



# **Special Educational Needs and Disability Policy**

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# Policy for Special Educational Needs and Disability (SEND)

## Introduction

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 –25 (2015) 3.65 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 (January 2015)
- 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 SENCO with the SEN Governor in liaison with the SLT, all staff and parents of pupils with SEND. It is therefore a co-produced policy in the spirit of current SEN reform.

## School Context

St Cuthbert with St Matthias CE Primary is an inclusive school. We take safeguarding very seriously and all of our policies are developed with a high priority on children's safety and in line with our Safeguarding Policy. All of our school policies are interlinked and should be read and informed by all other policies. In particular, the SEND policy is linked to Behaviour, Anti-Bullying, Medical and Curriculum Policies.

St Cuthbert with St Matthias CE Primary has worked in partnership with RBKC and Tri-borough schools to produce a template guide for parents of children with SEND and produced its own version of this that is published on the school website. SEN Information is available from our website and is a comprehensive set of Frequently Asked Questions which explains how the school supports children and parents. This has been produced in conjunction with parents. The website also includes a link to the Tri-borough Local Offer for parents and children with SEN and disabilities.

This SEND policy is written to comply with the 2015 Children and Families Act and its SEN Code of practice together with the Equality Act 2010.

## The SEND team at St Cuthbert with St Matthias CE Primary School

Inquiries about an individual child's progress should be addressed first to the class teacher since he or she is the person who knows the child best.

Other enquiries can be addressed to Kiran Sokhi the Special Educational Needs Co-ordinator (SENDCo). Please make an appointment with the school office if you wish to speak to the SENDCo.

## Summary of the 2015 revised Code of Practice

From September 2015:

- No more statements will be issued by the Local Authority. Statements have been replaced by Education, Health and Care plans (EHC Plans) which can be used to support children from birth to 25 years.
- School Action and School Action Plus have been replaced by one school-based category of Need known as Special Education Needs Support (SENS). All children are closely monitored, and their progress tracked each term. Those at SENS are additionally tracked by the SENDCo.

There are four broad categories of SEN:

- o communication and interaction
- o cognition and learning
- o social, emotional and mental health
- o physical and sensory.

We have children in all these categories of SEN.

- We work closely with parents and children to ensure that we take into account the child's own views and aspirations and the parents' experience of and hopes for their child. Parents are invited to be involved at every stage of planning and reviewing SEN provision for their child. Initial and regular check-in meetings involve parents in that decision making, as well as the exchange of emails (staff school emails), text messages (via the school messaging system), home/school books, written notes, letters, annotated children's work, handouts, sharing targets and sharing information from external agencies. We keep positive links open and enable us to work as a team.
- Pupil interviews take place at the start of the academic year to ascertain pupil's views, hopes and aspirations. These are then revisited routinely with the pupils.
- All children benefit from Quality First Teaching. This means that teachers expect to assess, plan and teach all children at the level which allows them to make progress with their learning. In addition, we implement some focused interventions to target particular skills.
- We have high expectations of all our children. Children on our SEN register make progress which compares well with the progress made by other children in school.

### **Defining SEN**

The 2015 Code of Practice says that:

A person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. At compulsory school age this means he or she has a significantly 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.

*From 2014 SEN Code of Practice: 0 to 25 Years schools, Introduction xiii and xiv*

### **SEN at St Cuthbert with St Matthias CE Primary**

Our objectives are:

- To identify, at the earliest possible opportunity, barriers to learning and participation for pupils with SEND. (see also Curriculum And Assessment Policies)
- To ensure that every child experiences success in their learning and achieves to the highest possible standard.
- To enable all children to participate in lessons fully and effectively.
- To value and encourage the contribution of all children to the life of the school.
- To work in partnership with parents.
- To work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEND.
- To work closely with external support agencies, where appropriate, to support the need of individual pupils.
- To ensure that all staff have access to training and advice to support quality teaching and learning for all pupils.

Around 14% of our children are either at SENs (SEN support) or have statements/ EHC Plans (Education, Health and Care Plans). This means that all teachers can expect to have children with SEND in their classes.

### **Types of SEND which we currently have in school, include children with a diagnosis as well as those with learning profiles consistent with the diagnosis:**

- Communication and Interaction:  
Autistic spectrum and language disorders
- Cognition and Learning  
Dyslexia, dyspraxia and dyscalculia, moderate learning difficulties, global developmental delay

- Social, Emotional and Mental Health
  - ADHD, ADD, attachment disorders
  - emotional difficulties
  - mental health difficulties
- Physical and Sensory
  - Hearing impaired
- Medical Needs
  - Epilepsy,
  - bowel disorders,
  - diabetes,
  - as well as children with severe allergic reactions.

