

# St Thomas & St Anne's CE Primary School

## SEN Policy

### Principles and Objectives:

- We have regard to the definition of SEN stated in the 'SEN Code of Practice', 1:3  
*'Children have SEN if they have a learning difficulty which calls for special education provision to be made for them.'*

Children have a *learning difficulty* if they:

- a) have a significantly greater difficulty in learning than the majority of children of the same age; or
- b) have a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the LA
- c) are under compulsory school age and fall within the definition at a) or b) above or would do so if special education was not made for them.'

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

### ***Special Educational Provision means:***

- a) for children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LA, other than special schools, in the area
  - b) for children under two, educational provision of any kind.
- We endeavour to monitor all children/pupils who are not making adequate progress in the four broad areas specified in the SEN Code of Practice i.e. communication and interaction, cognition and learning, behaviour, emotional and social development, and sensory and/or physical development.
  - We work closely with all parents to listen to their views so as to build on children's previous experiences, knowledge, understanding and skills so that they develop in all aspects of the curriculum.

- Parent/carer involvement and support is vital to the success of the education of the children and especially those with SEN.
- We believe that *all* practitioners are teachers of children/pupils with SEN and differentiate according to the needs of the children in their care.
- Monitoring the progress of all children/pupils is an ongoing process which enables early identification of any children who may require additional or different provision to be made.
- We believe in equal opportunities and try to meet the physical, emotional and intellectual needs of all our children. This policy should therefore be read alongside our policy for equal opportunities.
- Pupils with SEN are fully integrated into the life of the school and the curriculum, recognising the strengths of every individual as well as any areas for development, and ensuring all contribute to the social and cultural activities of the school.
- Parents are encouraged to discuss any issues and concerns with the class teacher/SENCo/head teacher/SEN governor.

## **Management of SEN within the school:**

- Parents will always be kept informed of any additional or different provision being given and invited to contribute to and attend any review meetings about their child.
- Pupils who make slower progress will be given carefully differentiated learning opportunities to help them progress with regular and frequent careful monitoring of their progress, which will involve the parents/carers and children in working in partnership with the school.

All children will receive a broad and balanced curriculum, relevant to the needs of the individual. Access to the curriculum is therefore facilitated by whatever means necessary to ensure that success is achieved by:

1. Setting suitable learning challenges
  2. Responding to pupils' diverse learning needs
  3. Overcoming potential barriers to learning and assessment for individuals and groups of pupils.
- We aim to recognise strengths as well as weaknesses and try to involve all children in the activities of the school.

- Early identification assessment and intervention are recognised as the key to meeting the needs of the individual children.

### **Co-ordination of SEN Provision:**

- The SENCo (Special Educational Needs Co-ordinator) for our school is Kate Budd
- The SENCo is responsible for:
  - overseeing the day-to-day operation of the SEN policy
  - co-ordinating provision for children with SEN
  - ensuring there is liaison with parents and other professionals in respect of children with SEN,
  - overseeing focussed support carried out by learning support assistants in consultation with the class teacher,
  - advising and supporting other practitioners in the school,
  - contributing to the CPD of the staff,
  - ensuring that appropriate IEPs are in place, that relevant background information about children with SEN is collected, recorded and updated
  - liaising with external agencies including the LA's and educational psychology services, speech and language therapists, health and social services, and voluntary bodies
- The SENCo instigates and co-ordinates formulating our policy. The draft is evaluated and amended from the comments received from all the relevant parties involved.
- Multi-disciplinary/interagency co-operation is in place to ensure provision meets the needs of the children with SEN. We link with other schools, special schools, voluntary organisations, health and social service departments, and the LA. We work on a regular basis with the following services:
  - Educational Psychologists (EP)
  - Speech and Language Therapists (SALT)
  - Learning Support Advisory Teacher (LSAT)
  - Educational Welfare Officers (EWO)
  - School Nurse
  - Child & Mental Health Service (CAMHS)
  - Occupational Therapists (OT)
  - Sensory Inclusion Service (SIS)
  - Woodlands Outreach (WO)

