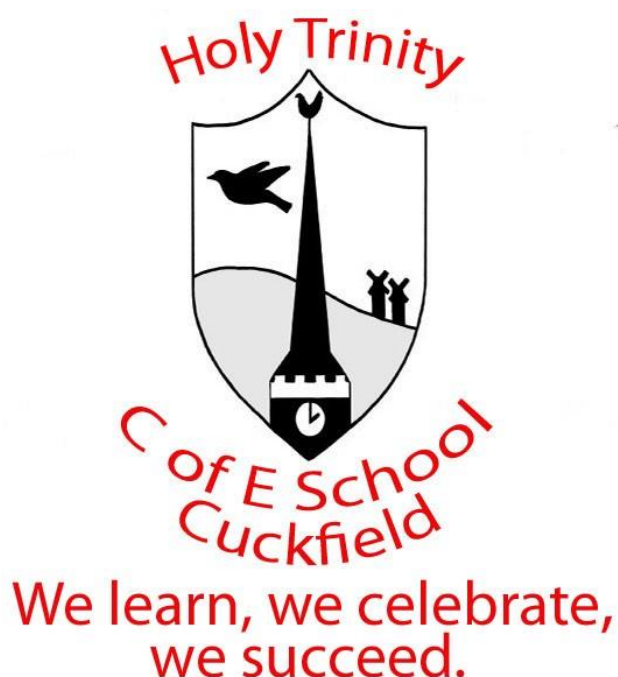


Holy Trinity C.E. Primary School, Cuckfield  
Policy for Special Educational Needs and Disabilities: September 2016

**This policy was re-written in light of The New Code of Practice and Children and Families Act;  
May 2014**

This policy will be reviewed by the Governors as part of their cycle of policy review, or in response to additional guidance from the Department for Education.



**Designated person for Special Educational Needs and Disabilities  
Co-ordination:**

**Samantha Dann (SENCO)**

Awarded National Award in Special Educational Needs Co-ordination  
(University of Chichester: July 2014)  
Member of the Senior Leadership Team

## **Rationale/Aims**

Holy Trinity C.E. Primary School is committed to providing a high quality education to all our children. We believe all children, including those children identified as having 'special educational needs and disabilities' 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 also believe that all children are entitled to an education that enables them to make progress so that they can achieve their best and become confident individuals, preparing them for adult 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 flourish and feel safe. We aim to develop cultures, policies and practices that include all learners. Our approach will engender a sense of community and belonging in a supportive Christian ethos.

The class teacher is responsible as the lead teacher for learning of every child or young person, including those with special educational needs and disabilities (SEND), supported by the Special Educational Needs Co-ordinator (SENCO), Senior Leadership Team (SLT) and support staff.

This policy was written by the SENCO, in consultation with the staff, governors and a group of parent/carers representatives.

## **Purpose**

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, disabilities, attainment and background. We pay particular attention to the provision for and the achievement of different groups of learners:

- Children from Reception to Year 6
- Minority ethnic and faith groups, Travellers, asylum seekers and refugees
- Learners who need support to learn English as an additional or second language (EASL)
- Learners with special educational needs
- Learners who are disabled
- Learners of all abilities, including those who are gifted and talented
- Learners who are looked after by the Local Authority
- Learners who are sick; who are young carers; those who are in families under stress
- Any learners who are at risk of disaffection or exclusion

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.

## **Aims**

As a school we aim:

- To provide an education of the highest quality, where we all strive to meet the needs of all learners;

- To celebrate children's achievements with them, to develop a sense of pride in all they do and enable children to grow in confidence and self-esteem;
- To provide equal opportunities for all children in the school;
- Identify needs as they arise and provide quality first teaching and learning which enable every child to access the curriculum and achieve their best possible outcomes.

