

## **Special Educational Needs and Disabilities (SEND) Policy**

### **Introduction**

Christ Church Primary School's experienced Inclusion is the current Headteacher, who has a Post Graduate Diploma in SEND and a Post Graduate Certificate in Nurture. She ensures that the school's Special Educational Needs and Disabilities policy works within the guidelines and inclusion policies of the Code of Practice (2014), the Local Education Authority and other policies current within the school.

All children have an equal right to a full and rounded education which will enable them to achieve their full potential. We use our best endeavours to secure special educational provision for pupils for whom this is required, that is 'additional to and different from' that provided within the differentiated curriculum to better respond to the four areas of need identified in the new Code of Practice (September 2014).

- Communication and Interaction
- Cognition and Learning
- Social, Mental and Emotional Health
- SENDsory/Physical Needs

### **What are Special Educational Needs?**

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.... Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision. **Code of Practice 2014**

We recognise that some children may feel disadvantaged working alongside high achieving children. They may be offered additional support, through small group or 1:1 activities, in order to boost their skills level and confidence, outside of, or within the classroom. In addition, the Learning Objectives may be different to that of other children, particularly in maths and literacy lessons, to address the child's specific needs.

This SEND policy details how, all staff at the school will do our best to ensure that the necessary provision is made for any pupil who has special educational needs and that those needs are known to all who are likely to work with them. We will ensure that teachers are able to identify and provide for those pupils with special educational needs, allowing them to join in all school activities together with pupils who do not have special educational needs.

### **Aims and objectives**

The aims of this policy are:

- to create an environment that meets the special educational needs of each child in order that they can achieve their learning potential and engage in activities alongside pupils who do not have SEND
- to request, monitor and respond to parents/carers and pupils views in order to evidence high levels of confidence and partnership
- to make clear the expectations of all partners in the process
- to ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development
- to ensure support for pupils with medical conditions (to provide full inclusion in all school activities) by ensuring consultation with health and social care professionals
- to identify the roles and responsibilities of all staff in providing for children's special educational needs
- through reasonable adjustments to enable all children to have full access to all elements of the school curriculum
- to work in cooperation and productive partnerships with the Local Education Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners

### **Equal Opportunities and Inclusion**

Through all subjects we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society. We also measure and assess the impact regularly through Pupil Progress Meetings to ensure all children have equal access to success.

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

Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy
- planning to develop children's understanding through the use of all available SENDses and experiences
- planning for children's full participation in learning, and in physical and practical activities
- helping children to manage and own 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.

### **Identification, Assessment and Provision**

Provision for children with special educational needs is a matter for the whole school. The governing body, the school's Headteacher/Inclusion Leader and all other members of staff, particularly class teachers and teaching assistants, have important day-to-day responsibilities. *All teachers are teachers of children with special educational needs.*

The school will assess each child's current levels of attainment in order to ensure that they build on the patterns of learning and experience already established during the child's pre-school years. If the child already has an identified special educational need, this information may be transferred from other partners in their Early Years setting and the class teacher and Inclusion Leader will use this information to:

- Provide starting points for the development of an appropriate curriculum.
- Identify and focus attention on action to support the child within the class.
- Use the assessment processes to identify any learning difficulties.
- Ensure ongoing observation and assessments provide regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.
- Complete intervention and target setting on Provision Map, located in Staff Share > Class Provision Maps folder for the relevant term.

The identification and assessment of the special educational needs of children whose first language is not English requires particular care. Where there is uncertainty about a particular child, a teacher will look carefully at all aspects of the child's performance in different subjects to establish whether the problems are due to limitations in their command of English or arises from special educational needs.

For children who have not previously been identified as SEND, but are not making the expected progress, teachers must use the Graduated Approach established in school. In the first instance, teachers must complete a Cause for Concern Teacher Questionnaire, located in Staff share > SENDD 2018-19. Once intervention support has been instigated and monitored, if there is no improvement, after discussion with the Inclusion Leader, consider completing a Classroom Support Plan, located in the Monitoring Pupils folder, within SENDD 2018-19.

### **'Assess, Plan, Do, Review'**

#### Assess

The class teacher will liaise with the Inclusion Leader to assess the child's needs. Parent views and the child's views will be considered. In some cases we will talk to other professionals who work with the child and may seek advice from an educational psychologist, specialist teacher or health professional to help inform any assessments and planned support. This will be arranged by the Inclusion Leader.