## **The role of the governing body:**

- The governor with responsibility for SEN is Alison Bebb
- The governing body should:
  - Ensure that provision is made for pupils who have SEN
  - Ensure that the needs of pupils with SEN are made known to all who are likely to teach them.
  - Ensure that teachers are aware of the importance of identifying, and providing for those children with SEN
  - Consult the LA and the governing bodies of other schools, when necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
  - Ensure that a pupil with SEN joins with all pupils in the activities of the school together, so far as is reasonably practical and compatible with the child receiving the SEN provision their learning needs call for and the efficient education of the pupils with whom they are educated and the efficient use of resources
  - Report to parents on the implementation of the school's policy for pupils with SEN
  - Have regard to the Code of Practice when carrying out its duties to pupils with SEN
  - Ensure that parents are notified of the decision of any extra provision being made for their child
- Governors are involved in developing and monitoring the policy. They are kept up to date and knowledgeable about the provision, deployment of funding, equipment and personnel resources.
- The quality of SEN provision is continually monitored, evaluated and reviewed. A report on the implementation of the SEN policy is issued annually and sent to parents.
- SEN provision is an integral part of the School Development Plan.

## **Admissions:**

- Provision for children with SEN is a matter for the school as a whole.
- We welcome all children to our school and endeavour to ensure that appropriate provision is made to cater for their needs.
- All children with SEN play a full part in the daily life of the school and are encouraged to join in all activities. If additional provision is necessary the parents/carers are always informed.

- Pupils with statements are admitted into school and fully integrated unless it would be incompatible with the efficient education of other children, and there are no reasonable steps that can be taken to prevent the incompatibility.

### **Specialisms:**

- The school has experience in supporting children with a variety of needs including ASD, Aspergers, Dyscalculia, Dyslexia, Sensory Processing Disorders, Personal, Social & Emotional, Speech and Language, Visual Impairment and pupils who need Behaviour Support.
- The school building is on one level and wheelchair users can access all the main classrooms, there is a ramp to the demountable classroom.

## **Identification, Assessment and Review**

### **Resources:**

- The provision of additional support is made as appropriate from the delegated SEN budget.
- We intend to develop our resources to support children with SEN that link with priorities stated in the school's development plan.
- We are developing a resource base of materials available for children with SEN. Various technological aids are available for us to use when necessary.

### **Identification and Assessment:**

- We are committed to the early identification and intervention of children who may have SEN.
- More detailed observations are made in a variety of contexts as well as careful monitoring of the curriculum. We obtain information from parents/carers and any other records from the previous schools the children may have attended.
- If further assessment is required we use a range of assessment strategies, including the LA Assessment Pack, Letters and Sounds Programme, EYFS Pupil profiles, Pupil Tracking data, to help us to determine the child's strengths and areas to be developed. We can then identify and implement the appropriate strategies for the child.

- The graduated response, adopted in the school, recognises that there is a continuum of needs. This is recommended in the SEN Code of Practice and is in line with the LA policy.
- **Monitoring Register** - Alongside the SEN Register we have a Monitoring Register in place. This highlights pupils who may be a cause for concern in terms of their progress in specific areas.

### **SEN Register**

- **School Action** - If a teacher identifies a child who may have SEN it may be necessary to devise an Individual Education Plan (IEP), Individual Behaviour Plan (IBP) or Personal Education Plan (PEP). This sets out any arrangements that are additional to and different from the usual curriculum. The teacher liaises with the SENCo and parents/carers and involves them in setting targets and strategies. These are shared with the child and reviewed each half-term/term, or as appropriate.
- Further advice and professional support is sought and implemented as is considered necessary for the individual needs of the children.
- **School Action Plus** - If adequate progress is not made after a substantial period of intervention and review, the teacher in consultation with the parents/carers, may conclude that further support and advice is needed. In some cases, outside professionals from health, social services, support services or the education psychological service may be involved with the child. A new Plan will be drawn up in consultation with the parents/carers.
- Individualised plans are continually under review to ensure that the appropriate targets set provide success for the child and progress is made. The parents/carers and children are always involved.

