

Mayfield CE Primary School

Special Educational Needs and Disability Policy

December 2017

This policy will be reviewed by the Full Governing Body
annually or earlier if considered necessary

Signed:

Date:



Special Educational Needs and Disability Policy

Mayfield Church of England Primary School
Fletching Street
Mayfield
East Sussex
TN21 0UW
01435 873185

Email office@mayfieldcep.e-sussex.sch.uk

Website www.mayfieldcep.e-sussex.sch.uk

Head Teacher: Miss S Curtis
Special Educational Needs Co-ordinator: Mrs S Thomas
Chair of Governors: Mr D Robson
SEN Governor: Mrs P Spurrell and Mrs L Dear
Designated Teacher for looked after children: Mrs S Thomas
Designated Safeguarding Leaders: Miss J Warren (lead), Mrs L Martin (deputy)

Our Vision for Children

At Mayfield Church of England Primary School, our aims are guided by our Christian values. This means that children are at the centre of everything we do. We work in close partnership with parents, carers and the wider community to make sure our children respect themselves, others and the world in which they live.

We want our school to be an inspiring, safe, caring and fun environment where everybody matters; children are happy to learn, challenge themselves and do their very best.

Through excellent teaching and care, we will support and prepare our children so that they achieve their full potential and are ready for their future lives. Guided by our Christian focus, we will give our children wings to soar.

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 *Information Report for SEND* that is updated annually.

www.mayfieldcep.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 SEN.

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

Other school policies that include information that may be important for pupils with SEND are:

Accessibility Action plan

Anti-bullying policy

Behaviour and Discipline policy

Disability Discrimination policy

Equality policy

Inclusion policy

Policy for supporting Pupils with Medical Conditions

Spiritual, Moral, Social and Cultural Values policy

The policy is divided into sections:

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

1. Leadership and Management of SEND

The SENDCo

Our SENDCo has day-to-day responsibility for the operation of the SEND policy and coordination of specific provision made to support individual pupils with SEND, including those who have a statement or Education, Health and Care Plan (EHCP). Our SENDCo provides professional guidance to colleagues and will work closely with staff, parents and other agencies. Our SENDCo is aware of the provision in the East Sussex County Council 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.

Our SENDCo is Sue Thomas. She achieved the National Award in Special Educational Needs Co-ordination in September 2014.

The Governors

Our Governing Body fulfils its statutory duty towards children with SEND or disabilities 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 (3.66)
- an SEND information report is published annually (6.79)
- there is a qualified teacher designated as a SENDCo for the school (6.84)

In addition, our governing body works with the SENDCo and the Head Teacher in determining the strategic development of SEND policy and provision, including establishing a clear picture of the resources available in the school. The SENDCo has the responsibility of reporting to the full governing body three times a year. Governors are encouraged to challenge the school data presented.

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.

(6.87, 6.97, 6.90, 3.8, 1.27, 1.28, xix, xxi)

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

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

- **Communication and interaction** - this includes children with speech language and communication needs (SCLN) and those with 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 as displaying challenging, disruptive or disturbing behaviour. Other children may have disorders such as attention deficit disorder, attention deficit hyperactive disorder 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).

Children with any of these needs can be included in our school community.

3. Identification and Assessment of SEND

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.

We assess each pupil's current skills and level of attainment on entry to the school. Pupils receive assessments in reading, writing and maths every term. Regular pupil progress meetings with the child's teacher and the Senior Leadership Team identifies when a child is 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 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 SENDCo, 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 SEND. Equally, attainment in line with chronological age does not necessarily mean that there is no learning difficulty or disability. (6.15, 6.17, 6.23, 6.45)

Difficulties related solely to limitations in English as an additional language are not SEND. Persistent disruptive or withdrawn behaviours do not necessarily mean that a child has SEND. (6.21, 6.24)

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. (6.20)

We recognise that parents know their children best and listen and understand when parents express concerns about their child's development. We also listen and address any concerns raised by the children themselves.

The school uses the East Sussex Matrix to support their decision to place a pupil on the SEND register. Where it is decided to place a child on the SEND register and provide extra SEND support the decision is recorded in the school management system (SIMS) and parents are formally notified. 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 SEND information report. (6.43, 6.48, 6.73, 6.83)

The SEND support each child receives and the child's personal outcomes are written on the class provision map, which is reviewed every term. This extra support is adapted or replaced depending on how effective the intervention has been in achieving the agreed outcomes.

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 are likely to be receiving support from other agencies.

Where, despite taking relevant and purposeful action to identify, assess and meet the SEND of the child, the child has not met expected progress, consideration will be given to requesting an Education, Health and Care (EHC) assessment. This request can be made by the school or by the parents. (6.63)

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 SEND. An EHC needs assessment will not always lead to an EHC plan. (6.63)

The purpose of an EHC plan is to make special educational provision to meet the special 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. (9.2)

4. Working in partnership with parents

The school is committed to working in partnership with parents and carers. We will:

- Have regard to 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.
- Provide an annual report for parents on their child's progress.

The SENDCo meets at least three times a year for a structured conversation with parents of children on the SEND register. The child's strengths and needs are discussed and decisions are made with parents and school about the type of support to be put in place. The school works closely with parents to ensure that strategies

and support are consistent between home and school.

Where a child has a specific diagnosis or medical condition, the school is able to put the parents in touch with local support groups where they can talk with parents with children who have similar needs or disabilities.

