



## **Policy for Special Educational Needs and Disability (SEND).**

### **Compliance:**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (2014) and has been written with reference to the following guidance and documents

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting Pupils at School with Medical Conditions (April 2014)
- The National Curriculum in England Key Stage 1 and 2 Framework Document Sept 2013
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

This Policy was created by the SENDCo with the SEND Governor in liason with the SLT, all Staff and some parents of pupils with SEND.

The Special Needs and Disability Coordinators (SENDCos) for Holymead Primary School Mrs Melody Cole and Miss Jo Phillips. They are both qualified and experienced teachers. Mrs Cole successfully completed a Postgraduate Certificate in Special Needs and Inclusion in January 2013, and is also a member of the Senior Leadership Team within the school. Miss Phillips is currently studying for the Post-Grad qualification and is due to complete it in May 2018. They are both non-class based and are jointly responsible for managing the provision made for children and young people with SEND, as well as looked after children and children with English as an additional language.

Mrs Cole is mostly based at the KS2 site and Miss Phillips at the KS1 site, although either SENDCo can be contacted regarding a query about a child through telephoning the School office on 01179030377. They are happy to address concerns on the telephone or during a pre-arranged meeting.

## **Aim:**

Holymead Primary School (HPS) is committed to providing an appropriate and high quality education focusing on outcomes to all the children attending our school. We believe that all children, including those identified as having Special Educational Needs or a Disability (SEND), have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life. We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

HPS is committed to inclusion. Part of the school's strategic planning for inclusion is to develop cultures policies and practices that include all learners. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties. We will respond to learners in ways which take account of their varied life experiences and needs and desired outcomes for adulthood.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background.

This policy describes the way we meet the needs of children who experience barriers to their learning, which may relate to sensory or physical impairment, learning difficulties or emotional or social development, or may relate to factors in their environment, including the learning environment they experience in school.

We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We believe that many pupils, at some time in their school career, may experience difficulties which affect their learning, and we recognise that these may be long or short term.

At HPS we aim to identify these needs as early as possible or as these needs arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential.

The SEND co-ordinators are Mrs Melody Cole and Miss Jo Phillips. The governor with responsibility for SEN is Jessica Coggins and the Governor for Looked After Children is Judith Buckley. Jo Randall is the Governor with responsibility for Inclusion

## **Objectives**

- Ensure the SEN and Disability Act and relevant codes of practice and guidance is implemented effectively across the school.
- Ensure equality of opportunity for children identified as having special educational needs or a disability, and ensure they are perceived positively.
- Continually monitor the progress of all pupils, to identify needs as they arise and to provide support as early as possible
- Provide full access to the curriculum through differentiated planning by class teachers, SENDCO, and support staff as appropriate.
- Provide specific input, matched to individual needs, in addition to differentiated classroom provision, for those pupils as having SEND.
- To hold regular reviews for SEND pupils to ensure they are given the most effective and relevant provision and involve parents/carers and the children at planning and review meetings.

## **Identification and Assessment Arrangements, Monitoring and review Procedures;**

The school's system for regularly observing, assessing and recording the progress of **all** children is used to identify children who are not progressing satisfactorily and who may have additional needs. The purpose of identification is to work out what action the school needs to take, not fit a pupil into a category.

Our school uses the definition used by the current code of practice (2014) to help determine whether a child has special educational needs:

'A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.'

The needs of the child as a whole are identified, rather than just looking at the Educational needs. The four broad areas of need to be considered are:

- ▶ Cognition and learning
- ▶ Communication and interaction
- ▶ Social, emotional and mental health difficulties
- ▶ Sensory and / or physical needs

(SEN CoP 2014)

Based on class teacher observations and assessment data and following a discussion between the class teacher, SENDCO and parents/carers, it may be decided that a child needs support following a graduated approach:

1. Further differentiated curriculum support within the class through Quality First Teaching
2. Additional school support through, for example, interventions and group work.
3. Additional support through referrals to external agencies
4. Additional funding through application following annual review.
5. In need of multi professional assessment with a view to initiating an Education, Health and Care Plan (EHCP)

Please refer to Appendix 1 for more information regarding the graduated approach.