### **Statement of Educational Need**

- In a very few cases it may be necessary for the school to consider, in consultation with the parents and any outside agencies involved, whether a statutory assessment may be necessary. We use the LA guidance to help make any such decisions. If, in rare cases, the child's needs are considered to be severe and complex, a statement of special educational needs may be issued by the LA.

### **Review:**

- The SEN policy is subject to a regular cycle of monitoring evaluation and review.
- The SEN policy should also be read alongside the behaviour and Equality Scheme as they are directly linked.

- The SENCo ensures that all appropriate records are kept and available when needed. These are always available for parents/carers to see and can be a source of invaluable information for teachers in other classes, as they move through school and then onto Secondary School as appropriate.

#### **Curriculum entitlement:**

- All children are entitled to a broad, balanced and relevant curriculum, including the National Curriculum. Progress is continually monitored using a range of assessments including: observations/baseline assessment, using EYFS Profiles/level descriptions in the National Curriculum at the end of the key stage/objectives in English and Mathematics/the LA Assessment Pack/standardised tests.
- All information gained is used to support planning in order to aid progress.

#### **Inclusion:**

- We strive to create a sense of community and belonging for all our pupils. We have an inclusive ethos with high expectations and suitable targets, a broad and balanced curriculum for all children and systems for early identification of barriers to learning and participation.

#### **Evaluation procedures:**

- The governing body, will on an annual basis, consider and report on the effectiveness of the work and if any amendments to the SEN Policy need to be made.
- The broad principles and objectives set out in the policy lay the foundation for the criteria by which we evaluate the success of our policy.
- We continually review and report on the effectiveness of the policy. This includes the numbers of children identified and their progress, the levels of parental/ carer involvement, materials and equipment used, resource allocation, liaison with other educational establishments, details of the staff's continual professional development and our priorities for the year.
- The SENCo and subject co-ordinators monitor classroom practice/analyse pupil tracking data and test results/identify value added data for pupils with SEN.
- SEN is part of our school self-evaluation arrangements and is a priority in our School Development Plan.

### **Procedures for concerns:**

- We endeavour to do our best for all children but if there are any concerns we encourage those concerned to approach the class teacher/form tutor in the first instance, the SENCo, the head teacher or the SEN governor and a response will be made as soon as possible.
- Parents/carers are informed about the Parent Partnership Service so that they can obtain support, advice and information if they wish.

## **Staffing policies and partnership with external agencies.**

### **Professional development for staff:**

- We have a plan for all staff and the SENCo to be involved with further training in line with the priorities identified in the School Development Plan.
- We have regular staff meetings where SEN issues are discussed. These are related to specific concerns relevant to the needs identified or in ensuring that staff keep up to date with information and legislation.
- The SENCo attends relevant training and disseminates the details to all the staff as is appropriate or individuals can access training that is necessary for their professional development.
- There is an induction procedure for NQTs and new staff into the school's policy and procedures for SEN.

### **Support services available:**

- We have links with various Support Services and voluntary agencies that the school can contact and is available as a support for parents, if applicable.
- We believe that effective action on behalf of children with SEN depends upon close co-operation between the school and other professionals, e.g. the LA, SEN support services, health services, social services, etc.

### **Links with other agencies:**

- The school is committed to involving parents/carers whenever it is practically possible. This is a commitment to all parents but is especially important in the case of those whose children are identified with SEN. We include all in social events, curriculum workshops and informal meetings.



- Records of all children are sent to the receiving educational establishment for their attention. The SENCo endeavours to discuss with receiving staff any children identified as needing additional or different provision to enable continuity of support.

