

St. Alban's Catholic Primary School, A Voluntary Academy

Our Local Offer for Special Educational Needs and/or Disability 2026-2027

Please click the relevant words on the wheel to be taken to the corresponding section.

Please see the following page for information on this setting's age range and setting type



St. Alban's Catholic Primary School, A Voluntary Academy

Our Local Offer for Special Educational Needs and/or Disability 2026-2027

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Name of Setting	St. Alban's Catholic Primary School, A Voluntary Academy
Type of Setting (tick all that apply)	☒ Mainstream ☐ Resourced Provision ☐ Special ☐ Early Years ☒ Primary ☐ Secondary ☐ Post-16 ☐ Post-18 ☐ Maintained ☒ Academy ☐ Free School ☐ Independent/Non-Maintained/Private ☒ Other (Please Specify) <div style="border: 1px solid black; padding: 2px;">We are a Voluntary Aided Catholic Primary School</div>
Specific Age range	4-11
Number of places	Mainstream places (Published Admission Number) 60 per year
Which types of special educational need do you cater for? (IRR)	<div> ☒ We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support. </div> <div> ☐ We are an inclusive setting that offers a specialism/specialisms in </div> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>

Each section provides answers to questions from the Parent/Carer's Point of View. The questions have been developed using examples from Pathfinder authorities, such as the SE7 Pathfinder Partnership, in conjunction with questions from Cheshire East parent carers.

The requirements for the SEN Information Report have been incorporated into this document, based on the latest draft version of *the Special Educational Needs (Information) Regulations* (correct as of May 2014). Questions providing information required as part of the Information Report Regulations are shown using the letters **IRR** (Information Report Regulations).



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Questions from the Parent/Carer's Point of View:

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Identification	
How will you know if my child or young person needs extra help? <i>(IRR)</i>	
<p>We believe every child has the right to receive an education which will enable them to be the best they can be. Children with SEND are identified as early as possible at St Albans's. Initial identification can come from parents, or school staff working directly with the child. This may be based on the pupil's general wellbeing, their emotional or behavioural presentation, their progress in comparison to their peer group, or their profile against recognised characteristics of specific forms of SEND. School staff receive a regular programme of training to support them in the identification of SEND. Early identification is paramount, and therefore staff working in school monitor the children's progress carefully on a termly basis through regular pupil progress meetings which are led by the senior leadership team. There is regular liaison between the SENCO and class teachers to ensure that barriers to learning are being addressed.</p> <p>Concerns are initially raised with the school SENCO who would discuss them with those working with the pupil, the pupil's family and the pupil themselves. This discussion focusses on the desired outcomes for the child, and looks at what provision might be necessary to enable the child to reach those outcomes. Depending on the level of the child's needs, the decision might be made to offer class based support approaches, for example advice might be offered to the class teacher in order to support differentiation for the pupil. For some pupils, in addition to the class based support approaches, a package of out of class interventions might be offered. Those pupils with the highest levels of need might be referred to other agencies for further advice and support. The SENCO keeps a register of pupils requiring additional support in order to monitor the progress of these pupils, and to plan for provision across the school. The school refer to the Cheshire East SEND toolkit to help with the early identification of need.</p>	
Cheshire East SEND Toolkit For Inclusion	
What should I do if I think my child or young person needs extra help?	
<p>If you have concerns about any aspect of your child's education the first port of call should be your child's class teacher. Class teachers are usually available at the end of the school day and are happy to make appointments if you require a longer discussion. The class teacher may then seek the involvement of the school SENCO. Alternatively, the school SENCO can be contacted directly either at the end of the school day, via the school office or via the email address: SENCO@stalbens.cheshire.sch.uk</p>	
Where can I find the setting/school's SEND policy and other related documents? <i>(IRR)</i>	
<p>The school's SEND policy and other relevant policies can be found on the school website: <u>STATUTORY POLICIES St Albans Catholic Primary School</u></p>	



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Teaching, Learning and Support

How will you teach and support my child or young person with SEND? *(IRR)*

The school teaches pupils with SEND in accordance with the Cheshire East Area Wide Offer .

