



## **SPECIAL EDUCATIONAL NEEDS POLICY**

Review Date: October 2018

**“Every child has an entitlement to personal, social and intellectual development and must be given the opportunity to achieve his/her potential in learning”.**

NASEN Mission statement

### **1. Introduction**

The Special Educational Needs and Disability Code of Practice: 0-25 (2014) states that a child or young person has SEND 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 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

Many students during their time at school may experience difficulties, long or short term, and these may encompass intellectual, physical, sensory, social, emotional, behavioural and/or speech and language areas.

Every student is seen as having individual needs, and the school strives to ensure that everyone feels equally valued and fully included within the school community.

The implementation of this policy is the responsibility of the Head Teacher and all teaching and classroom support staff.

### **2. Purpose**

We, at Monkshouse Primary School, believe that each pupil has individual and unique needs. However, some pupils require more support than others and we acknowledge that a significant proportion of pupils will have special educational needs (SEND) at some time in their school career. Many of these pupils may require help throughout their time in school, while others may need a little extra support for a shorter period of time. If these pupils are to achieve their full potential, we must recognise this and plan accordingly. The objective of the Special Educational Needs Policy is to improve the learning and raise the achievement of students with special educational needs.

We aim, through an inclusive curriculum, to:

- Identify and meet the needs of all SEND pupils as soon as possible.
- Enable every pupil to experience success.
- Promote individual confidence and a positive attitude.

- Ensure that all pupils, whatever their special educational needs, receive appropriate educational provision through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning.
- Give pupils with SEND equal opportunity to take part in all aspects of the school's provision, as far as is appropriate.
- Use resources effectively to support children with SEND.
- Identify, assess, record and regularly review pupil's progress and needs, involving pupils in their own target setting where appropriate.
- Work in partnership with parents/carers and pupils to plan and support at all stages of the pupil's development, seeking and taking all views into account.
- Work collaboratively with outside agencies and support services.

### **3. Roles and Responsibilities**

Provision for pupils with special educational needs is a matter for the school as a whole. It is each teacher's responsibility to provide for pupils with SEND in his/her class, to recognise the need for differentiation and employ a range of teaching and learning styles to meet the individual needs. All staff are responsible for helping to meet an individual's special educational needs and for following the school's procedures for identifying, assessing and making provision to meet those needs

1. The Special Educational Needs Co-ordinator (SENCO), Mrs Sally Wickham, is responsible for:
  - Writing and reviewing the SEND policy
  - Overseeing the day to day implementation of the SEND policy and resources
  - Maintaining the school's SEND register and records, ensuring that the school keeps the records of all pupils with SEND up to date
  - Helping staff to identify pupils with SEND
  - Co-ordinating provision for pupils with SEND, with the support of class teachers, through the setting up of in-class support, intervention programmes and the teaching of individual and small groups of SEND pupils
  - Monitoring and evaluating the progress of pupils with SEND through the use of assessments, book scrutinies, observations and the school tracking system.
  - Contributing to the in-service training of staff
  - Liaising with and supporting class teachers in devising strategies, monitoring and reviewing individual targets, setting targets appropriate to the needs of the pupils and advising on appropriate resources and materials for use with pupils with SEND
  - Organising and leading annual reviews of EHC plans
  - Liaising closely with parents of pupils with SEND, so that they are aware of the strategies that are being used and are involved as partners in the process

- Liaising with outside agencies, arranging meetings and providing a link between these agencies, class teachers and parents
- Carry out referral procedures to the Local Authority and outside agencies.
- Advising on the deployment of the school's delegated budget and other resources to meet pupil's needs effectively
- Working with the head teacher and school governors to ensure they meet their responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Attend area SENCO meetings and training as appropriate.

2. Class teachers are responsible for:

- Identifying students who require extra support in class, raising initial concerns and consulting the SENCO for advice and support
- Including pupils with SEND in the classroom and providing an appropriately differentiated curriculum
- Working on individual pupils' targets in class
- Monitoring individual progress
- Managing teaching assistants in their classrooms on a day to day basis
- Meeting with parents and outside agencies when appropriate

3. Teaching assistants are responsible for:

- Supporting SEND pupils with differentiated activities designed to meet specific individual targets
- Encouraging and promoting pupil independence
- Liaising with teachers and the SENCO, giving feedback and suggesting development
- Working with individuals or groups of pupils
- Helping to prepare resources and adapting materials
- Attending planning and review meetings as appropriate

4. The Governing Body will ensure that:

- The SEND policy is implemented fully
- The success of the implementation of SEND policy and quality of SEND provision is monitored through regular planning with SEND governors
- They have regard to the requirements of the SEND Code of Practice (2014)

The governor with responsibility for SEND is Mrs Rita Garrington. She has regular contact with the SENCO to keep up to date and monitor the school's SEND provision.

