clubs to enrich the schools provision. We welcome visits from friends and family from all cultural backgrounds. This happens

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throughout the year but is a particular focus during our Celebrate Our Differences week.

Accessibility is constantly assessed in the light of each new pupil or cohort. The school has ramps in place and specialist handrails in the bathroom. We have pupils who use radio aids to support hearing and have regular communication with advisory teachers for sensory and physical impairments to ensure we have appropriate support in place.

Communication with parents/carers can be made through a variety of means including email, texts, letters and phone calls. We have an open door policy for parents/carers to meet with teachers or the SENDCo.

### Monitoring and Evaluation of SEND

The SLT regularly monitor and evaluate the quality of provision for all pupils. The school aims to use interventions in school that have proven outcomes and are evidence based.

The impact of the SEND provision on the progress and outcomes for children on the SEND register is measured through:

- analysis of pupil tracking data and test results at pupil progress meetings
- progress against national data and based on their age and starting points
- interventions baseline and exit data
- progress against individual targets
- pupils' work and interviews

The school maps provision for year group taking into consideration the children's needs within that year group. Decisions are made as to whether specific

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interventions are proving to be effective in terms of impact, time spent on them and the finance used in providing them. Each term we review the needs of the cohort and if necessary make changes to our provision.

At CHBP federation, the quality of provision is also evaluated by regular audits, sampling of parents views, pupils views as well as staff views. Our governors are also involved in monitoring and evaluating our provision. This evaluation and monitoring arrangement, promotes an active process of continual review and improvement of provision for all pupils.

### Training and Development

Provision for SEND is funded from the school budget, with additional funding sought, where appropriate.

The training needs of staff are identified by regular consultation with staff regarding their training needs at staff meetings as well as performance management meetings and feedback following lesson observations. Needs are also identified by the SENDCo keeping updated with current research and thinking and ensuring staff are aware of new strategies. Training can be from an external agency/ professional or internal expertise.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENDCo to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

The school's SENDCo regularly attends the LA SENDCo network meetings in order to keep up to date with local and national updates in SEND. She is a member of a

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number of working parties with the LA to support improvements across Barnet Schools. The school has links with other local schools, and is part of the SENDCo cluster of 8 local schools.

### Storing and Managing Information

Please see the ICT Procedures and the Safeguarding and Child Protection Policy, regarding information management and confidentiality.

### Reviewing the SEND policy

This SEND policy will be reviewed annually.

This is a working document, detailing a co-produced policy in the spirit of current reform. Any feedback will be gratefully received.

### Complaints

We urge parents/carers with any concerns regarding the SEND policy or the provision made for their child at CHBP federation to speak to us as soon as possible. In the first instance, please speak to the class teacher. If parents/carers feel their child's needs are still not being met they should make an appointment to see the SENDCo. If concerns are still unresolved parents may wish to use the Barnet Information, Advice and Support Service for Special Educational Needs and Disability (SENDIASS) [sendiass@barnet.gov.uk](mailto:sendiass@barnet.gov.uk) or engage with the School complaints procedures which can be provided by the school office.

### Equality Impact Assessment

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Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We believe that policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Access to this policy

You can get a copy of our policy in a number of ways:

- The school website, <https://brunswickparkbarnet.co.uk/policies/>
- A hard copy on request at the school office

Please let us know if you need this policy to be made available to you in a different format e.g. enlarged font or a language other than English.

### Glossary:

SEN: Special Educational Needs

SENDSCO: Special Educational Needs Coordinator

LA: Local Authority

CHBP: Church Hill and Brunswick Park (Federation)

SLT: Senior Leadership Team

EHCP: Educational Health Care Plan

EHCNA: Educational Health Care Needs Assessment

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## Appendices

### Appendix 1: Key Documentation

The following documents have informed this guidance which parents may find helpful:

Special educational needs and disability code of practice: 0-25 years (January 2015)

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

Special educational needs and disability: a guide for parents and carers (August 2014) <https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Supporting pupils at school with medical conditions (December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medicalconditions--3>

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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Equality Act 2010

[http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga\\_20100015\\_en.pdf](http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf)

Barnet Local Offer Website <https://www.barnetlocaloffer.org.uk/>

### Appendix 2: Related School Policies / Documents

- Safeguarding and Child Protection Policy
- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Complaints Policy
- Equality Policy
- SEND Information Report (Local Offer)