



**The Haven VA CE/Methodist Primary School**  
**Special Educational Needs and Disability Policy**  
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Head Teacher: Sharon Trathen

Special Educational Needs Co-ordinator: (SENCO) Mrs Jo Trott

Chair of Governors: Mrs Nicky Soars

SEND Governor: Mrs Nicky Soars

Designated Teacher for Looked After Children: Mrs Sharon Trathen

Designated Safeguarding Lead: Mrs Sharon Trathen

Deputy Designated Safeguarding Leads: Mrs Jemma Langley and Mrs Jo Trott

**Policy Date: May 2017 - Review Date: May 2018**

**Our Inclusion Mission Statement**

We recognise that the foundation of good inclusive practice begins with the teacher's responsibility to meet the needs of all children in their class through;

- partnership with support staff
- liaison with specialist staff from the Inclusion Team
- classroom organisation
- resources used
- teaching style
- differentiation
- liaison with external agents

## **Introduction**

This policy sets out our approach to supporting children with special educational needs and disabilities (SEND). For more information about how we support children with SEND, please also see our SEN Information Report that is updated annually.

<http://www.thehaven.e-sussex.sch.uk>

There is information about the support that the Local Authority and other services provide in the East Sussex Local Offer for SEND.

<http://www.eastsussex.gov.uk/childrenandfamilies/specialneeds/localoffer>

Other school policies that include information that may be important for pupils with SEND are found on the following link: <http://www.thehaven.e-sussex.sch.uk>

*Social policy*

*Equalities policy*

*Anti-bullying policy*

*Safeguarding policy*

*Pupils with Medical Conditions Policy*

The policy is divided into sections:

1. Leadership and Management of SEN
2. The kinds of special educational needs that are provided for in our school
3. Identification and Assessment of SEN
4. Working in partnership with parents
5. Involving *children/young people*
6. Assessing and reviewing outcomes
7. Transition
8. The approach to teaching children with SEN
9. Curriculum and learning environment
10. Training and continuing professional development (CPD) for staff
11. Evaluating the effectiveness and impact of SEN provision
12. Inclusion
13. Emotional and social development and well-being
14. Involving specialists
15. Funding for SEN
16. Data Protection

***There is a Jargon Buster on page 12 to help you.***

## **1. Leadership and Management of SEND**

### **The Head Teacher & SENCO**

Our SENCO has day-to-day responsibility for the operation of SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have Education, Health and Care Plans (EHCPs). Our SENCO provides professional guidance to colleagues and works closely with staff, parents and other agencies. Our SENCO is aware of the provision in the Local Offer and works with professionals providing a support role to families to ensure that our pupils with SEND receive appropriate support and high quality teaching.

### **The school's Inclusion Team *consists of***

Our Head Teacher - Sharon Trathen

Our SENCO - Jo Trott

Our SEND Governor - Nicky Soars

### **The Governors**

Our Governing Body fulfils its statutory duty towards *children/young people* with SEND in accordance with the guidance set out in the SEND Code of Practice. In particular, the governing body, ensures:

- arrangements are in place in school to support pupils with medical conditions
- an SEN information report is published annually
- there is a qualified teacher designated as a SENCO for the school.

In addition, our governing body works with the Head Teacher and SENCO in determining the strategic development of SEND policy and provision, including establishing a clear picture of the resources available in the school.

The governing body also ensures that the school meets its responsibilities under the Equality Act 2010 with regard to admissions, reasonable adjustments and access arrangements and publishes information about this that includes specific and measurable objectives.

## **2. The kinds of special educational needs that are provided for in our school**

The areas of need that are described in the SEND Code of Practice are:

- **Communication and interaction** – this includes children with speech language and communication needs (SLCN) and those with an autism spectrum disorder (ASD) including Asperger’s Syndrome.
- **Cognition and learning** – this includes children with moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). This also includes children with specific learning difficulties (SpLD) such as dyslexia, dyscalculia and dyspraxia.
- **Social, emotional and mental health difficulties** – social, emotional and mental health difficulties may manifest themselves in many ways including becoming withdrawn or isolated, as well displaying challenging, disruptive or disturbing behaviour. Other children may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder.
- **Sensory and/or physical needs** - this includes children with visual impairment (VI), hearing impairment (HI), multi-sensory impairment (MSI) and physical disability (PD).

## **3. Identification and Assessment of SEN**

### **Definition of Special Educational Needs and Disability**

A pupil has SEND 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.

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

- has a significantly greater difficulty in learning than the majority of others of 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.

We will assess each pupil’s current skills and level of attainment on entry to the school. We will make regular assessments of progress for all pupils. These will seek to identify pupils making less than expected progress given their age and individual circumstances.

This is 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
- widens the attainment gap

The first response to less than expected progress will always be high quality teaching targeted at the pupil's area of weakness.

In identifying a child as needing SEND support, the class teacher, working with the Inclusion Team, will carry out a clear analysis of the pupil's needs including the individual's development in comparison to their peers and national data.

Slow progress and low attainment do not necessarily mean that a child has SEN. Equally, attainment in line with chronological age does not necessarily mean that there is no learning difficulty or disability.