It is our aim that all children are given the opportunity to access appropriate learning opportunities in an inclusive manner. Our priority is the provision of high-quality class teaching which is differentiated to meet the needs of all our learners. Class based approaches might include alternative forms of recording work, using technology, scaffolding, visual prompts, explicit instruction, flexible grouping, small group or individual teaching etc. Class teachers and support staff are supported through regular professional development opportunities to support them in differentiating learning opportunities for the learners in their class. The school has a wide range of intervention programmes available to support children who require support which goes beyond class based approaches. Others are bespoke/personalised approaches based on best practice guidance, for example social skills groups.

For those with significant or complex needs, the school seeks the advice of specialists, for example School Nurses, Speech and Language Therapists, Play therapists, Educational Psychologist, Occupational Therapists, Child and Young Person Mental Health Hub, Cheshire East Autism Team (CEAT) and the Outreach Team. In some cases, these specialists might work in school with the child, or school staff might attend therapy sessions out of school with the pupil.

Where additional levels of support are required, a personalised support plan is created, which will outline the provision available to each child and will be available to parents. In addition, parents will be fully involved in the planning of support for their child and will have the opportunity to discuss their child's progress at regular meetings. There is also the opportunity to contact the school SENCO to discuss pupil's needs in more detail.

How will the curriculum and learning environment be matched to my child or young person's needs? *(IRR)*

All class teachers take responsibility for meeting the needs of all learners in their class through ordinarily available inclusive provision as outlined in the Cheshire East SEND Toolkit for Inclusion. Where pupils have SEND, class teachers will be aware of the pupil's areas of strengths, weaknesses and barriers to learning and will make every effort to accommodate these. We have a consistent whole school approach to supporting and challenging children with SEND within the classroom. For example, for learners with specific literacy difficulties we provide personalised spelling banks, or for those with language processing differences, visual supports may be used to accompany auditory information. We use a password protected integrated information management system for all electronic data in school which highlights pupils' SEND and medical needs to all staff who log into the system. This system is linked to our registration and assessment tools meaning that information about pupil need is visible to staff alongside academic data. Where learners are working at an attainment level below that of their peer group, class teachers adapt teaching to ensure that gaps in learners' knowledge are covered, for example by re-visiting objectives covered in previous year groups. We aim to encourage independence in all learners and this is promoted by ensuring that independent work tasks are matched as far as possible to the strengths of the learners. For those learners who require a more specialist approach to learning, class teachers are encouraged to discuss approaches to remove barriers to learning with specialist staff in school. All additional provision for pupils with SEND is overseen by the school SENCO and monitoring of these pupils' progress takes place at regular SEND meetings held between class teachers and the SENCO.



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Teaching, Learning and Support

How are the setting, school, or college's resources allocated and matched to children or young people's needs?

In order to ensure ordinarily available inclusive provision in class, the first wave of provision for learners with SEND, a proportion of the SEND budget is used towards class based provision. This might take the form of additional physical resources in classrooms e.g. additional technology, writing slopes, alternative seating etc. For those requiring provision additional to class based approaches, funding facilitates the school's "menu" of intervention programmes. In some cases it might also be used to provide additional human resource e.g. teaching assistants, therapists etc. Funding is matched to the provision required to enable pupils to achieve specified outcomes (i.e. outcome identified in discussion with teachers and parents or on EHC Plans). The SEND budget is the responsibility of the Head teacher who is accountable to Governors and regular discussion and monitoring takes place to ensure that resources are allocated appropriately and cost effectively.

How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis? **(IRR)**

When children's needs are initially identified, a discussion takes place between teachers, parents and pupils. At this meeting, desired outcomes for the pupil will be discussed and the provision or support the pupil needs to meet those outcomes using a graduated approach will be agreed. School staff are usually best placed to advise on the nature of the support/provision needed, but occasionally the school seeks the support of other agencies to advise on this. Parents and pupils will be fully involved in decisions about support and provision, and any decisions to implement provision which is different from or additional to that received by the majority of children are made in conjunction with parents and pupils. If there are differences of opinion about the nature of support required the school may seek the advice of external agencies to support the decision making process.