If there are any disagreements with parents about SEND 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 complaint procedure. Details about this are available from the school office or on the school website:

(1.1, 6.64, 6.65, 11.71)

5. Involving children

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

- Have regard to views, wishes and feelings of children through regular pupil voice meetings and discussion of targets and outcomes.
- Provide children with the information and support necessary to enable full participation in decision-making.
- Support children to develop independent strategies to support their development and help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood. (1.1)

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 SEND support provided. We record details of additional or different provision made under SEND support. This forms part of regular discussions with parents about the child's progress, expected outcomes from the support and planned next steps. (6.72, 6.73)

SEND 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. This is known as the graduated approach. (6.64)

Clear dates for reviewing progress are agreed and the parent, pupil and teaching staff will be clear about how they will help the pupil reach the expected outcomes. This effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date. (6.43, 6.53)

Reviewing the 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 twelve months. Reviews will be undertaken in partnership with the child and their parents, and will take account of their views, wishes and feelings. The review will focus on the child's progress towards achieving the 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 will 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. (9.166, 9.168, 9.176, 6.56)

Where a child is looked after by the Local Authority, we will endeavour to synchronise EHC plan reviews with social care reviews. (10.20)

7. Transition

The great majority of children with SEND or disabilities, 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 SEND 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 and facilitate opportunities for children so that they are supported 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. (6.57, 8.7, 8.8)

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 transfer. (9.179)

8. The approach to teaching children with SEN

We set high expectations for educational provision for all pupils whatever their prior attainment. We use assessment to set targets which are aspirational. We deliver high quality teaching that offers challenge to all children. Some children require adjustments to the provision in order that they can access the curriculum at a level that is appropriate to them. (1.24, 6.12)

9. Curriculum and learning environment

All pupils have access to a broad and balanced curriculum. Lessons are planned to address potential areas of difficulty and to remove barriers to pupil achievement. Details of how the curriculum is adapted or made accessible for pupils with SEND is found in our class provision maps, reviewed every term and in the teacher's planning. 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 SEND. (6.12, 6.82, 1.34)

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

We regularly and carefully review the quality of teaching and learning 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. (6.37, 6.77)

The SENDCo is responsible for assessing the skills and knowledge of staff and arranges necessary training and support to ensure that they have the sufficient skills and knowledge to deliver interventions effectively. Staff working with the children are accountable for the interventions they deliver and track the progress of pupils against their agreed outcomes. There is regular monitoring and observations of interventions by the SENDCo. TAs peer moderate their tracking sheets and review outcomes every term. (6.50)

The quality of teaching for pupils with SEN, 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. TA performance management targets closely link to the careful tracking of progress and attainment of vulnerable learners and the monitoring of the quality of interventions. (6.4)

Evaluating the effectiveness and impact of SEN 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 information 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. (6.74, 6.76, 6.77)

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

11. 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. (xix, 8.8)

12. Emotional and social development and well-being

We support the emotional, mental and social development of children with SEN and disabilities by providing extra pastoral support arrangements for listening to their views and implementing measures to prevent bullying. (4.32) We make provision for pupils' spiritual, moral, social and cultural development.

13. 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 SEND 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. (6.59)

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 needs to be achieved through the support, including a date by which it is reviewed. Records of involvement of specialists are kept and shared with parents and teaching staff. (6.59, 6.62, 3.7, 3.25)

Where a child is looked after by the Local Authority, we will work closely with other relevant professionals involved in the child's life as a consequence of being looked after. (10.7)

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. (6.61, 3.13)

14. Funding for SEN

We have an amount identified within our overall school budget, called the notional SEN 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 the pupil premium. (6.96, 6.97)

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 national prescribed threshold. (6.99)

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. (9.95, 9.98)

15. Data Protection

Education Health Care 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, except for specified purposes or in the interests of the child. (9.211)

See our Data Protection policy for more information.

If you have any questions about this policy please contact the SENDCo 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 SEND Information Report that you can find on our school website.

Appendix: Legislation and policies

Statutory policies for schools

Schools are required to have the following policies in place:
(DfE advice published February 2014)

- Accessibility Plan
- Admission arrangements
- Behaviour principles written statement
- Child Protection policy and procedures
- Complaints procedures
- Data Protection
- Early Years Foundation Stage
- Equality information and Objectives Statement
- Health and safety
- Home-school agreement document
- Published School Information
- School Behaviour
- Sex Education
- Supporting pupils with medical conditions

Relevant but non-statutory policies include:

Anti-bullying
Teaching and Learning

Regulations and legislation relevant to this policy

Following sections of Children and Families Act 2014

- Co-operating generally: governing body functions: section 29
- Children with SEN but with no EHC plan: section 29
- Children with SEN in maintained nurseries and mainstream schools: section 35
- Using best endeavours to secure special educational provision: section 63
- SEN co-ordinators: section 64
- Informing parents and young people: section 65
- SEN information report: section 65
- Duty to support pupils with medical conditions: section 100

Equality Act 2010

Education Act 1996

Data Protection Act 1998

The Special Educational Needs and Disability Regulations 2014

Government guidance about SEN:

<https://www.gov.uk/government/publications/special-educational-needs-and-disabilities-send-reforms-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-managingchanges-to-legislation-from-september-2014>

Other government guidance

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

<https://www.justice.gov.uk/tribunals/send/appeals>

<https://www.gov.uk/government/publications/national-award-for-sen-co-ordination-learning-outcomes>

<https://www.sendpathfinder.co.uk/infopacks/>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools-2>