**Identifying children at SENs (SEN Support):**

- Children with SEN are identified by one of three assessment routes all of which are part of the overall approach to monitoring progress of all pupils:
- The progress of every child is monitored at half-termly pupil progress review meetings. Where children are identified as not making progress in spite of Quality First Teaching they are discussed with the SENDCo and a plan of action is agreed.

Class teachers are continually aware of children’s learning. If they observe that a child, as recommended by the 2014 Code of Practice, is making less than expected progress, given their age and individual circumstances, they will seek to identify a cause. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child’s previous rate of progress
- fails to close the attainment gap between the child and their peers

- Parents sometimes ask us to look more closely at their child’s learning. We take all parental requests seriously and investigate them all. Frequently, the concern can be addressed by Quality First Teaching or some parental support. Otherwise, the child is placed at SENS on our SEN/D register.

The SENDCo has access to a range of standardised tests and assessments for children. She can use these assessments to add to and inform teachers’ own understanding and assessments of a child.

Although the school can identify special educational needs, and make provision to meet those needs, we do not offer diagnoses. Parents are advised to contact their GP if they think their child may have ASD or ADHD or some other disability.

**Working with Parents and Children**

We aim to have good and informative relationships with all of our parents. If a child is experiencing difficulties, parents will be informed either at parents’ meetings (autumn and spring terms) or during a meeting to discuss difficulties the child may be having.

It should not come as a surprise to a parent to learn that their child is being identified as having SEN.

Once a child has been identified as having SEN, the class teacher will invite the parents to a meeting to:

- formally let them know that their child is being placed at SENS,
- discuss assessments that have been completed,
- agree a plan and provision for the next term.

This is part of the graduated approach cycle of ‘Assess, Plan, Do, Review ‘required in the Code of Practice. Depending on their age, and their interest, the child may be invited to attend all or part of the meeting.

Records are kept of these meetings and copies are shared with parents. Thereafter, parents and children are invited to a meeting at least each term to review progress made, to set targets and agree provision for the next term. In the summer term, there is an annual review of the progress.

### **Paperwork for children at SENS (SEN support)**

Once a child has been identified as needing SENS the following paperwork is completed:

- At the beginning of the academic year a one-page-plan is used to record the child's strengths and interests, what they enjoy about school, what they find hard and what helps them to achieve. The plan records specific and challenging targets for the child to achieve, together with the personalised provision (which may be 1-1 or in a small group) to be put in place to enable the child to achieve these targets.

This is completed with the child and the SENDCo initially and then the class teacher takes this on. The information will be reviewed and new targets set as soon as a target is met 3 times consistently.

- In every lesson staff in the classroom direct pupils to their target sheet and help them to focus on the target or targets appropriate for that lesson.

### **Moving to an EHCP (Education, Health and Care Plan)**

If children fail to make progress, in spite of high quality, targeted support at SENS, we may apply for the child to be assessed for an EHC Plan. Generally, we apply for an EHC Plan if:

- The child is Looked After and therefore additionally vulnerable
- The child has a disability which is life-long and which means that they will always need support to learn effectively
- The child's achievements are so far below their peers that we think it likely that the child may at some point benefit from special school provision.

Children, who we think will manage in mainstream schools, albeit with support, are less often assessed for EHC Plans. Having a diagnosis (e.g. of ASD, ADHD or dyslexia) does not mean that a child needs an EHC Plan.

If the application for an EHC Plan is successful, a member of the Local Authority will call a meeting for parents, the child and the school together with any health or social care professionals who are involved with the family. The meeting will record the child's strengths, their dreams and aspirations as well as the barriers they face. Following the meeting, the LA will produce the EHC Plan which will record the decisions made at the meeting. The process should take 20 weeks.

### **Teaching and Learning**

We believe that all children learn best with the rest of their class. Our aim is for all children to be working independently, in class, at the cusp of their potential. Children with SEN/D and disabilities are entitled to be taught by their teacher, not always by a TA. Teachers aim to spend time each day working with all children with SEN/D, individually or as part of a group.

When allocating additional TA support to children, our focus is on outcomes, not hours: we aim to put in sufficient support to enable the child to reach their challenging targets, but without developing a learned dependence on an adult.

The school has a range of interventions available which are listed and costed on a provision map.

When considering an intervention, we look first at the child's profile of learning in order that we can select the intervention which is best matched to the child.

Targets for children at SENS are deliberately challenging in the attempt to close the attainment gap between the children and their peers. Interventions are often crucial in closing these gaps, so are monitored closely by both the class teacher and by the SENDCo, who monitors progress towards the targets during the intervention and overall progress after the intervention.

- Interventions tend to be planned in six week blocks with a three week review to check the intervention is being effective
- At the end of each block, children's progress towards their targets is assessed and recorded
- A decision is then made as to whether to continue the intervention, to swap to a new intervention, or to allow a period of consolidation in class

The SENDCo monitors interventions to identify 'what works'.