The following issues do not necessarily mean that a child has SEN, but they may well have a negative impact on attainment and progress:

- Disability (the school must make 'reasonable adjustments')
- Attendance and punctuality
- Health and Welfare
- EAL
- Receiving Pupil Premium Grant
- Being a 'Looked After Child'.
- Being a child of a service man/woman

### **Managing Pupils on the Special Needs Register**

#### **Quality First Teaching**

In order to make progress a child may only require differentiation of the plans for the whole class. The differentiation may involve modifying learning objectives, teaching styles and access strategies.

Under these circumstances, a child's needs will be provided for within the whole class planning frameworks and individual target setting. Differentiation will be recorded in the daily planning by the class teacher. Monitoring of progress will be carried out by the class teacher and used to inform future differentiation within whole class planning. The child's progress will be reviewed at the same intervals as for the rest of the class and a decision made about whether the child is making satisfactory progress at this level of intervention.

#### **School Support**

Where a period of differentiated curriculum support has not resulted in the child making adequate progress or where the nature or level of a child's needs are unlikely to be met by such an approach, SEN provision at school level may be required.

Where needs are similar, it is appropriate to support these children within a small group, led by a teacher or LSA, focusing on the common needs. Some children may require more individualised support. All SEN provision will run concurrently with differentiated curriculum support.

A child receiving SEN support will have a record of additional provision in the form of an IEP (individual education plan). Reviews will be carried out on a regular basis by all those

involved with the child in Terms 2, 4 & 6. Significant achievements and difficulties will be recorded. The SENDCOs and class teacher will look at the data information on a termly basis and make adjustments to the provision for the child, if appropriate.

As part of the review process, the SENDCOs, and class teacher, in consultation with parents/carers may conclude that despite receiving an intervention programme, the child continues to have significant needs. Where this is the case, a decision may be made involve specialist services. Support from these services may include advice to the school about targets and strategies, specialised assessment or some direct work with the child. The specialist services will always contribute to the planning, monitoring and reviewing of the child's progress. Parents/carers are informed of outside agency involvement. Progress will continue to be planned, monitored and reviewed using an IEP, as described above.

### **Additional support through Local Authority High Needs Block Funding**

Children within the school with the most significant needs and who require a highly individualised curriculum, are able to receive support from the school SEN resources, up to a value of £10000 pa. Occasionally, pupils may not make reasonable progress despite the high level of support, and in this case the SENDCOs can apply for High Needs Block funding with the support of parents and outside agencies. The SENDCOs will need to be able to show what provision is already in place and demonstrate the additional support that would be required for the pupil to appropriately access a broad and balanced curriculum. The LA organises Panels twice a year. A multi-agency Annual Review will be held to determine whether an application for HNB funding would be appropriate, and then annually to consider whether provision remains appropriate.

### **Education, Health and care plans.**

Where a multi-agency approach is required, it may be decided during the Annual Review that an Education, Health and Care plan may be initiated. A child who has a EHC plan will continue to receive support as determined during the Annual Review. All specialist services involved in supporting the child are required to contribute to the Annual Review, and their contributions will form part of the EHC plan. The Annual Review will be chaired by the SENDCO, to review the appropriateness of the provision and to recommend to the LA whether any changes need to be made to the EHC plan or to the funding arrangements for the child. Parents continue to be able to request the initiation of an EHC plan. HPS will consider initiating an EHC plan for a child who may need to transfer to specialist provision or who is transferring to a school in another local authority.

### **Outside agencies and support services.**

- The Educational Psychologist, (EP), visits the school regularly (according to timetable), following discussion with the SENDCO as to the purpose of each visit. The EP can advise as to all aspects of inclusion, including behaviour and strategies to support children with learning difficulties.
- Bristol Autism Team can provide support for children with ASD diagnosis.
- Teachers from the Sensory Impairment Team work in school to support children who have vision or hearing impairment. The specialist teachers may work directly with children and will attend and contribute to Annual Reviews.
- The SENDCOs and the Family link Worker liaise frequently with outside agencies, for example:
  - Social Care
  - Education Welfare Service
  - School Nurse and Community Paediatrician
  - Speech and Language Therapy
  - Physiotherapy and Occupational Therapy
  - Looked After Children Service
  - Child and Adolescent Mental Health Team Service