### **Special Educational Needs and Disabilities (SEND): Our objectives:**

- To work within the guidance provided in the SEND Code of Practice 2015 and to use our best endeavours to make sure that a child with SEND gets the support they need.
- To operate a 'whole pupil, whole school' approach to the management and provision of support for SEND.
- To provide a SENCO who will work within the SEND policy.
- To ensure the views, wishes and feelings of the child are discussed and taken into account when making decisions and to involve them in the planning and decision making process.
- To ensure parent/carer views and opinions are taken into account when setting targets for their children. This will include daily, termly and long term targets and future outcomes.
- To provide support and advice for all staff working with pupils with SEND.
- Use our best endeavours to make sure that a child with SEND gets the support they need – this means doing everything we can to meet children and young people's SEND.
- To ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND.
- To foster every child with a strong sense of self-belief and the 'I can' attitude to all they undertake in school.
- To develop children's metacognition and encourage them to play an active part in becoming a learner.
- To ensure parents are provided with the information and support necessary.
- To do what is necessary to enable children and young people 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.
- To ensure we focus on inclusive practice and endeavour to remove barriers to learning.
- To regularly review how expertise and resources used to address SEND can be used to build the quality of whole-school provision as our approach, as part of whole school improvement.
- To identify any patterns in the identification of SEND, using a range of assessment tools, monitoring and tracking data. This information will be used to monitor and track progress.
- Teachers will set high expectations for every pupil, whatever their prior attainment.
- Teachers will use appropriate assessment to set aspirational targets which are deliberately ambitious.

- To ensure a child's potential areas of difficulty are identified and addressed at the outset. Lessons should be planned to address identified areas of difficulty and to remove barriers to pupil achievement.
- To ensure all relevant national guidelines are implemented effectively across the school.
- To ensure equality of opportunity for children with SEND and to eliminate prejudice and discrimination against them.
- To continually monitor the progress of all pupils, to identify needs as they arise and to provide support as early as possible.
- To ensure that pupils with SEND are perceived positively by all members of the school community and that SEND and inclusive provision is positively valued and accessed by staff and parents/carers.
- To ensure that we are able to meet the needs of as wide a range as possible of children.
- To enable children to move on from us well-equipped in the basic skills of literacy, numeracy and social independence to meet the demands of secondary school life and beyond.

## Identification

'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'

Special Educational Needs and Disability code of practice 0 – 25: 2015

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 school's monitoring system uses information from the following:

- assessment on entry
- progress measured against national criteria and/or other assessment criteria
- progress towards targets
- standardised screening and assessment tools
- observations of emotional and social development (and the impact of this on a child's behaviour)
- an existing Statement of SEN or Education and Health Care Plan (EHCP)
- assessments by a specialist service such as educational psychology, identifying additional needs
- another school or LEA which has identified or has provided for additional needs
- consultation with locality SENCO group

This information will identify pupils making less than expected progress given their age and individual circumstances and can be characterised by progress which:

- is not in line with year group expectations.
- 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
- wider developmental and social needs

Consideration of whether special educational provision is required will start with the desired outcomes for the pupil, including the expected progress and attainment and the views and wishes of the pupil

and their parents. This will then help determine the support that is needed and whether it can be provided by adapting the school's core offer or whether something different or additional is required.

The four broad areas of need, as outlined in the SEND code of practice 2015 are:

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

While the four broad areas identify aspects of primary areas of need for children and young people, at Holy Trinity School we identify the needs of pupils by considering the whole child, which will include not just the special educational needs of the child or young person. We also appreciate that there may be other factors (other than a SEND) which may have a direct impact on a child or young person not making expected progress, including:

- Disability
- Attendance and punctuality
- Health and welfare
- English as an additional or second language
- Being in receipt of pupil premium funding
- Low socio-economic background
- Being a looked after child
- Being a child of serviceman/woman

## **A graduated approach to SEND support**

Where a pupil is identified as having SEND (and therefore will be listed on the SEND register specifying the SEND category being focused on and listed as 'SEN support'), action will be taken to remove barriers to learning and put effective special educational provision in place. This SEND support will take the form of a **four-part cycle** through which earlier 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**- Assess, Plan, Do, Review (see Appendix 1).

## **SEND Support- Assess**

In identifying a child as needing SEND support, the class teacher, working with the SENCO, will carry out a clear analysis of the pupil's needs. This will draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, as well as information from the school's core approach to pupil progress, attainment and behaviour. It will also draw on other subject teachers' assessments where relevant, the individual's development in comparison to their peers and national data, the views and experience of parents, the pupil's own views and, if relevant, advice from external support services. The SENCO may undertake some additional assessments and classroom observations to further inform the assessment once parent/carer consent has been gained. Parents/carers will be informed as to the outcome of any assessments undertaken.