How will equipment and facilities to support children and young people with SEND be secured? **(IRR)**

The school possesses a range of equipment and facilities (e.g. technology, differentiated reading and writing materials, writing slopes, coloured overlays etc.) to support pupils with SEND and the school SENCO makes strategic decisions about the allocation of these resources based on the needs of pupils. Additional resources are procured as and when required. Where more specialist personalised equipment is required (e.g. large print books, audio equipment, specialist seating) the school SENCO liaises with the relevant external advisory service (e.g. occupational therapy, sensory impairment services) to seek advice on the best options for the procurement of these. Parents will be involved wherever possible in these discussions.

How will you and I know how my child or young person is doing and how will you help me to support their learning? **(IRR)**

All school staff have high expectations for all learners. Monitoring of progress takes place on a day to day basis by class teachers. For learners with the most significant needs, daily contact with families takes place, for example through informal conversation at the end of the school day or sometimes in home-school diaries. Formal monitoring of progress takes place termly in the form of a pupil progress meeting held between class teachers and senior leaders including the SENCO. Information about pupil progress is shared with parents at parent-teacher meetings which are held termly and via the annual school report to parents which is sent home during the summer term. For learners with SEND, SEND support plans will be discussed with parents termly, and for those with EHC Plans



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Teaching, Learning and Support

termly EHC implementation meetings and an annual review will be held. Parents are welcome to seek additional appointments to discuss their child's progress as required and class teachers are usually available for informal discussions at the end of each school day.

How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *(IRR)*

Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil's opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to attend meetings with professionals, for others this might mean enabling them to contribute to meetings without actually attending (e.g. opinions expressed via written, video or audio means). Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them at any meetings. We recognise that there is sometimes a need to protect pupil's self-esteem and that it may not always be appropriate to highlight to the pupil the range of their difficulties; in these circumstances, pupil involvement is carefully planned with those who know the pupil best, i.e. families and those working closely with them.

How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? *(IRR)*

The school's SENCO, along with the head teacher and other members of the leadership team undertake regular monitoring of pupil progress and of the effectiveness of provision. The success of intervention programmes in school is monitored carefully to ensure they provide high quality outcomes and remain good value for money. The individual opinions of pupils and parents regarding the effectiveness of support are sought termly and collated to inform decisions about future provision.

We use a password protected integrated information management system for all electronic data in school which highlights pupils SEND and medical needs to all staff who log into the system. This system is linked to our registration and assessment tools meaning that information about pupil need is visible to staff alongside academic data.

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Keeping Students Safe and Supporting Their Wellbeing

How do you ensure that my child or young person stays safe outside of the classroom?

Pupil safety is paramount. Information about pupils with SEND is communicated to relevant school staff through discussion and via paperwork, such as school support plans which outline any areas which could pose a risk to the pupil. Where risks are identified, measures are taken to limit these and where necessary, alternative arrangements are made. For some pupils, a detailed risk assessment is undertaken which is shared with parents, and reviewed regularly by the class teacher and SENCO.



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Keeping Students Safe and Supporting Their Wellbeing

What pastoral support is available to support my child or young person's overall well-being?

PASTORAL

St Alban's Mission statement reinforces the importance of celebrating our differences and similarities and of helping each other develop our particular talents. We ensure that each member of our school community feels special as a child of God. Each child, no matter what their barriers to learning may be, is nurtured and encouraged to fulfil their full potential - academically, socially, spiritually, morally and emotionally. We recognise that pupils with SEND can experience a range of social and emotional issues. We follow the RE curriculum in accordance with Shrewsbury Diocese guidelines. As well as a whole school focus on social and emotional wellbeing through our PHSE teaching we offer a range of interventions, both commercially published and bespoke to address specific issues as they arise. We recognise that for some pupils, social and emotional factors can be complex and therefore we seek to ensure that the provision we offer in this regard is highly personalised, and is generated through discussion with pupils and their families.