## **Supporting Pupils and Families**

- The Local Authority publish a 'Local Offer' detailing the level of support parents can expect for their children in the local area. This can be found on the 'Findability' website using the following link: [http://www.findabilitybristol.org.uk/blog\\_articles/9-welcome-to-bristol-s-local-offer](http://www.findabilitybristol.org.uk/blog_articles/9-welcome-to-bristol-s-local-offer)
- The School contributes to this 'Local Offer', detailing what parents of a child with SEND can expect from Holymead Primary School. This is published on the school Website.
- Staff and parents/carers will work together to support pupils identified as having additional needs
- Parents/Carers will be involved at all stages of the education planning process. An appointment will be made by the class teacher to meet all parents/carers whose children are recorded as having additional needs. The SENCO will attend this meeting if HPS or the parent thinks this is appropriate.
- At review meetings with parents/carers, we try to always make sure that the child's strengths as well as weaknesses are discussed. Where we make suggestions as to how parents/carers can help at home, these are specific and achievable and that all parents/carers go away from the meeting clear about the action to be taken and the way in which outcomes will be monitored and reviewed.
- IEP targets can include targets to work towards at home, and parents/carers are always invited to contribute their views to the review process. Ideas and materials for supporting learning at home will be discussed with parents/carers and distributed on request.
- Volunteers work with children during the school day supporting literacy and numeracy
- Curriculum workshops are offered for parents/carers to attend.
- Parents/Carers' evenings provide regular opportunities to discuss concerns and progress. Parents/Carers are able to make other appointments on request.

## **Transfer arrangements**

- Transition from home to school, from KS1 to KS2 and from KS2 to KS3 is carefully planned and any concerns about particular needs will be brought to the attention of the SENDCOs. Where necessary the SENDCOs will arrange further meetings.

## **Monitoring and Evaluation**

- The academic progress made by children with SEN is monitored termly during pupil progress meetings.
- The quality of provision is monitored through progress data collection, observation, feedback and target setting. The Assess, Plan, Do, Review cycle is at the heart of our SEND provision.
- The SENDCOs will regularly provide information to the Governors as to the number of pupils receiving special educational provision. The Headteacher will report on any whole school developments in relation to inclusion, if the legislative or local policy changes, and will, therefore ensure Governors are kept up to date.
- SEND and Inclusion is a standing agenda item at all full Governors meetings and will be discussed as necessary.
- The SENDCOs will meet with the SEND Governor to discuss inclusion and current SEND concerns. The SEND Governor will lead governor monitoring of the SEND and Inclusion policy.

## **Training and Resources**

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. As part of the induction process, new teachers meet with the SENDCO, who explains the systems in place to support children with SEND and explain the policy. The SENDCO regularly attends Network meetings in order to keep up to date with local and national updates in SEND.

## **Roles and Responsibilities**

- The SENDCos are responsible for the day to day management and provision of SEND across the school.
- The SEND Governor is responsible for ensuring the Policies are implemented.
- Class teachers are accountable for the progress of the children in their class.
- LSAs (learning support assistants) have a variety of responsibilities, including managing specific interventions, assisting the class teacher and supporting individuals and groups within the classroom. In KS1 the SENDCo and class teachers direct the support staff. In KS2, the SENDCo and Deputy Headteacher work together to devise timetables for interventions that are managed by support staff.
- The Headteacher is responsible for Safeguarding.

## **Accessibility**

The school actively seeks to remove barriers to learning.

Access to the physical environment is improved through the use of ramps on both sites. Yellow lines are painted at edges in the playground and in the building to help children with visual impairments distinguish between different areas. A 'loop' can worn by a teacher to support a child with a hearing impairment. Texts are enlarged/translated where necessary and interpreters are used if necessary if English is an additional language. Disabled pupils are included in all areas of the curriculum and all 'reasonable adjustments' are made to ensure their inclusion.

## **Bullying**

Please refer to the school's Bullying Policy. This details the steps taken to mitigate the risk of bullying to vulnerable learners within our school. The school has a full-time dedicated Family Link Worker/ Learning Mentor who is able to support vulnerable children where necessary.

## **Dealing with complaints.**

- If a parent/carer wishes to complain about the provision for their child, they should, in the first instance, raise it with the class teacher, who will try to resolve the situation.
- If the issue cannot be resolved immediately the SENDCO and Headteacher will become involved.
- Any issues that remain unresolved at this stage will be managed according to the school's *Complaints Policy* which can be found on the school Website. This is available on request from the school office.

**Signed**

**Chair of Governors**

**Signed**

**Headteacher**

**Dated** February 2018

**Date of next review:** February 2018

## **Appendix: Holymead Primary School Graduated Response.**



### **Article 28:**

*All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children's human dignity. Young people should be encouraged to reach the highest level of education they are capable of.*