Outside professionals from health or social services may already be involved with a child. These professionals will liaise with the school to help inform the assessments. Where professionals are not

already working with school staff the SENCO will contact them, if advice is needed, once parents' consent has been sought. Where it is decided that a pupil does have SEND, the decision should be recorded in the school records and the pupil's parents will be informed by the SENCO.

## **SEND Support- Plan**

The teacher and the SENCO will agree in consultation with the parent and the pupil the adjustments, interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This will be recorded on an Individual Education Plan and will be shared with appropriate members of staff who are working with the child. Parents/carers will receive a copy of the education plan, so they can support their child at home.

The appropriate support and intervention will be selected to meet the outcomes identified for the pupil and will be provided by staff with sufficient skills and knowledge.

## **SEND Support- Do**

The class teacher will remain responsible for working with the child on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class teacher, they will still retain responsibility for the pupil. The SEN team will work closely with any support staff or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching to assist with transfer of skills. Learners are encouraged to actively use skills and strategies from interventions across the curriculum. The SEN team will support the class teacher in further assessment of the child's particular strengths and weaknesses, in problem solving and advising on the effective implementation of support. As part of the planning process it will be made clear whether the intervention is additional to, or instead of, their class provision. We will use our best endeavours to make sure that a child with SEND gets the support they need.

## **SEND- Review**

A date for reviewing progress will be agreed and the parents/carers, pupil and teaching staff should each be clear about how they will help the pupil reach the expected outcomes. The overriding purpose of this early action is to help the pupil achieve the identified outcomes and remove any barriers to learning.

The impact and quality of the support and interventions will be evaluated, along with the views of the pupil and their parents/carers. This will feed back into the analysis of the pupil's needs. The class teacher, working with the SENCO, will revise the support in light of the pupil's progress and development, deciding on any changes to the support and outcomes in consultation with the parent and pupil. Parents will have clear information about the impact of the support and interventions provided enabling them to be involved in planning next steps.

## **Managing pupils' needs on the SEND register**

Children who are entered on the SEND register will have an individual educational plan. The targets on this plan are written in a co-productive way with the child, their parents/carers and all staff involved in supporting the child to meet these targets, which are the stepping stones to the future outcomes for each individual child.

The targets are reviewed termly at a dedicated meeting where all key stakeholders are invited to participate. At Holy Trinity School, we plan these meetings to be in line with when whole school data collection is made. Therefore, the information from the assessment data helps to inform what progress the child has made and their targets can be set in line with any significant areas that need supporting.

The targets are reviewed in November, March and June of each academic year, unless there is any reason for reviewing them sooner.

A whole school provision map is drawn up by the SENCO which outlines:

- the nature of need for each child
- the name of the intervention programme
- the named member of staff who will be delivering the intervention
- the frequency of the provision each week

Class teachers timetable the intervention sessions onto their class timetable, so they ensure that this dedicated time is protected and the intervention takes place regularly. Support staff provide the SENCO with feedback sheets so the SENCO can monitor the interventions on a weekly basis.

We provide a range of intervention programmes to support all four broad areas of need, as defined in the Code of Practice. We have also produced a School Report which is available on our school website. The information provided in our School Report contributes to the Local Authority's Local Offer.

## **Involving specialists**

Where a pupil continues to make less than expected progress, despite evidence-based support and interventions that are matched to the pupil's area of need, the school will consider involving specialists. The SENCO liaises with a number of specialists and outside agencies, for example:

- Social Services
- Education Welfare Service
- School Nurse
- Community Paediatrician
- Speech Therapy
- Early Help/Think Family
- Learning Inclusion and Advisory Team

A specialist's involvement will be requested where a pupil continues to make little or no progress over a sustained period or where they continue to work at levels substantially below those expected of pupils of a similar age, despite evidence-based SEND support delivered by appropriately trained staff. The pupil's parents/carers will always be involved in any decision to involve specialists. Referrals will be made by the SENCO, but maybe subject to an agency waiting list. The involvement of specialists and what was discussed or agreed will be recorded and shared with the parents/carers and teaching staff supporting the child in the same way as other SEND support.