FRIENDSHIPS

Our school ethos is all about pupils taking care of one another and we encourage pupils to have a wide range of friends and to accept and celebrate differences and similarities. For those pupils who find this more difficult, we offer support through mentoring and additional adult help.

PEER / SIBLING SUPPORT

It is sometimes appropriate for us to offer support to the peer groups/siblings of pupils with SEND. Sometimes this takes place in an open and frank manner, enabling peers to ask questions and learn about the needs of their class mates (e.g. at Circle Time). At other times this takes a more general form, such as working with the class on celebrating diversity. We also hold whole school assemblies which address some of the key areas of need within our school.

BULLYING

The school holds a clear position on bullying, and all pupils are taught to distinguish bullying from isolated acts of unkindness. There are a range of assemblies and whole school events linked to anti bullying, and class teachers are vigilant in monitoring the children's behaviour for indications of bullying. Where bullying is suspected, personalised support measures are put in place for both victims and perpetrators which take into account the needs of all the pupils involved.

How will the setting, school or college manage my child or young person's medicine or personal care needs?

ADMINISTRATION OF MEDICATION

We are aware that some children with SEND also have medical or personal care needs which require attention during the school day, including the administration of medication. Our usual protocol for the administration of medication is that following signed parental consent, the medicine will be kept in a secure place and is then administered in the presence of 2 members of staff who sign to acknowledge correct administration.

In some cases, pupils' medication may be more appropriately stored and administered in their classroom (e.g. asthma inhalers, epi-pens, epilepsy rescue medication etc.). When this is applicable, a clearly identifiable safe place in the classroom is chosen in a secure but known location.



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Keeping Students Safe and Supporting Their Wellbeing

TOILETING

Staff in school are experienced in supporting pupils to become independent in their toileting and we would seek in the first instance to support toilet training programmes in place at home. Where toilet training is not appropriate, pupils are encouraged to take as much responsibility as possible for their toileting, for example, pupils usually stand whilst changing nappies and are encouraged to take as active a role as they can. Pupils who are developing verbal skills are provided with a range of tools to help them communicate toilet needs. For those pupils who wear nappies or continence pads, we request that parents provide us with the appropriate equipment as well as a spare change of clothes in case of accidents. We work closely with families and where appropriate seek the advice of the continence service when meeting pupil's toileting needs.

PRIVACY AND DIGNITY

For some of our pupils it is most appropriate for medical care to take place in private (e.g. toileting, injections, bodily application of creams, tube feeding etc.), and arrangements for this are made based on the context of the pupil's needs. For other pupils, medical care might take place within the daily routine of the classroom. Where this occurs, close adult supervision is maintained to ensure the safety and dignity of all pupils.

For those pupils with toileting needs, every care is taken to ensure the pupil's dignity, particularly in the case of older pupils e.g. offering alternative toilets, or allowing pupils to use the toilet at quieter times of the school day.

SHARING OF MEDICAL INFORMATION

We use a password protected integrated information management system for all electronic data in school which highlights pupils' SEND and medical needs to all staff who log into the system. This system is linked to our registration and assessment tools meaning that information about pupil need is visible to staff alongside academic data. For those pupils with more complex medical needs, medical care plans, produced in discussion with parents / carers and health professionals are used and these are stored alongside the pupil's medication. For those pupils with medical conditions which can present with medical emergencies, a clear and detailed plan is made alongside parents and carers detailing the procedure to be followed in the event of an emergency. This information is shared via more detailed plans as appropriate.

MEDICAL APPOINTMENTS

Where pupils need to take extended periods of time off to attend medical appointments, parents are encouraged to discuss how best to support the pupil with any missed work with the class teacher in the first instance. Sometimes it is appropriate to provide additional "catch up work" for completion at home. Wherever possible the school will work flexibly to support pupils who miss work due to unavoidable medical appointments or through illness.