Difficulties related solely to limitations in English as an additional language are not SEN.

Persistent disruptive or withdrawn behaviours do not necessarily mean that a child has SEN.

We are alert to emerging difficulties and respond early. For some children, SEND can be identified at an early age. However, for other children difficulties become evident only as they develop.

We recognise that parents know their children best and listen and understand when parents express concerns about their child's development. We invite parents to join with the Inclusion Team for Structured Conversations that can help to identify ways in which we can work together to meet the child's needs. We also listen and address any concerns raised by children themselves.

Where it is decided to provide a pupil with SEN support, the decision will be recorded in school records and we will formally notify parents. We are required to make data on the levels and types of SEND within the school available to the Local Authority. This data, collected through the School Census, is also required to produce the national SEN information report. SEN support will be adapted or replaced depending on how effective it has been in achieving the agreed outcomes.

Where children are identified as requiring SEN support, this support takes the form of a four-part cycle known as the graduated approach. The stages are:

- Assess – draw on information from school assessment, the child's views, parent/carer views, teacher views, information from external agencies.
- Plan – agree on interventions, support and expected outcomes. Record this information using the agreed format.
- Do – implement the plan. The class teacher remains responsible for the progress of the child and assessing the impact of the plan.
- Review – assess the impact of the support. Revise the plan in light of the outcomes and go back to the beginning of the cycle.

In East Sussex, an Additional Needs Plan is used when, despite the appropriate targeted support, a child continues to make little or no progress or to work at levels

considerably below those of their peers. Many of these children could be receiving support from other agencies.

If a child has not made expected progress despite taking relevant and purposeful action to identify, assess and meet the needs of a child with SEND, consideration will be given to requesting an Education, Health and Care (EHC) assessment. This request can be made by the school or by parents.

In considering whether an EHC needs assessment is necessary, the Local Authority will consider the evidence of the action already being taken by the school to meet the child's needs. An EHC needs assessment will not always lead to an EHC plan.

The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child, to secure improved outcomes for them across education, health and social care and, as they get older, prepare them for adulthood. The EHC plan also specifies the arrangements for setting shorter term targets at school level.

#### **4. Working in partnership with parents**

We are committed to working in partnership with parents and carers.

We will:

- Encourage parents to communicate at the earliest possible convenience with the Inclusion Team to discuss / resolve concerns.
- Have regard to the views, wishes and feelings of parents.
- Provide parents with the information and support necessary to enable full participation in decision making.
- Support parents in order to facilitate the development of their child to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.
- Meet with the parents of child(ren) at least three times each year.
- Provide reports for parents on their child's progress.

If there are any disagreements with parents about SEN support for their child, we will work with them to try to resolve these. If parents have a complaint they can use the school's complaints procedure. Details about this are available from the school office or on the school website.

<http://www.thehaven.e-sussex.sch.uk>

#### **5. Involving children/young people**

We are committed to involving children with SEND in decisions about their learning. We will:

- Have regard to the views, wishes and feelings of children.
- Provide children with the information and support necessary to enable full participation in decision making.
- Support children to support their development and help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.

## 6. **Assessing and reviewing outcomes**

We record evidence of pupil progress, with a focus on outcomes and a rigorous approach to the monitoring and evaluation of any SEN support provided. We record details of additional or different provision made under SEN support. This forms part of regular discussions with parents about the child's progress, expected outcomes from the support and planned next steps.

Through the Additional Needs Plan, SEN support takes the form of a four part cycle: assess, plan, do and review. Decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes.

Clear dates for reviewing progress are agreed at the structured conversations and the parent, pupil and teaching staff will be clear about how they will help the pupil reach the expected outcomes. The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

### **Reviewing an EHC plan**

EHC plans are used to actively monitor children's progress towards their outcomes and longer term aspirations. They must be reviewed as a minimum every 12 months. Reviews will be undertaken in partnership with the child and their parents/carers, and will take account of their views, wishes and feelings. The review will focus on the child's progress towards achieving the outcomes specified in the EHC plan. The review will also consider whether these outcomes and supporting targets remain appropriate. Parents, a school representative, a Local Authority SEN officer, a health service representative and a Local Authority social care representative may be invited to the review meeting.

Before the meeting we will:

- give notice to all parties at least two weeks before the meeting and seek advice and information about the child
- send out any advice or information gathered to all those invited at least two weeks before the meeting.

We will prepare and send out a report of the meeting to everyone invited within two weeks of the meeting.

Where a child is looked after by the Local Authority, we will endeavour to synchronise EHC plan reviews with social care reviews.

## **7. Transition**

The great majority of children with SEND, with the right support, can find work, be supported to live independently, and participate in their community. We encourage these ambitions right from the start. Our SEN support includes planning and preparation for the transitions between phases of education, key stages, year groups and preparation for adult life. We will agree with parents and pupils the information to be shared as part of this process. We support children so that they are included in social groups and develop friendships. This is particularly important when children are transferring from one phase of education to another.

If a child has an EHC plan, this will be reviewed and amended in sufficient time prior to moving between key phases of education. The review and any amendments must be completed by 15 February in the calendar year of the transfer.