#### **Partnership with parents:**

- Parents/carers are notified early if we have any concerns and there is always a willingness to listen to issues brought forward for discussion.
- We share information with parents/carers in informal conversations and individual meetings as well as keeping a dialogue in our home/school record books.
- Parents/carers are invited to review meetings to discuss progress and to be involved in setting targets with appropriate intervention strategies to help the child both in school and at home.
- Parents/carers are encouraged to use the Parent Partnership Service for support and advice or to bring an appropriate relative/friend to meetings if they wish to do so.
- We promote a culture of co-operation between parents, schools, LAs and others. This is important in enabling anyone with SEN to achieve their full potential.
- We respect the differing perspectives of all parties concerned with children with SEN and seek constructive ways of reconciling different viewpoints.
- We respect the differing needs of parents/carers such as a disability or communication and linguistic barriers.

#### **Pupil participation:**

- Children, who are capable of forming views, have a right to receive and make known information, to express an opinion, and to have that opinion taken into account in any matters affecting them. The views of the children in school are given due weight according to their age, maturity and capability.
- Pupils participate where possible, in all the decision making processes, including setting targets and contributing to their IEPs, discussing their choices, assessment of needs and in the review procedures.
- We encourage pupils to participate in their learning by setting work appropriate for their level, encouraging pupils to identify what is good about their work and what needs to be improved. Involving pupils, when appropriate, in setting their targets.

### **Transfer arrangements:**

- We have procedures in place to ensure that transfer arrangements take place with ease and are perceived in a positive light, by all our pupils. We encourage liaison between staff and ensure records contribute to the future planning for the benefit of the pupils.

## **Review and Evaluation**

It is important to know if our policy is working effectively and is having a positive impact on raising standards.

The Policy will be reviewed every three years against the criteria for success:

- Pupils progress in terms of NC levels, EYFS Profile descriptors, reading and spelling ages, NFER maths assessment levels;
- Parental satisfaction;
- Parental contact at meetings and other times;
- Success rate in meeting targets identified in Individual Plans and Annual Reviews;
- Movement of pupils from School Action Plus (Early Years Action Plus) and Statementing to School Action (Early Years Action); and
- The removal of pupils from the SEN register.

Review Date: Spring 2014

Future Review: Spring 2017

## **Appendix**

**Appendix 1: Example of IEP**

**Appendix 2: A school-based graduated response to SEN**

# Contents

- Principles and Objectives
- Management of SEN within the school
- The role of the governing body
- Identification, Assessment and Review
- Staffing Policies and Partnership with External Agencies
- Review and Evaluation
- Appendices

# A School-based Graduated Response to SEN

Action	Who is involved?	What is involved?	Next steps
Differentiation	The class teacher responsible for the pupils.	The teacher plans for the activities to be given the pupils at the appropriate level of need for success and progress to be achieved.	If, after observations in a variety of contexts and in discussion with parents/carers, a pupil is not making adequate progress, an individual education plan is considered.
School Action (Early Years Action)	The teacher responsible for the child informs the SENCo of the concern and with advice obtained, writes an IEP in consultation with the parents/carers and the pupil.	The IEP,IBP or PEP is implemented in the class. Additional and/or different activities/resources are used to meet the needs of the pupil. Suggestions for support at home are considered with the parents/carers. IEP,IBP or PEP is reviewed regularly.	Most pupils should make progress with the additional help but if the targets and strategies implemented in the IEP, IBP or PEP mean that adequate progress is not made, advice is requested from outside agencies.
School Action Plus (Early Years Action Plus)	The SENCo requests advice from an external agency. A new IEP,IBP or PEP is devised from the additional guidance given and the teacher involved delivers the plan of action.	The IEP,IBP or PEP is implemented in the class using the strategies and additional/different resources suggested. Support from home is considered. IEP,IBP or PEP is reviewed regularly.	The majority of pupils will make progress with the further advice and intervention but if the targets and strategies do not result in adequate progress all the parties involved will contribute evidence to support a request for statutory assessment.

Appendix 1

School (Primary)	Individual Education Plan (IEP)	School Action Plus		
Name	DOB	Year Group	Class Teacher	SENCo:
IEP Start	Review Date	Signed	Signed	
Targets and Success Criteria	Strategies	Provision		Achieved
1				
2				
3				
Parent/Carer involvement:		Pupils View:		