TRAINING

Staff undertake regular first aid training and training is provided on the administration of rescue medication such as epi pens and asthma inhalers. Where necessary the school seek out relevant training to address the specific needs of pupils.



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Keeping Students Safe and Supporting Their Wellbeing

What support is available to assist with my child or young person's emotional and social development? *(IRR)*

Personal, Social and Emotional wellbeing is at the heart of our Mission Statement and curriculum and class teachers address this through regular sessions in class including through our RHSE and R.E curriculum. Staff promote an environment in which positive personal relationships can flourish and seek to support children in managing their emotions and relationships on a day to day basis. For those requiring further support, the school seeks further advice from mental health services or other professionals such as an Educational Psychologist.

What support is there for behaviour, avoiding exclusions and increasing attendance?

BEHAVIOUR

The school has a clear behaviour policy that is implemented consistently. Our Achieving Good Behaviour Policy can be found on the school website by following the following link: **Achieving Good Behaviour Policy**

Where pupils are unable to follow this policy or require additional support with behaviour, a range of measures are used to support them in adhering to the school rules. For some pupils this involves alternative arrangements at key "trigger points" during the day, for others this may involve a "time out" arrangement enabling pupils to find a designated safe space at times of stress. A key focus of the school in supporting pupil's whose behaviour challenges is to firstly understand this behaviour. Our focus is on proactively avoiding behaviours, deescalating emotional incidents and supporting pupils to change their own behaviours. We work flexibly in response to pupil behaviour and aim to find creative strategies to support pupils in managing their behaviour.

EXCLUSION

It is very rare that we would consider exclusion for any pupil. A copy of the school's exclusion policy can be found by opening the following link:

Exclusion Policy

ATTENDANCE

We take active steps to improve attendance and any absence is followed up quickly, usually on the first day if the parent has not notified school of the reason for the child's absence. We also have an education welfare officer who is able to provide support for families who are experiencing difficulties with punctuality and attendance. For further details see our Attendance Policy on the school website:

St. Alban's Catholic Primary School Attendance Policy



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Working Together & Roles

What is the role of my child or young person's class teacher?

The class teacher has the overall responsibility for pupil's learning and their day to day wellbeing in school. They are the first port of call for pupils and parents and act as a hub for information about the pupil unless an alternative key worker has been assigned. Class teachers are expected to plan and deliver appropriate learning opportunities for pupils and to ensure that any resources in place to support pupil learning are used efficiently (e.g. additional adults, physical prompts, and interventions).

Who else has a role in my child or young person's education?

The head teacher oversees the running of the school, ensuring that all elements of a pupil's education are in place. The headteacher and SENCO have responsibility for co-ordinating the provision for pupils with SEND. The SENCO will have an overview of all SEND pupils and will usually host formal SEN meetings such as annual reviews and be responsible for information concerning each pupil. In addition to the class teacher and SENCO, pupils might come into contact with the following:

External agencies or specialists such as Occupational Therapy, Speech and Language therapy, Physiotherapist, School Nurse etc. Their involvement will always be with the consent of the parent / carer.

There are also a large number of support staff (teaching assistants) working in school. Many of these are highly skilled and experienced. Some of these staff run intervention programmes under the guidance of the teaching staff; others work in classrooms supporting pupils in small groups or on a 1:1 basis. For pupils with the highest and most complex level of need, an additional adult may be assigned to work with the pupil on a 1:1 basis. This provision would be identified in the child's EHCP.

How does the setting, school or college ensure that information about a child's SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?

We use a password protected integrated information management system for all electronic data in school which highlights pupils' SEND and medical needs to all staff who log into the system. This system is linked to our registration and assessment tools meaning that information about pupil need is visible to staff alongside academic data.

All class teachers and any key workers involved with the child will be given a copy of SEND Support or EHC [Plans](#) and there are regular opportunities to discuss the content of these at termly SEND meetings with the SENCO.