## **8. The approach to teaching children with SEND**

We set high expectations for all pupils whatever their prior attainment. We use assessment to set targets which are deliberately ambitious. We deliver high quality teaching that is differentiated and personalised and meets the individual needs of the majority of children. Some children need educational provision that is additional to or different from this and we use our best endeavours to ensure that such provision is made for those who need it.

## **9. Curriculum and learning environment**

All pupils have access to a broad and balanced curriculum. In the details of the curriculum provided in each year, we include details of how the curriculum is adapted or made accessible for pupils with SEND. Lessons are planned to address potential areas of difficulty and to remove barriers to pupil achievement. We do what is necessary to enable children to develop, learn, participate and achieve the best possible outcomes irrespective of whether that is through reasonable adjustments for a disabled child or special educational provision for a child with SEN.

## **10. Training and continuing professional development (CPD) for staff**

We regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes, identifying particular patterns of need in the school, reviewing, and where necessary improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered.

Where interventions are required, we ensure staff have sufficient skills and knowledge to deliver the intervention effectively.

The quality of teaching for pupils with SEND, and the progress made by pupils, is a core part of the school's performance management arrangements and its approach to professional development for all teaching and support staff.

#### **11. Evaluating the effectiveness and impact of SEND provision**

We maintain an overview of the programmes and interventions used with different groups of pupils to provide a basis for monitoring their effectiveness and impact. We use systems to monitor the progress and development of all pupils. This helps us to develop the use of interventions that are effective and to remove those that are less so.

We will publish an annual SEN Information report on the school website.

#### **12. Inclusion**

We are committed to eliminating discrimination, promoting equality of opportunity and fostering good relationships. Pupils with SEND engage in the activities of the school together with those who do not have SEND, and are encouraged to participate fully in the life of the school and in any wider community activity.

#### **13. Emotional and social development and well-being**

We have introduced the Thrive approach in order to support our children's emotional, mental and social development. We provide extra pastoral support arrangements for listening to the children's views and implementing measures to prevent bullying. We make provision for pupils' spiritual, moral, social and cultural development.

#### **14. Involving specialists**

We will always involve a specialist where a child makes little or no progress over a sustained period or where they continue to work at levels substantially below those of pupils at a similar age, despite evidence-based SEN support delivered by appropriately trained staff. Parents are always involved in any decision to involve specialists. We may involve specialists at any point to advise on early identification of SEND and effective support and interventions.

We work with parents and agencies to consider a range of evidence-based and effective teaching approaches, appropriate equipment, strategies and interventions to support the child's progress. Together, we agree the needs of the child, responsibilities and outcomes to be achieved through the support, including a review. Records of involvement of specialists are kept and shared with parents and teaching staff.

Where a child is looked after by Local Authority, we will work closely with other relevant professionals involved in the child's life as a consequence of being looked after.

We work closely with the Local Authority and other providers to agree the range of local services and clear arrangements for making appropriate requests. Some services may be commissioned directly.

## **15. Funding for SEND**

We have an amount identified within our overall school budget, called the notional SEND budget. This is not a ring-fenced amount. We provide high quality appropriate support from the whole of our school budget including any resources targeted at particular groups such as children who are disadvantaged.

The Local Authority provides additional top-up funding where the cost of the special educational provision required to meet the needs of an individual pupil exceeds the nationally prescribed threshold.

In some circumstances, parents may request a Personal Budget. A Personal Budget is an amount of money identified by the Local Authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision.

## **16. Data Protection**

Education Health Care plans (EHC plans) will be kept securely so that unauthorised persons do not have access to it. EHC plans will not be disclosed without the consent of the child's parents *or the child*, except for specified purposes or in the interests of the child.

See our Freedom of Information policy for more information.

<http://www.thehaven.e-sussex.sch.uk>

**If you have any questions about this policy please contact the SENCO or Head Teacher as detailed above.**

This policy sets out our approach to supporting children with special educational needs and disabilities (SEND). For more information about how we support children with SEND, please also see our SEN Information Report that you can find on our website.

<http://www.thehaven.e-sussex.sch.uk>

This policy was developed by Jo Trott

This policy was written on 24.05.17

Parental Consultation completed on 24.05.17

Ratified by Governors.....

Review due May 2018

## **Regulations**

The Special Educational Needs and Disability Regulations 2014

Government guidance about SEN :

<https://www.gov.uk/government/publications/special-educational-needs-and-disabilities-send-reform-letters>

<https://www.gov.uk/government/publications/sen-and-disability-support-changes-information-for-young-people>

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

<https://www.gov.uk/government/publications/send-managing-changes-to-legislation-from-september-2014>

## **Jargon Buster**

ASD - Autism Spectrum Disorder

EHCP – Education and Health Care Plan

HI - Hearing Impairment

MLD - Moderate Learning Difficulties

MSI - Multi-sensory Impairment

PD - Physical Disability

PMLD - Profound and Multiple Learning Difficulties

SEN – Special Educational Needs

SEND - Special Educational Needs and Disability

SLCN - Speech Language and Communication Needs

SLD - Severe Learning Difficulties

SpLD - Specific Learning Difficulties

VI - Visual Impairment