

Special Educational Needs and Disability (SEND) Policy

1 Introduction

1.1 This policy was reviewed and updated in November 2016 and complies with the statutory duty described in Special Educational Needs (Information) Regulations (Clause 64) and takes account of:

SEN Code of Practice 2014
Equality Act 2010
Children and Families Act 2014

1.2 This school provides a broad and balanced curriculum for all children which is differentiated to meet individual needs and abilities. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs and require particular action by the school.

1.3 These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities in addition to broader aspects of school life. Such children may need additional or different help from that given to other children of the same age.

1.4 Children may have special educational needs either throughout or at any time during their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

2 Aims and objectives

2.1 The aims of this policy are:

- To identify students with special educational needs as early as possible;
- To create an environment that meets the special needs of each student;
- To ensure all students have equal access to a broad, balanced and differentiated curriculum;
- To encourage students to develop confidence and self-esteem and to recognise the value of their own contributions to their learning;
- To create an environment that meets the special educational and/or disability needs of any child;
- To ensure that the special educational needs and disability of children are identified, assessed and provided for;
- To make clear the expectations of all partners in the process;
- To identify the roles and responsibilities of staff in providing for children's special educational and disability needs;
- To enable all children to have full access to all elements of the school curriculum;
- To ensure that parents are able to play their part in supporting their child's education;
- To ensure that our children have a voice in this process.

3 Educational inclusion

In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

3.1 Teachers respond to children's needs by

- providing support in all curriculum areas
- planning to develop children's understanding through the use of all available senses and experiences;
- planning for children's full participation in learning, and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

4 Special educational needs and disability

4.1 Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:

- they have significantly greater difficulty in learning than the majority of children of the same age;
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for children of the same age;
- they are under school age and fall within the definitions above.

Special Educational Needs and disability can be considered as falling under four broad areas:

Communication and interaction
Cognition and learning
Social, mental and emotional health
Sensory and/or physical

4.2 Many of the children who join our school have already attended an early education setting. In many cases children join us with their needs already assessed. All our children are assessed when they join our school, so that we

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can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children.

4.3 If our assessments show that a child may have a learning difficulty, we use a range of strategies that make full use of all available classroom and school resources. The child's class teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Special Educational Needs Co-ordinator (SENCO), if not already involved, will become involved if the teacher and parents feel that the child would benefit from further support. The SENCO will then take the lead in further assessments of the child's needs.

4.4 We will record the strategies used to support the child within an Individual Education Plan (IEP). The IEP will show the short-term target set for the child and the teaching strategies to be used. It will also indicate the planned outcomes and the date for the plan to be reviewed. In most cases, this review will take place once a term.

If the IEP review identifies that support is needed from outside services, we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. External support services will provide information for the child's new IEP. The new strategies within the IEP will, wherever possible, be implemented in the child's normal classroom setting.

4.6 If the child continues to demonstrate cause for concern, an early help assessment and Education Health Care Plan application can be made. A range of written evidence about the child will support the request.

5 Roles and Responsibilities

5.1 In this school provision for students with special educational needs is the responsibility of all members of staff.

5.2 Mrs A Plant, the SENCO, is responsible for the day to day operation of the SEND policy. In our school the SENCO:-

- manages the day-to-day operation of the policy;
- co-ordinates the provision for and manages the responses to children's special educational needs
- supports and advises colleagues;
- oversees the records of all children with special educational needs;
- acts as the link with parents;
- acts as link with external agencies and other support agencies, notably Special Educational Needs Inclusion Service (SENIS), Educational Psychologist, Behaviour Support Service, Autism Outreach, Speech and Language Therapy Service, CAMHs, Social Services and the School Nurse
- monitors and evaluates the special educational needs and disability provision and reports to the governing body;

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- manages a range of resources, human and material, to enable appropriate provision for children with special educational needs through the devolved SEN budget;
- oversees the running of the positive play programme for disaffection, social and emotional difficulties
- contributes to the professional development of all staff;
- liaises with schools, notably Penkridge Middle School, attending SENCO Co-ordinators' meetings and completing agreed transfer documents for Year 4 SEN pupils transferring to PMS.

5.3 The governing body has identified a SEN governor to have specific oversight of the school's provision for pupils with special educational needs and disability. The 'responsible person' in this school is Mrs C Farmer.

5.4 The SEN Governor ensures that all governors are aware of the school's SEN provision, including the deployment of funding, equipment and personnel.

