



West Pennard C of E Primary School

# **Special Educational Needs & Disability Policy**

**September 2018**

**Jo Hale**  
**Headteacher**

**Sylvia Smith**  
**Chair of Governors**

Ratified by: ..... Date: .....  
Chair of Governors

Review date:

Autumn Term 2019

**SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND) POLICY**  
**September 2018**

**INTRODUCTION**

West Pennard C of E Primary School has a named SENCo (Mrs Clarke) and a named Governor responsible for SEND (Hilary Austin). They ensure that West Pennard C of E Primary School's Special Educational Needs and Disability Policy works within the SEND Code of Practice (2014) framework, the Local Education Authority guidance, including the Core Standards, and other policies current within the school. The policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England school.

We recognise that at any time some of our pupils may have special educational needs or disabilities. These may be long or short term and may be at any stage in their school career. We believe that all children have the right to a full education which will enable them to have access to all areas of school life and for them to reach their full potential. No matter what the nature of these needs may be, we will do our best to ensure that 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
- Sensory/physical

At West Pennard C of E Primary School we strive to meet the needs of all pupils, including those with special education needs, using a 'whole school' approach. All the teachers in the school are teachers of children with Special Educational Needs and Disabilities. We recognise that provision for pupils with special educational needs and disabilities is a matter for the school as a whole and for which all staff have a responsibility. The effectiveness of provision for pupils with special educational needs and disabilities will be monitored and evaluated by the SENCo, Head Teacher, class teacher, learning support assistant and governor with responsibility for SEND.

**The definition of Special Educational Needs (as in the SEN and Disability code of practice, September 2014) is as stated:**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significant greater difficulty in learning than the majority of others the same age, or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

For children aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or

young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers.

This is a broad definition covering children and young people from 0-25 years of age. Where a child or young person has a disability or health condition which requires special educational provision to be made, they will be covered by the SEN definition.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

### **LEGISLATION AND GUIDANCE**

This policy and information report is based on the statutory *Special Educational Needs and Disability (SEND) Code of Practice* and the following legislation:

- *Part 3 of the Children and Families Act 2014*, which sets out schools' responsibilities for pupils with SEN and disabilities
- *The Special Educational Needs and Disability Regulations 2014*, which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

### **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 pupils need, through continuing professional development
- to ensure support for pupils with medical conditions to enable 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 adjustment 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

### **RESPONSIBLE PERSONS**

#### **HEADTEACHER**

The Headteacher, Miss Hale, works with the Special Educational Needs Co-ordinator (SENCo) to ensure appropriate provision is made for pupils identified as having special educational needs.

#### **SPECIAL EDUCATIONAL NEEDS & DISABILITY GOVERNOR**

The governors appoint a SEND governor annually to monitor the school's SEND policy, liaise with the SENCo and submit reports to the governing body. The SENCO and SEND governor attend the joint annual SENCo/SEND governors conference. The discussion between SEND governor and co-ordinator will be confined to management of provision and not of named individuals.

The SEND Governor is Hilary Austin

### **THE ROLE OF THE GOVERNING BODY**

The governing body challenges the school and its members to secure necessary provision for any pupil identified as having special educational needs and disabilities. 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 body has decided that children with special educational needs and disabilities will be admitted to the school in line with the school's agreed admissions policy. The governing body also reviews this policy every 3 years (or earlier if needed).

### **THE ROLE OF THE SENCO**

The key responsibilities of the SENCo are: -

- Overseeing the day-to-day operation of the school's SEND policy
- Co-ordinating day-to-day provision for children with special educational needs and disabilities
- Liaising with and advising fellow staff (teachers/teaching assistants/learning support assistants)
- Managing learning support assistants
- 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 external agencies including the Educational Psychologist, Learning Support Service, Parent Family Support Advisor, Health and Social Services and voluntary bodies
- Co-ordinating and developing school based strategies for the identification and review of children with SEND
- Keeping up to date with the current policies on SEND funding
- Making visits to the classroom to monitor the progress of children with SEND
- Liaising with local Secondary Schools so that support is provided for Y6 pupils as they prepare to transfer
- Liaising with Pre-Schools if a child is highlighted as joining the school with SEND. Where appropriate arrange for a School Entry Plan meeting to include the parents and teacher to plan targets and strategies for that child, building on the work of the early years setting
- Passing on records/collecting information on a child with SEND who is moving school within year/primary phase

The SENCO is Mrs Lorraine Clarke.