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Working Together & Roles

What expertise is available in the setting, school or college in relation to SEND? **(IRR)**

All school staff have a good awareness of SEND through regular training within Cheshire East and CPD delivered by the SENCO. Regular meetings are held to enable staff to work with the SENCO to develop their practice in relation to the specific needs of the pupils in their classes. The school SENCO has completed the NASENCO qualification.

Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)? **(IRR)**

The school works with a wide range of services. We have close links with health professionals, for example, [Child and Adolescent Mental Health Services](#) (CAMHS), [Speech and Language Therapy](#) (SALT), Educational Psychologist, Cheshire East Autism Team (CEAT), Sensory Impairment Team and the Child and Young People Mental Health Service and [Occupational Therapy](#). We work closely with social care teams as well as voluntary organisations. We regularly organise multi-agency meetings to discuss pupil's needs, (e.g. EHA) and aim to ensure good communication with these groups in order to meet the need of pupils and their families

Who would be my first point of contact if I want to discuss something?

Your first point of contact should be your child's class teacher. The school SENCO is also available to support you in matters relating to SEND.

Who is the SEN Coordinator and how can I contact them? **(IRR)**

The school SENCO is Jackie Summers and she can be contacted via the school office, 01625 425905 or via email: SENCO@stalbens.cheshire.sch.uk

What roles do have your governors have? And what does the SEN governor do?

The school governors have responsibility for ensuring the quality of provision across the school. There is a designated governor for SEND, and regular meetings between the SEND governor and SENCO take place to ensure that all pupils, including those who are looked after, make progress. The designated SEND Governor is Roisin Moores.

How will my child or young person be supported to have a voice in the setting, school or college? **(IRR)**

Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil's opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to express their views in alternative formats e.g. opinions expressed via written, video or audio means. Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them. There is a school council, made up of pupils who meet regularly and to share the views of their peers, including children with SEND.



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Working Together & Roles

What opportunities are there for parents to become involved in the setting/school/college and/or to become governors?

Parents and families are encouraged to take an active role in the setting. Many volunteer in school e.g. as reading coaches, accompanying trips etc. There are opportunities to join the Parent Teacher Association (PTA) who organise events and fundraise on behalf of the school. Parent governors sit on the governing body and when their term of office expires, details of how to stand are advertised in the school newsletter.

What help and support is available for the family through the setting, school or college? *(IRR)*

We recognise that there can be a huge amount of paperwork as a parent of a child with SEND. The SEND team in school, led by the SENCO provides support to parents as required. This might be completing forms with parents, or signposting them to agencies who can help further. Information about parent support groups is shared with parents in a number of ways throughout the school year including the school newsletter. parentmail and website.



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Inclusion & Accessibility

How will my child or young person be included in activities outside the classroom, including trips? *(IRR)*

As an inclusive school setting, we seek to ensure that all pupils regardless of need are able to attend enrichment opportunities such as after school clubs, school trips etc. Therefore, we work creatively and flexibly to make relevant adaptations to enable pupils with SEND to attend. For example, this might mean offering support to pupils attending after school clubs, booking accessible accommodation for residential trips etc. We have a range of out of school clubs and activities which change from time to time (details available in the school newsletter), all of which are available to every pupil regardless of need. For those pupils whose very high levels of need mean that the standard out of school activities on offer are inappropriate, we seek to liaise with families about suitable alternatives (for example a day trip in place of an overnight residential).

How accessible is the setting/school/college environment?

Is the building fully wheelchair accessible? ☒

Details (if required)

Are disabled changing and toilet facilities available? ☒

Details (if required)

Do you have parking areas for pick up and drop offs? ☒

Details (if required)

Do you have disabled parking spaces for students (post-16 settings)? ☐

Details (if required)

The school makes every effort to provide reasonable adjustments to ensure that its facilities are accessible. This is evidenced in our Accessibility Policy on the school website which can be found on the following link:

St. Alban's Catholic Primary School Accessibility Policy



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Inclusion & Accessibility

Pupils with SEND are supported to access the facilities available to their peers, for example by providing large print text for those with visual impairments, providing additional adult support for sports sessions. Where required, the school seeks to make reasonable adjustments to the auditory and visual environment for those learners with sensory impairments. We aim to personalise communication to suit families. For those who find it difficult to access written documents, we communicate in person or by phone.