5.5 The Governing Body does its best to secure the necessary provision for any student identified as having special educational needs. The governors ensure all teachers are fully aware of their responsibilities towards students with special educational needs.

5.6 The Governing Body has agreed with the LA admissions criteria which do not discriminate against students with special educational needs. The admissions policy has due regard for the guidance in the Code of Practice. Please refer to the School's Admission Policy.

6. Allocation of Resources

6.1 The Head teacher is responsible for the operational management of the specified and agreed resourcing for special needs provision within school, including the provision for students with Additional Educational Needs (AEN) funding.

6.2 The Head teacher informs the Governing Body of how the funding allocated to support special educational needs has been deployed.

6.3 The Head teacher and SENCo meet at least annually to agree how to use funds, including those directly related to AEN funding.

6.4 The effectiveness of the resources for special needs will be monitored as part of the ongoing process of self-evaluation in school.

7 Assessment

7.1 Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.

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- 7.2 The class teacher and the SENCO assess and monitor the children's progress in line with existing school practices. This is an ongoing process.
- 7.3 The SENCO works closely with parents and teachers to plan an appropriate programme of support.
- 7.4 The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the SENCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.
- 7.5 The LA seeks a range of advice before making a formal Education, Health Care Plan. The needs of the child are considered to be paramount in this.

8 Access to the curriculum

- 8.1 All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to:
- understand the relevance and purpose of learning activities;
 - experience levels of understanding and rates of progress that bring feelings of success and achievement.
- 8.2 Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives; we differentiate work appropriately, and we use assessment to inform the next stage of learning.
- 8.3 Individual Education Plans, which employ a small-steps approach, feature significantly in the provision that we make in the school. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success.
- 8.4 We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom situation. There are times, though, when to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.
- 8.5 The SENCO and Head teacher meet to review the special needs provision when appropriate. The Head teacher/SENCO and the named governor with responsibility for special needs hold termly meetings and the SENCO provides relevant information.

9 Partnership with parents

- 9.1 The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The home-school agreement is central to this. Parents have much to contribute to our support for children with special educational needs.

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- 9.2 The school website will contain details of our policy for special educational needs and disability, and the arrangements made for these children in our school. The Governors' Annual Report to Parents contains an evaluation of the policy in action. A named governor takes a special interest in special needs and is always willing to talk to parents.
- 9.3 We have regular meetings each term to share the progress of children with special needs or disabilities with their parents. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs.
- 9.4 The school provides information about the Parent Partnership Service to all students with special educational needs on request. School staff can contact the local Parent Partnership Office and be put in touch with officers with particular skills. They can provide independent support and advice.

10 Pupil participation

- 10.1 In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The school recognises the importance of children developing social as well as educational skills.
- 10.2 Children are involved at an appropriate level in setting targets in their IEPs and in the termly IEP review meetings. Children are encouraged to make judgements about their own performance against their IEP targets. We recognise success here as we do in any other aspect of school life.

11 Complaints procedures

- 11.1 The school's complaints procedures are set out in the school's prospectus.
- 11.2 Under the SEN and Disability Act 2014 parents can request the services of an independent disagreement resolution.

12 Staffing and Partnership

- 12.1 Particular support is given to NQT's and new members of staff by the SENCo as part of their induction. The SENCo attends the SENCo termly updates run by the LA.

13 Links with other schools

- 13.1 The SENCo liaises with the SENCo of Penkridge Middle School to ensure that effective arrangements are in place to support students at the time of transfer. This usually takes place in the summer term for Y4 students.
- 13.2 When students move to another school their records are transferred within 14 days of ceasing to be registered at St Leonard's CE(VC) First School.

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14 Links with other agencies

- 14.1 The school works closely with all of the LA's Pupils and School Support units when identifying, assessing and making provision for special needs students

15 Monitoring and evaluation

- 15.1 Before identifying a child with special educational needs or disabilities the class teacher/SENCO establishes a clear analysis of need through an 'Assess, Plan, Do, Review' process.
- 15.2 The SENCO monitors the movement of children within the SEN system in school. The SENCO provides staff and governors with regular summaries of the impact of the policy on the practice of the school.
- 15.3 The SENCO is involved in supporting teachers involved in drawing up Individual Education Plans for children. The SENCO and the headteacher hold regular meetings to review the work of the school in this area. The SENCO and the named governor with responsibility for special needs also hold termly meetings.
- 15.4 The governing body reviews this policy annually and considers any amendments in the light of the annual review findings. The SENCO reports the outcome of the review to the full governing body.

Adopted by Governors: October 2016

Review Date: October 2017