### **INCLUSIVE DYSLEXIA FRIENDLY SCHOOL**

West Pennard C of E Primary School is an inclusive, dyslexia friendly school. We aim to provide the most effective support so that all pupils can benefit from the education that our school provides. Staff have had training in Dyslexia and are able to identify and respond to the needs that a dyslexic learner may encounter. Individual differences are recognised and celebrated. The dyslexic friendly teaching involves a multi-sensory approach and adapting to individual needs. Often this can be addressed within 'wave 1' first class teaching. Occasionally a pupil with dyslexia may need additional and different support to others which will be provided through 'wave 2 and 3' provision (booster groups/1:1 support).

## **ADMISSION ARRANGEMENTS**

There are no special admission arrangements for pupils with special educational needs and disabilities. West Pennard C of E Primary School is a mainstream school with no special unit. There are ground floor buildings with a few steps in places, but access via some ramps. There is also a disabled toilet. Reasonable adjustment will be made to accommodate pupils with disabilities.

## **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 with the head teacher to ensure all children have equal access to succeeding.

### **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 English/Maths (academic subjects)
- planning to develop children's understanding through the use of all senses 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**

The importance of early identification, assessment and provision for any child who may have special educational needs cannot be over-emphasised. Provision for children with special educational needs and disabilities is a matter for the whole school.

The governing body, the school's head teacher, the SENCo 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 and disabilities.

The school will assess each child's current levels of attainment on entry 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 SENCo 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 on going 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.

To help identify children who may have special educational needs, we can build up a bigger picture by using various sources:

- ❖ Their performance monitored by the teacher as part of ongoing observation and assessment.
- ❖ The outcomes from formal/informal assessment results.
- ❖ Their progress against the objectives specified in the curriculum.
- ❖ Their performance against standardised tests.
- ❖ Standardised screening or assessment tools.
- ❖ Parents views and the child's views.

### **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 SENCo. 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.

There should not be an assumption that all children will progress at the same rate. A judgement has to be made in each case as to what is expected to be reasonable progress for a particular child to achieve. Where progress is not adequate, it will be necessary to take some **additional** and/or **different** action to enable the pupil to learn more effectively.

Adequate progress can be defined in a number of ways. It might for instance be progress which:

- ❖ Closes the attainment gap between the child and their peers.
- ❖ Prevents the attainment gap growing wider.
- ❖ Better the child's previous rate of progress.
- ❖ Ensures access to the full curriculum.
- ❖ Demonstrates an improvement in self-help, social or personal skills.
- ❖ Demonstrates improvements in the child's behaviour.

In order to help with special educational needs and disabilities, West Pennard C of E Primary School will adopt a graduated response. This is part of a four part cycle: Assess; Plan; Do; Review where actions are revisited, refined and revised with a growing understanding of the pupil's needs.

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. The school will record the steps taken to meet the needs of individual children through the use of an IEP (Individual Educational Plan) and the SENCo will have responsibility for ensuring that records are kept and available when needed.

If we refer a child for statutory assessment (e.g. an Education, Health Care Plan); 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 may be consulted and specific intervention put in place and monitored for a period of up to 6 weeks. If no progress is noted after this time the child may be added to the school SEND register with parental permission.

The class teacher after discussion with the SENCo will then provide additional interventions that are additional to those provided as part of the school's differentiated curriculum.

The IEP will be monitored by the class teacher and teaching assistant/learning support assistant and reviewed formally with the SENCo, parents and young person.