### **Adaptations to the curriculum, teaching and Learning Environment**

St Cuthbert with St Matthias CE Primary is disability-friendly with a lift to all floors. We generally find that no additional adaptations to the building are necessary for children with physical disabilities.

Other adaptations to the physical environment will be made, as appropriate, to accommodate children with other sensory disabilities.

All of our classrooms are inclusion-friendly: we aim to teach in a way that will support children with tendencies towards dyslexia, dyspraxia, ASD etc. This good practice supports all children but is vital for those who particularly need it.

All of our children access the full National Curriculum, and we recognise achievement and expertise in all curricular areas. As part of normal class differentiation, curriculum content and ideas can be simplified and made more accessible by using visual, tactile and concrete resources.

### **Access to extra-curricular activities**

All of our children have equal access to before school, lunchtime and after school clubs which develop engagement with the wider curriculum. Where necessary, we make accommodation and adaptation to meet the physical and learning needs of our children. Class trips are part of our curriculum and we aim for all children to benefit from them. No child is excluded from a trip because of SEN, disability or medical needs.

### **Staff Expertise**

All of our teachers are trained to work with children with SEN. Some are very experienced, and others less so, but all have access to advice, information, resources and training to enable them to teach all children effectively.

We offer training and self-help opportunities through access to in-house or Local Authority courses, provision of books or guidance towards useful websites.

Some of our support staff have Learning Mentor training which helps them to support children with social, emotional and mental health difficulties others have training in Speech and Language and Language Development.

Other support staff have expertise and training on other areas or specific interventions. All TAs work with children with SEN and disabilities.

The SENDCO is an experienced teacher and SENDCO. She offers training and advice and shares resources with all staff. If we identify information we cannot access without the aid of additional, more specialist help, the school is able to refer to or buy-in additional expertise from the local authority. This includes access to Educational Psychologists and Advisory Teachers.

### **Children with social, emotional and mental health needs**

Behaviour is not classified as SEN/D. If a child shows consistent unwanted behaviours, the class teacher will assess the child's needs, taking into account family circumstances and the child's known history of experiences. If the child's behaviour is felt to be a response to trauma or to home-based experiences (e.g. bereavement, parental separation) we complete a CAF with the family and support the child through that process.

If parents and school are concerned that the child may have mental health needs, we encourage parents to complete a referral form for Child and Adolescent Mental Health services (CAMHs) or attend one of the informal drop-ins CAMHs arranges in the school for parents.

If the child is felt to have long-term social, emotional or mental health needs- for example with anger management- the school offers a range of social skills or therapeutic interventions. These are generally delivered by the Learning Mentor, trained TAs, our Play Therapist or our Music Therapist who develop good, trusting relationships with the children.

All children's behaviour is responded to consistently, in line with our Behaviour Policy, although reasonable adjustments are made to accommodate individual needs.

The school has a zero-tolerance approach to bullying, especially towards children with SEND. We will actively investigate all allegations and, if there is cause, work with both the bully and the victim to improve their social skills.

### **Transition Arrangements**

#### Transition into and within school

We understand how difficult it is for children and parents as they move into a new class or a new school and will do what we can, according to the individual needs of the child, to make transitions between classes, including from the nursery, as smooth as possible. This may include, for example:

- Additional meetings for the parents and child with the new teacher;
- Additional visits to the classroom environment in order to identify where the toilets are, where the pegs are etc;
- Opportunities to take photographs of key people and places in order to make a transition booklet.

Enhanced transition arrangements are tailored to meet individual needs.

#### Transition to Secondary School

Transition reviews for Year 6 pupils are held, where possible, in the Summer Term of Year 5 or the Autumn term of Year 6. The secondary school SENDCO is invited to Annual Reviews and other review meetings. Additional transition arrangements may be made at these reviews e.g. extra visits, travel training etc.

### **Governors**

It is the statutory duty of the governors to ensure that the school follows its responsibilities to meet the needs of children with SEND following the requirements of the Code of Practice 2015. The Governor with particular responsibility for SEND is Jennie Dalton. She meets with the SENDCO at least termly to discuss actions taken by the school.

### **Complaints**

The school works, wherever possible, in partnership with parents to ensure a collaborative approach to meeting pupils' needs. Any complaints are taken seriously and are heard through the school's complaints policy and procedure.

### **RBKC Local Offer**

The purpose of the local offer is to enable parents and young people to see more clearly what services are available in their area and how to access them. It includes provision from birth to 25, across education, health and social care. RBKCs Local Offer is available through the RBKC website.

In addition, 'Full of Life' provides support for RBKC children and young people with additional needs and disabilities. It includes information about activities and breaks available for RBKC children with SEN/D as well as information for parents about benefits.

### **Equal Opportunities**

The school is committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring, non-judgmental attitude throughout the school

### **Review Framework**

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance)

Reviewed February 2017