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Transition

Who should I contact about my child/young person joining your setting, school or college? *(IRR)*

For information about admission, please telephone 01625 425905 or email the main school office (admin@stalbens.cheshire.sch.uk) who will discuss the entry process with you. The school complies fully with the Equality Act 2010 and the School Admissions Code 2012 in relation to the arrangements for the admission of disabled pupils. Where the school is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils.” Our Admissions Policy can be found on the following link:

St. Alban's Catholic Primary School Admissions Policy

How can parents arrange a visit to your setting, school or college? What is involved?

We offer a range of transition visits for new reception pupils, however we encourage the families of pupils with SEND to arrange a separate visit with the school SENCO so that information which specifically relates to your child’s requirements can be shared.

How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*

ENTRY

Prior to entry to our school, it is usual for families of pupils with SEND to visit for an informal tour of the school with the school SENCO and Headteacher. For pupils who will be able to access mainstream learning opportunities, information from this meeting is then shared with the prospective class teacher. For those pupils with a higher level of need, if it is agreed at this point that the school is able to meet the pupil’s needs, a multi-agency meeting is held. This meeting is an opportunity for families and professionals to share information about the pupil and for actions to be set to ensure the pupil is appropriately included. Following this meeting, the school considers the provision necessary and if appropriate, takes steps to acquire any resources needed to implement the provision. The action plan is then reviewed either prior to entry or shortly after. Prior to entry to school a range of transition measures are in place. This is personalised to meet the needs of the pupil but may include visits to the setting, visits by school staff to the pupil’s home or current setting, a transition pack containing photos etc.

TRANSITION TO NEW SETTINGS

Wherever possible we prepare pupils for transition to new settings in a manner most appropriate to the individual. For some pupils this takes the form of additional visits to the new setting, for others this might be working through materials or social stories which address key aspects of the new setting. Some of our pupils benefit from lengthy transition work whereas others find an extended transition stressful and require a shorter introduction. We work closely with families at this time to ensure consistency of information. We have good links with our local high schools and work closely with the staff from those settings. We also have close links with many of the local specialist settings and can advise parents and families when making decision about secondary provision.



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Additional Information	
What other support services are there who might help me and my family? (IRR)	
<p>The school SENCO (Jackie Summers)) can provide details of further support for families.</p> <p>Cheshire East Information, Advice and Support Team (CEIAS) offer free confidential support and information to children and young people with SEND, their parents and or their carers. The service can be accessed by the following link:</p> <p>Cheshire East Information, Advice and Support</p>	
When was the above information updated, and when will it be reviewed?	
<p>October 2025</p> <p>Review: October 2026</p>	
Where can I find the Cheshire East Local Offer? (IRR)	
<p>The Cheshire East Local Offer can be found at:</p> <p>Cheshire East Local Offer</p>	
What can I do if I am not happy with a decision or what is happening? (IRR)	
<p>As a school, we encourage parents to promptly address any worries or concerns with the class teacher initially and then if they are unable to help, with a senior member of staff such as the SENCO, Key Stage leader or the Head teacher. In the vast majority of cases, we find that by talking things through we are able to find solutions to most problems. However, if after discussing your concerns with these people, you remain unhappy with any aspect of the school's performance our complaints procedure can be found on our website:</p> <p>St. Alban's Catholic Primary School Complaints Policy</p> <p>Guidance on what to do if you are unhappy with a decision made by the local authority regarding a pupil's SEND can be found within the Cheshire East Local Offer.</p> <p>Cheshire East SEND Local Offer</p>	