### **PARTNERSHIP WITH PARENTS**

At West Pennard C of E Primary School we recognise that 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 are given support to play an active and valued role in their child's education.

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

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 pupils with SEND 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.

We also have a termly 'drop-in sessions' / coffee morning for parents with children who have SEND (or have SEND themselves). This is in addition to parents evening appointments/workshops and is with the SENCo specifically. This is a chance to meet the SENCo, ask questions, find out more on topics, or for the social aspect and building positive, supportive relationships with other parents.

### **INTERVENTIONS**

The SENCo and the child's class teacher 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 groups or individual support, which may involve small groups of children working with the class teacher; or, with TA (teaching assistant) support.
- 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 SENCo, the child's class teacher will be responsible for working with the child on a daily basis and ensuring delivery of any individualised programme (set up with the support of the SENCo). Parents will continue to be consulted and kept informed of the action taken to help their child, and of the outcome of any action. The SENCo will support further assessment of the child where necessary, assisting in planning for their future needs in discussion with colleagues and parents.

### **INVOLVEMENT OF OUTSIDE AGENCIES**

These services may become involved if a child continues to make little or no progress, despite considerable input. In consultation parents will be asked to give permission for the involvement of other professionals. The external specialist may act in an advisory capacity,

or provide additional specialist assessment or may be involved in teaching the child directly. The delivery of interventions and strategies to support the child continues to be the responsibility of the class teacher.

Involvement may be sought from:

- Learning Support Services
- The Educational Psychology Service
- Speech and Language Therapist
- Autism and Communication Team
- Parent and Family Support Assistant (PFSA)
- Occupational Therapist
- Physiotherapists
- Child and Adolescent Mental Health Service (CAMHS)
- The Hearing Support Services
- The Visual Impairment Services
- Physical Impairment Medical Support Services (PIMSS)

### **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 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 on going 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

Outside support agencies only become involved directly with the child with parental consent.

### **EDUCATION, HEALTH CARE NEEDS ASSESSMENT**

In the event of a significant cause for concern a request will be made by the school (or parent) to the LEA (Local Education Authority). The school will provide information about the child's progress over time, relevant documentation in relation to the child's special educational needs and disabilities and any other action taken to support those needs, including resources or special arrangements put in place. Parents will be fully involved in the process and will be kept fully informed of the progress of the referral. Children with an Education, Health Care Plan will be reviewed termly, in addition to the annual review.

The majority of children and young people with SEND will have their needs met within local mainstream early years settings, schools or colleges. Somerset's policy is to support children wherever possible without the need for EHC needs assessment. Children that require an EHCP will often have a high level of complex needs, involving multi-agencies.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES SUPPORT SERVICES**

After completing an audit of the needs of the child/school, the school holds a consultation meeting with the Educational Psychologist and a member of the Learning Support Services. After recent changes, these members of the Education Support Services may not necessary attend the meeting together. Parental permission is needed for a child's name to be



raised. Following the discussion, if a referral is needed for further involvement then an EHA (Early Help Assessment) is completed.

Advice can be sought on teaching techniques, strategies, classroom management and curriculum materials. In-service training may be provided on learning and behaviour management strategies for staff. A more in-depth involvement may take place regarding pupils at SEND Support.

### **INDIVIDUAL EDUCATIONAL PLAN (IEP)**

Individual Educational Plans (IEPs) are used to set individual targets for children with special educational needs and disabilities. Strategies used to enable a child to make progress or interventions are recorded on the plan. Parents will be invited to attend the IEP review meeting (IEP surgery), held termly with the class teacher and SENCo. The Individual Educational Plan (IEP) will include information about:

- Short-term targets set for the child
- Teaching strategies or interventions
- The provision to be put into place (group or 1:1)
- How the targets will help the child in their learning
- The review date
- The child's strengths and difficulties
- 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.

The SENCo will go through the targets and support in place with the child in a separate meeting. This copy is kept by the child in their 'Learning Passport' folder in their drawer. During the discussion the child shares their views.