#### Plan

We will formally notify parents when the decision is made to place a child at SEND Support status. The plan of support will be agreed with them and, where appropriate, the child. Information will be recorded on the Provision Map and a Learning Passport completed by the teacher. Interventions and support will be put in place and the outcomes to be recorded on the Provision Map, after delivery.

### Do

The class teacher is responsible for working with the child on a daily basis. This may mean that the child receives some 1:1 teaching or small group work. Teachers will also work closely with teaching assistants or specialist staff involved, to link the interventions and plan of support to the classroom teaching. The Inclusion Leader will provide further support to staff to assess the child's strengths and weaknesses, if required.

### Review

The provision will be reviewed regularly with the parent and child. The review should evaluate the effectiveness of the support, the quality and impact on the child's progress towards the agreed outcomes. Parents and pupils need to be invited to sign the individual child's reviewed Provision Map and a photocopy provided to parents and the original kept within the child's SEND file, in a locked drawer or cabinet. The Inclusion Leader will monitor these documents and advise staff accordingly.

### **The Role of The Inclusion Leader**

The Inclusion Leader's responsibilities include:

- Overseeing the day-to-day operation of the school's SEND policy
- Co-ordinating provision for children with SEND
- Liaising with and advising fellow teachers
- Overseeing the records of all children with SEND
- Liaising with parents of children with SEND
- Contributing to the in-service training of staff
- Liaising with local high schools so that support is provided for Y6 pupils as they prepare to transfer
- Liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies
- Co-ordinating and developing school-based strategies for the identification and review of children with SEND
- Making regular visits to classrooms to monitor the progress of children on the SEND Register

### **Monitoring Children's Progress**

The school's system for observing and assessing the progress of individual children will provide information about areas where a child is not progressing satisfactorily. Under these circumstances, teachers may need to consult the Inclusion Leader to consider what else might be done. This review might lead to the conclusion that the pupil requires help over and above that which is normally available within the particular class or subject.

The key test of the need for action is that current rates of progress are inadequate.

Adequate progress can be identified as that which:

- Prevents the attainment gap between the child and his peers from widening.
- Closes the attainment gap between the child and his peers.
- Better the child's previous rate of progress.
- Ensures access to the full curriculum.

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- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the child's behaviour.

In order to help children with special educational needs, school staff will adopt a graduated response and follow the process of assess, plan, do and review. This may see us using specialist expertise if as a school we feel that our interventions are still not having an impact on the individual. If we refer a child for an Education Health and Care Needs Assessment, we will provide the LA with a record of our work with the child to date.

***When any concern is initially noticed it is the responsibility of the class teacher to take steps to address the issue. Parents will be consulted and specific intervention put in place and monitored for a period of up to 6 weeks using the school format, an initial teacher concerns sheet.*** If no progress is noted after this time the child may then be monitored.

The class teacher after discussion with the Inclusion Leader will provide additional interventions that are additional to those provided as part of the school's differentiated curriculum and the child will be given individual learning targets which will be applied within the classroom. These targets will be monitored by the class teacher and teaching assistants within the class and reviewed formally with the Inclusion Leader and child. If little or no progress is made after one or two terms, the child will be added to the school SEND register and parents informed.

*Reasons for a child being added to the SEND register may include the fact that he/she:*

- Makes little or no progress, even when teaching approaches are targeted particularly in a child's identified area of weakness
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas
- PreSENDts persistent emotional or behavioural difficulties which are not improved by the behaviour management techniques usually employed in the school
- Has SENDsory or physical problems, and continues to make little or no progress, despite the provision of specialist equipment
- Has communication and / or interaction difficulties, and continues to make little or no progress

### **Partnership with parents**

Partnership plays a key role in enabling children and young people with SEND to achieve their potential. Parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs. All parents of children with special educational needs will be treated as partners and given support to play an active and valued role in their child's education.

Children and young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like. They will be encouraged to contribute to the assessment of their needs, the review and transition process.

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The school website contains details of our SEND Information Report and links to the Local Authority offer, which includes the arrangements made for children in our school with special educational needs.

At all stages of the special needs process, the school keeps parents fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages.

We encourage parents to make an active contribution to their child's education and have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention, and share the process of decision-making by providing clear information relating to the education of their child. Parents always have access to the Inclusion Leader through contacting the school office.