The SENCO and class teacher, together with the specialists and involving the pupil's parents/carers, will convene a meeting, where together they can consider a range of evidence-based and effective teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress. They will agree the outcomes to be achieved through the support, including a date by which progress will be reviewed.

SEND support will be adapted or replaced depending on how effective it has been in achieving the agreed outcomes. Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the child or young person has not made

expected progress and is working at the threshold levels as stated in the Guidance and Criteria for Requests for Education Health & Care Needs Assessments booklet, the school or parents/carers should consider submitting a request for an Education, Health and Care assessment.

## **School request for an Education, Health and Care Plan (EHCP)**

If a child has not made expected progress, despite quality first teaching and a period of effective support and interventions using the graduated approach, in agreement with the parents/carers, the school may request the local authority to conduct an assessment of education, health and care needs to determine whether it is necessary to prepare an Education, Health and Care (EHC) plan for the child. An EHC Plan should be created for the child if the special educational provision required to meet the child's needs cannot reasonably be provided from within the resources normally available to the school.

Planning, provision, monitoring and review processes continue as before while awaiting the outcome of the request.

## **Education, Health and Care Plan**

A child who has an Education, Health and Care plan will continue to follow the four part cycle as for SEN Support and receive additional support provided using funds available through the EHCP.

There will be an Annual Review meeting where all relevant stake holders (parents/carers, teacher, external agencies, Special Needs Officer) are invited. This meeting will be chaired by the SENCO, to review the appropriateness of the support and provision and to recommend to the Local Education Authority whether any changes need to be made, either to the EHCP or the funding arrangements for the child.

All families with an approved Education, Health and Care Plan will have a legal right to request a personal budget, if they choose. Parents/carers can directly buy in the support identified in the plan. Parents/carers will be given a choice of whether to take control of the personal budget by agencies managing the funds on their behalf or, where appropriate, by receiving direct payments, if they are suitable, to purchase and manage the provision themselves.

## **Training and resources**

The school has a delegated SEND budget devolved from the school's budget share which is used for funding resources and staffing to ensure high quality provision is provided. We have a dedicated SEND room which stores the majority of the resources and intervention programmes. The resources are regularly updated and audited. The SENCO purchases new intervention programmes and resources based on the identified needs of the children.

We have a special needs teacher who works closely with the SENCO, in providing training to both teaching and support staff. Regular training is delivered to ensure that interventions are being delivered effectively and staff are confident in tailoring their teaching to the needs of the individual learners.

## **Roles and responsibilities**



The Headteacher has responsibility for the day-to-day management of all aspects of the school's work, including children with SEND. The Headteacher, SENCO and SEN Governor keeps the Governing body fully informed and works closely with the SENCO.

The SENCO works closely with colleagues and has responsibility for the day-to-day operation of the SEND policy and for co-ordinating provision for pupils with special educational needs and disabilities.

This involves:

- collation of SEND materials;
- overseeing the records of all children with SEND;
- giving support to staff in the use of SEND materials;
- reporting to the Governing Body on a termly basis
- working closely with Headteacher, class teachers and support staff in prioritising children's needs;
- keeping staff informed of new developments;
- working alongside the class teachers to provide appropriate individual programmes for children;
- ensuring that all individual programmes are followed;
- communicating and working with parents; providing strategies to help to support their children;
- liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies;
- reviewing children's targets on a termly basis and monitoring pupils progress towards their targets;
- tracking the progress of all children termly to ensure that every child makes good progress throughout the year, identifying those children who are not and implementing support programmes to aid their learning;
- providing training opportunities for staff.

All teaching staff have responsibility for:

- teaching the range of pupils within their class effectively ensuring their individual needs are met across the whole curriculum;
- identifying children who may need additional support based on assessment data, previous strategies and quality first teaching. Completion of appropriate SEND documentation which expresses initial concern to SENCO, which will have already been shared with parents/carers;
- keeping accurate and detailed notes on children's progress;
- putting into place special arrangements to meet children's needs;
- keeping parents/carers informed of children's progress, any concerns and any action to be taken;
- informing colleagues and those concerned with the child of any information imparted by parents/carers;
- implementing individual programmes as devised by self, SENCO or outside agency;
- informing all support staff of any programme implemented.