For children with no academic needs but show difficulties with social, emotional or behaviour – a plan can still be drawn up following the same structure with setting provision and targets that are discussed with the class teacher and parents.

### **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 the needs of all pupils, including pupils with special educational needs and disabilities. Lessons have clear learning objectives and staff differentiate work appropriately, and use assessment to inform the next stage of learning. All staff plan lessons that incorporate different learning styles. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. Barriers to learning will be considered when planning all aspects of classroom organisation, use of teaching materials, choice of teaching style and form of differentiation. A multi-sensory approach is used throughout the school. Collaborative learning styles are encouraged, and different methods of recording are available when needed. For pupils with SEND additional support may be provided within the classroom unless the activities or needs of the pupils or other pupils make withdrawal necessary, e.g. use of space, specialist equipment or the need for a less distracting environment. Care is taken at all times to promote high levels of self-esteem among pupils.

### **FACILITIES AVAILABLE FOR SEND PUPILS**

We have a few smaller rooms that can be used by staff and pupils and a range of materials and equipment for assessing and teaching groups and/or individuals. Pupils have access to ICT resources throughout the school.

## **RESOURCES**

Pupils with SEND have access to all the resources of the school equally with all other pupils. The school receives devolved funding (SEND) to support pupils with SEND. Some SEND money may be used to fund the salaries of the SENCo and the TAs. Any deficit in this funding is met from the school's budget.

In addition, extra funding can be provided through an EHC Plan for children with a significantly high level of complex needs. Funding is used at the discretion of the head teacher and the SENCo to best meet the needs of the pupil, in line with actions/targets written in the EHCP by the Local Authority. In some cases parents opt for managing the funding through a 'personalised budget.'

## **COMPLAINTS PROCEDURE**

Parents who have a complaint about provision for their child should first discuss their concern with the class teacher. If necessary the class teacher will involve the SENCo and/or the head teacher in order to resolve the situation in partnership with the parents. In the event that a complaint is not resolved satisfactory at this stage, parents may put their complaint in writing to the Clerk of the Governors, who will follow the procedure outlined in the LEA Guidance for Schools. The LEA has an appointed Parent Partnership Representative, who may be contacted for advice if it has not been possible to resolve the complaint through school procedures. Information about the Parent Partnership Service is available from the SENCo.

## **LINKS WITH OTHER SCHOOLS**

We have a link with the SEND team at our local secondary schools. Each year we collaborate in a transition programme for Year 6 SEND children to ensure that their needs are understood and considered prior to transfer. The children are given the opportunity to visit the school in a small group, in addition to the day spent with their peers. Meetings are set up in the Summer Term prior to transfer between the secondary school SENCo and our SENCo as part of the handover. Additional nurture group work is usually offered in advance so ready upon arrival at secondary school if necessary. SENCos from the schools within our CLP (Community Learning Partnership) meet informally usually once a term to discuss issues that have arisen and to share ideas and best practice.

Our school Emotional Literacy Support Assistant (ELSA) is also involved in half termly cluster meetings with other ELSA from local schools. The meetings offer sharing best practice opportunities, sharing ideas, getting advice and some training from the Educational Psychologist who leads the group.

Equipment and materials can be borrowed from Brookside Learning Support Centre, which the SENCo can attend at any time during term-time. They also offer a range of short courses and other SENCo support meetings.

## **EVALUATING THE POLICY**

Evaluation of the SEND Policy will take place through discussion and consultation between head teacher, SENCo and SEND Governor. After the initial discussion and any amendments the policy is then presented to the Full Governing Body for final checking and approval.

During meetings the SENCo will discuss with the SEND Governor, the success of the policy, any significant amendments that should be made to the policy and its implementation and effectiveness.

**Date:** Autumn 2018

**Review:** Autumn 2019

*Other significant SEND documents to be read alongside the SEND Policy for further information are:*

- *SEND Information Report*
- *SEND Governors Report*
- *Accessibility Plan*
- *Supporting Pupils with Medical Conditions*