### **The Nature of Intervention**

The child's class teacher in conjunction with the Inclusion Leader will decide on the action needed to help the child progress in the light of earlier assessments. This may include:

- Different learning materials or specialist equipment
- Some group or individual support, which may involve small groups of children being withdrawn to work with TA support or other 1:1 interventions such as Precision Teaching or 1stClass@Number
- Extra adult time to devise/administer the nature of the planned intervention and also to monitor its effectiveness
- Staff development and training to introduce more effective strategies

After initial discussions with the Inclusion Leader, the child's class teacher will be responsible for working with the child on a daily basis and ensuring delivery of any individualised programme in the classroom. Parents will continue to be consulted and kept informed of the action taken to help their child, and of the outcome of any action. Parents will be invited to meet regularly with the class teacher and/or Inclusion Leader.

The Inclusion Leader will support further assessment of the child where necessary, assisting in planning for their future needs in discussion with colleagues and parents.

### **The use of outside agencies**

These services may become involved if a child continues to make little or no progress despite considerable input and adaptations. They will use the child's records in order to establish which strategies have already been employed, which targets have previously been set and the success of these.

The external specialist may act in an advisory capacity, or provide additional specialist assessment or be involved in teaching the child directly. The child's individual targets will set out strategies for supporting the child's progress. These will be implemented, at least in part, in the normal classroom setting. The delivery of the interventions continues to be the responsibility of the class teacher.

*Outside agencies may become involved if the child:*

- Continues to make little or no progress in specific areas over a long period
- Continues working at National Curriculum levels substantially below that expected of children of a similar age
- Continues to have difficulty in developing literacy and mathematical skills
- Has emotional or behavioural difficulties which regularly and substantially interfere with the child's own learning or that of the class group
- Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service
- Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning
- Despite having received intervention, the child continues to fall behind the level of his peers

### **School Request for Education Health and Care Needs Assessment**

A request will be made by the school to the LA if the child has demonstrated significant cause for concern after several cycles of assess, plan, do, review and the involvement of outside agencies as necessary. The LA will be given information about the child's progress over time, and will also receive documentation in relation to the child's special educational needs and any other action taken to deal with those needs, including any resources or special arrangements put in place.

*The evidence will include:*

- Previous individual education plans and targets for the pupil
- Records of regular reviews and their outcomes
- Records of the child's health and medical history where appropriate
- National Curriculum attainment levels in literacy and numeracy
- Education and other assessments, for example from an advisory specialist support teacher or educational psychologist
- Views of the parents

The parents of any child who is referred for an Education, Health and Care Needs Assessment will be kept fully informed of the progress of the referral. The progress of children already with an Education, Health and Care Plan will be reviewed each term in addition to the statutory Annual Review. When this coincides with transfer to high school, the SENDCo from the high school will be invited to attend the Year 6 Annual Review where possible.

### **Learning Passports-Individual Education Plans**

Strategies employed to enable the child to progress will be recorded within an individual learning passport. These will include information about:

- The short term targets set for the child
- The teaching strategies to be used
- The provision to be put in place
- How the targets will help the child in their learning
- What they are responsible for
- How the child can be successful
- The review date
- The child's views will be sought and taken into account, as will those of the parents, whose support is vital if progress is to be achieved and maintained

### **Access to the Curriculum**

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 and experience levels of understanding and rates of progress that bring feelings of success and achievement.

Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives and staff differentiate work appropriately, and use assessment to inform the next stage of learning. Individual learning 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. All children on the special needs register have individual targets which are recorded on the Provision Map.

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.

### **Allocation of resources**

The Inclusion Leader is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with Special Educational Needs and Education Health and Care plans.

The headteacher informs the Governing Board of how the funding allocated to support Special Educational Needs has been employed.

### **Dyslexia Friendly Status**



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The school expects staff to deliver a Dyslexia Friendly classroom environment which supports the needs of any children who require reasonable adjustments to support the access to the curriculum.

### **The role of the Governing Board**

The Governing Board challenges the school and its members to secure necessary provision for any pupil identified as having special educational needs. They ask probing questions to ensure all teachers are aware of the importance of providing for these children and ensure that funds and resources are used effectively.

The Governing Board has decided that children with special educational needs will be admitted to the school in line with the school's agreed admissions policy.

The Governing Board reviews this policy annually and considers any amendments in light of the annual review findings. The Inclusion Leader updates Governors about SEND in the Headteacher's report to Governors, three times a year at full Governing Board meetings.

### **Monitoring and evaluation**

The Inclusion Leader monitors the movement of children within the SEND system in school and provides staff and governors with regular summaries of the impact of the policy on the practice of the school. The Inclusion Leader may be involved in supporting teachers to set SMART targets for children. The Headteacher reviews the work of the school in this area. In addition, the Inclusion Leader and the named governor with responsibility for SEND also hold regular meetings.

**Date: September 2018**

**Review: September 2019**