The Governing body has appointed a Special Needs Governor who evaluates the success of the education for pupils with SEND.

The designated members of staff for child protection and safeguarding are Mrs A McGregor, Mrs S Dann and Mrs S Smitherman.

## **Linking with other schools**

- Reception staff will liaise with staff from pre-school providers prior to pupils starting school. Concerns about particular needs will be brought to the attention of the SENCO after this meeting. Where necessary the SENCO will liaise with the setting.
- Class teachers of children joining from other schools will receive information from the previous school; if there is an SEND issue the SENCO will telephone to further discuss the child's needs with the previous school and parents.
- Transition arrangements for our Year 6 pupils will be co-ordinated by the SENCO involving the Transition mentors at the receiving Secondary school. Extra visits to the Secondary school will be organised if it is felt to benefit the child's smooth transition and to familiarise them with key staff members e.g. the Learning Mentor/pastoral support staff. The SENCO from the Secondary School will be invited to the June target review meeting, so they can meet with the child's parents/carers and have the opportunity to be given relevant information about the child's needs and provision that is required upon transition.

## **Evaluating our attainment for SEND pupils**

Every year, we analyse the data we hold on attainment and progress at the end of each Key Stage against national expectations and outcomes. This contributes to school improvement by identifying particular patterns of need and potential areas of development for teaching staff. This analysis helps the school to develop the use of interventions that are effective and to remove those that are less so. This ensures we continually improve the school.

On a termly basis the SENCO analyses the data for the children on the SEND register, which highlights children who are making good or accelerated progress, in response to their provision. It may also highlight children who are not making expected progress. Identifying this as early as possible allows us to adapt provision to ensure that we meet the needs of the learners and that progress is made. Termly pupil progress meetings are held which focuses on the progress of all children, with particular focus on English and Maths, including using data to inform future provision and learning.

The SENCO will regularly provide information to the Governing Body as to the numbers of pupils receiving special educational provision at SEN Support stage, Statement/EHCP as well as any pupils for whom an Education, Health and Care needs assessment has been requested. The number of pupils transferring to or from each type of provision will be noted. The Headteacher will report on any whole school developments in relation to inclusion and will ensure that governors are kept up to date with any legislative or local policy changes.

SEND and Inclusion is a regular item on the Staffing and Curriculum agenda and is reported at the full Governing Body meetings through sub-committee reports, which are then discussed as necessary.

The SENCO will meet with the SEND Governor to discuss inclusion and current SEND concerns. The SEND Governor will lead governor monitoring of the SEND policy.

Whole school monitoring by the Senior Leadership Team will include sampling of work, planning scrutiny, pupil conferencing and lesson observations. Outcomes pertinent to SEND provision and planning will be taken forward by the whole staff and used to build upon successful practice and become priorities for whole school development.

## **Access**

The school building has several ramped areas to ensure there is access for pupils and visitors to all areas of the school and school grounds. We have handrails adjacent to each set of steps both indoors and outside. There are disabled toilet facilities in the reception area (see Accessibility Policy – January 2014).

## **Raising your concerns**

- If a parent has a concern about the provision or the policy they should, in the first instance, raise it with the SENCO, who will try to resolve the situation.
- If the issue cannot be resolved, the parent can raise their concern with Headteacher.
- Any issues that remain unresolved at this stage will be managed according to the school's Complaints Policy. This is available on request from the school office and the school website.

## **Reviewing the policy**

The policy for Special Educational Needs is reviewed annually and approved by staff, Governors and parents. This policy is due for review September 2017.

This policy has been written in consultation with the following:

Special Educational Needs and Disability code of practice 0 – 25: Department for Education/Department for Health - July 2014

'Everybody Included': NASEN publication – June 2014

Locality consultation

Reviewed November 2013, September 2014, October 2015, October 2016

ASSESS – PLAN – DO – REVIEW CYCLE (A WHOLE SCHOOL APPROACH)