#### 4. Provision

- Early action is essential for pupils who need support prior to placement on the SEND register. The SENCO uses the school tracking system to highlight pupils who are falling behind age related expectations and pupils who are not progressing in their learning. Discussion takes place between the SENCO and class teachers about high quality differentiated teaching within class, current Wave 2 intervention and strategies to support. Individual pupil's progress alongside national data and expectations of progress is also discussed.
- Parents/carers are involved prior to placement on the SEND register so that their views and wishes can be ascertained and all procedures can be explained. Agreement can be reached regarding future support as well as the expected impact on progress, development or behaviour, along with a clear date for review. Parents/carers are then regularly updated on their child's progress, through reviews, at least 3 times a year, and are encouraged to become involved in supporting their child at home with individual targets. Pupils will be invited to attend and contribute to each review with their parents. Pupils with EHC plans will also attend their annual reviews.
- Once a pupil has been identified as having SEND, the graduated approach, as set out in the Code of Practice (2014), is put in place – assess, plan, do, review.
- Individual targets are drawn up for each SEND pupil in the form of an ALM (Active Learning Mat). This details the specific targets the pupil is working towards and describes the strategies and arrangements needed to help them to achieve these targets. Pupils and parents will be encouraged to be involved in the process of identifying the targets and reviewing their progress.
- If a pupil continues to make inadequate progress, the SENCO, with the parent/carers consent, may ask for help from specialists outside school. This is in addition to the extra support the school is already providing for the pupil.
- In a very small number of cases, where all school resources have been exhausted, and the pupil is still making inadequate progress, school may request that an Education, Health and Care Plan assessment needs to be undertaken. If the local authority agrees to this request, it will collect information from everyone involved with the pupil and, from this, decide whether to issue an Education Health and Care Plan (EHCP).
- Most SEND pupils have an ALM (Active Learning Mat) which records their current targets. Dates of all interventions and comments on progress against their individual targets can be found in each class intervention folder. Pupils have ownership of their ALM and it is kept in their learning pack within the classroom.
- Pupils on the SEND register may receive extra support from a teacher or teaching assistant, in a group or, when necessary, as an individual. This support may either be given within the classroom or as part of a group intervention away from the classroom. Wherever possible pupils will remain with their Class Teacher as this is where they learn best, with the rest of their class in the classroom. However, there are times when 'additional to, different from' interventions need to be offered to support pupils in their learning. When any additional support is allocated, whether it is delivered by a Teacher, Specialist Teacher or Teaching Assistant, the focus of all

intervention will be on outcomes; our aim is to put in sufficient support to enable our pupils to reach challenging targets, but without developing a learned dependence upon an adult.

- There are a number of shared areas within the school which teaching assistants use for specialised teaching. Student records are stored in a locked filing cabinet in the SEND room.
- Arrangements are made for students with SEND taking statutory tests. These may include a reader, extra time and help with recording, in line with government assessment policy.
- When pupils leave the school, all SEND records are sent on to the new school. The SENCO makes contact with the receiving school's SENCO to ensure continuity of support.
- Inclusive practice is encouraged at all times and the school is always looking at ways of removing barriers to learning. The school has wheelchair access and disabled toilet facilities. (Please see the Accessibility Plan)
- The SEND Code of Practice 2014 requires all local authorities to publish a Special Educational Needs and Disability Local Offer which sets out, in one place, information about the support available for children and young people with Special Educational Needs and Disability. Schools are also required, from September 2014, to publish details of their own SEND information report, detailing provision for pupils with Special Educational Needs and/or a disability. Monkshouse School's SEND information report can be found on the school website.
- At every stage of the SEN process it is our policy to work in partnership with our parents and their child to secure the best possible outcomes.

## 5. Complaints

If parents/carers believe that their child has a learning difficulty which has not yet been identified by the school, or if they are unhappy with the provision the school is making for their child with SEND, they should first talk to the child's class teacher.

If things cannot be resolved by the class teacher, the parent should make an appointment to see the SENCO (Mrs Wickham) or the Head teacher (Mrs Goodsell). Most concerns can be resolved in this way.

If parents are still dissatisfied, they may choose to raise their concerns with the governing body by following the school complaints procedure as outlined in the policy.

Signed \_\_\_\_\_ Chair of Governors      Date:

\_\_\_\_\_ Headteacher      Date: