

BOURN C of E PRIMARY ACADEMY
SPECIAL EDUCATIONAL NEEDS (SEND) POLICY



**Special Educational
Needs (SEND) policy**
November 2017

Definitions of special educational needs (SEND) taken from section 20 of the Children and Families Act 2014.

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 them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision 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.

Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (July 2014) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (February 2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 Framework document September 2013
- Safeguarding Policy
- Accessibility Plan
- Teacher Standards 2012
- This policy was created following the reforms in the SEND Code of Practice 0 – 25 (July 2014, February 2015)

1. Introduction

- 1.1 Bourn C of E Primary Academy provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. A minority of children have particular learning and assessment requirements that could create barriers to learning. These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.
- 1.2 Children may have special educational needs either throughout, or at any time during, their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

2. Vision

- 2.1 Our vision is to provide all pupils with the skills to achieve their full potential and to equip them with strategies which will help them to have meaningful learning experiences and prepare them for life beyond school.

3. Aims and Objectives

3.1 Aims

We aim to:

- enable every pupil to experience success
- promote individual confidence and a positive attitude
- provide all pupils with a broad and balanced curriculum that is relevant and differentiated
- give pupils with SEND equal opportunities to take part in all aspects of the school's provision
- work collaboratively with parents, other professionals and support services
- ensure that the responsibility held by all staff and governors for SEND is implemented and maintained

3.2 Objectives

- Early identification of pupils with SEND
- Monitoring the progress of all pupils in order to aid early identification
- Make appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum
- Work with parents to gain a better understanding of their child, and involve them in all stages of their child's education
- Work within the guidance provided in the SEND Code of Practice 2014
- To operate a 'whole pupil, whole school' approach to the management and provision of support for special educational needs

- Provide support and advice for all staff working with special educational needs pupils
- Work with and in support of outside agencies when the pupils' needs cannot be met by the school alone

4. Identifying Special Educational Needs

- 4.1 The SEND Code of Practice recognises four broad areas of need which give an overview of the range of needs which should be planned for. These are:
- Communication and interaction
 - Cognition and Learning
 - Social, Emotional and Mental Health Difficulties
 - Sensory and/or physical needs
- 4.2 The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category.
- 4.3 Pupils' needs are identified by considering the needs of the whole child, this will include not just the special educational needs of the child, but other needs too.
- 4.4 Identification of behaviour as a need is not an acceptable way to describe SEND. Concerns relating to a child's behaviour are described as an underlying response to a need which the school will be able to recognise and identify clearly using knowledge about the child.
- 4.5 The Code of Practice (2014) outlines a graduated response to pupils' needs, recognising that there is a continuum of need matched by a continuum of support. This response is seen as action that is **additional to** or **different from** the provision made as part of the school's usual differentiated curriculum and strategies.

Teachers are responsible and accountable for the progress and development of the pupils in their class, including pupils who access support for teaching assistants or specialist staff. Additional Intervention and support cannot compensate for a lack of good quality teaching.

5. SEND Support

At Bourn Primary we work closely with parents and carers to ensure every child receives the right support when Special Educational Needs or Disabilities are identified. Parents will be formally advised and the child will be added to the SEND register. The aim of formally identifying a pupil with SEND is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part process: Access-Plan-Do-Review.

This is an on-going cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those actions which are the most effective in supporting the pupil to achieve good progress and outcomes (see appendix).

Pupil progress will be monitored on a termly basis in line with the SEND Code of Practice.

6. The SEND Register

The Register is maintained by the SENDCo (Special Educational Needs and Disabilities Coordinator). It is reviewed every half term to ensure that:

- new pupils who have SEND are put into the system quickly
- it informs teachers which pupils are on the SEND register
- it can be used to inform termly pupil progress meetings

6.1 Criteria for exiting the SEND Register

In some circumstances, if barriers to learning have been removed and a pupil's attainment has improved significantly and discussions with the class teacher and parents have been held, they may be removed from the register.

7. Pupil Passports

Pupils who are not making progress, making limited progress or who are working below age-related expectations or who have a Statement of Special Educational Needs or an Education and Health Care Plan (EHCP) require a Pupil Passport so that everyone who is involved with the child knows what strategies are being used to support them and what the current desired outcomes are for that child.

8. Barriers to Learning

Teachers, teaching assistants and parents work together, using advice from professionals to meet the needs of pupils to determine ways to help the pupil to be successful in school. This could include supporting social skill development, keeping pupils active or providing quiet place for pupils.

9. Assessment Arrangements

Pupils with a Passport may be eligible for support in KS1 and KS2 Statutory Assessments (SATs).

This may include:

- Having a reader
- Working in a quieter room
- Having rest breaks to aid concentration.
- Extra Time

The SENDCo will discuss the needs of individuals with the class teacher and apply for arrangements in accordance with the DFE guidance.

The 2017 'Access Arrangements' can be found at these websites:

<https://www.gov.uk/guidance/key-stage-1-tests-how-to-use-access-arrangements>

<https://www.gov.uk/guidance/key-stage-2-tests-how-to-use-access-arrangements>

10. External Agencies and Professional Support

A variety of support can be offered by external services such as advice to the school about targets and strategies, specialised assessment or direct work with the child. The specialist services will always contribute to the planning, monitoring and reviewing of the child's progress.

These services include:

- Educational Psychologist

- Specialist Teaching Team
- Speech and Language Therapy Service
- School Nursing Service
- Community Paediatrician
- Locality Team
- Hearing Impairment Team
- Visual Impairment Team
- Occupational Therapist

When involving external agencies it will be necessary to open an Early Help Assessment (EHA) to access this support. This is an assessment form which is filled in by parents and school together.

11. Training of Staff

- Training needs of staff are identified in response to the needs of the children in school and the Code of Practice.
- In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development.
- The SENDCo is invited to attend Local Authority SENDCo network meetings in order to keep up to date with local and national updates in SEND.

12. Parents

12.1 Parent Partnership Service

The Parent Partnership Service providing Cambridgeshire's SEND Information, Advice and Support Service (SENDIASS) offers impartial and confidential information, advice and support to parents and carers who have a child or young person with special educational needs (SEND) or a disability or have concerns that their child has special educational needs.

They can be contacted on 01223 699214 (term time only) or pps@cambridgeshire.gov.uk

12.2 Community Educational Psychology Service, Early Years Support for Learning & Specialist Teaching Team:

South Cambs & City Team (*Cambridge base*) Tel: 01223 728311
Email: SCC.Supportforlearning@cambridgeshire.gov.uk

Sensory Services:

Tel: 01223 728310 / 01480 373434
Email: Visual.Impairment@cambridgeshire.gov.uk
Email: Hearing.Support@cambridgeshire.gov.uk

13. Roles and Responsibilities

13.1 Provision for pupils with SEND 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, and to be aware that these needs may be present in different learning situations. All staff are responsible for helping to meet an individual's special educational needs, and for following the procedures for identifying, assessing and making provision to meet these needs.

13.2 The **Governing Body**, in co-operation with the Head teacher, has a legal responsibility for determining the policy and provision for pupils with special educational needs - it maintains a general overview of this aspect of the school. The Governing Body, through the Curriculum committee, monitor and discuss the SEND provision in the school.

13.3 Governors must ensure that:

- the necessary provision is made for any pupil with SEND
- all staff are aware of the need to identify and provide for pupils with SEND
- pupils with SEND join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- they have regard to the requirements of the Code of Practice for Special Educational Needs (2015)
- parents are notified if the school decides to make SEND provision for their child
- they are fully informed about SEND issues, so that they can play a major part in school self-review
- they set up appropriate staffing and funding arrangements, and oversee the school's work for pupils with SEND
- Governors also play a major part in school self-review. In relation to SEND, members of the governing body will ensure that
 - they are involved in the development and monitoring of the school's SEND policy, and that the school as a whole will also be involved in its development;
 - SEND provision is an integral part of the School Development Plan
 - the quality of SEND provision is regularly monitored

13.4 The Head teacher has responsibility for:

- the management of all aspects of the school's work, including provision for pupils with special educational needs
- keeping the governing body informed about SEND issues
- working closely with the SENDCo
- the deployment of all special educational needs personnel within the school
- has overall responsibility for monitoring and reporting to the governors about the implementation of the school's SEND policy and the effects of inclusion policies on the school as whole.

13.5 The School SENCo is responsible for:

- helping staff to identify pupils with special educational needs
- carrying out and arranging assessments and observations of pupils
- supporting class teachers in devising strategies, drawing up Pupil Passports, setting targets appropriate to the needs of the pupils, and advising on appropriate resources and materials for use with pupils with special educational needs and on the effective use of materials and personnel in the classroom
- 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
- maintaining the school's SEND register and SEND records
- assisting in the monitoring and evaluation of progress of pupils with SEND through the use of existing school assessment information, e.g. class-based assessments/records, end of year QCA tests, SATs, etc.
- contributing to the in-service training of staff
- liaising with the SENDCos in sending and receiving schools to help provide a smooth transition from one school to the other
- reporting to the Head teacher and governors about SEND issues (termly);

13.6 Class teachers are responsible for:

- working with the SENDCo to discuss pupils and strategies for supporting them
- including pupils with SEND in the classroom, and for providing an appropriately differentiated curriculum
- making themselves aware of the school's SEND Policy and procedures for identifying, monitoring and supporting pupils with SEND
- meeting with parents of pupils with SEND to plan and set targets
- writing, reviewing and collecting evidence for Pupil Passports
- meeting with professionals and implementing recommendations and advice
- Keeping the SENDCo and Head Teacher up-to-date with SEND issues in their classes

13.7 Teaching Assistants

Teaching Assistants work as part of a team with the teachers, supporting pupils' individual needs, and helping with inclusion of pupils with SEND within the school learning environments and areas. Teaching Assistants are responsible for reporting to class teachers any SEND concerns and keeping teacher up-to-date.

14. Reviewing the policy

The SEND policy is reviewed annually by the school governors and SENDCo. The next review is due in April 2018.

Appendices

Assess – Plan – Do – Review

This is an on-going cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those actions which are the most effective in supporting the pupil to achieve good progress and outcomes.

Assess

The class teacher and SENDCo consider information about the pupil's progress alongside national data and expectations of progress. This data includes formative assessment at benchmarking points, on-going termly teacher assessment and early assessment materials.

Plan

The child will be placed on the SEND register and their needs will be planned for. A Pupil Passport will be written and shared with parents/ carers. This could involve small group work, the use of supporting materials such as pencil grips or writing slopes or seeking advice from external agencies and professionals.

Do

The arrangements decided at the planning meeting will be carried out. The teacher will plan to ensure that the pupil has opportunities to address their targets on a weekly basis and the teacher will record the outcome of this. This evidence is monitored by the SENCo.

Review

Approximately 1 term after the plan was written and targets set they will be reviewed by the parents and teacher. This will lead to new targets being set to continue to meet the pupil's needs. This cycle will begin again to continue to meet the pupil's needs.

If pupils have made increased progress they may no longer require a Pupil passport. (See criteria for exiting the SEND register).

EHCP Applications

The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review. The application for an Education, Health and Care Plans will combine information from a variety of sources including:

- Parents
- Teachers
- SENDCo
- Social Care
- Health professionals

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Issuing of Education, Health and Care Plans

- Following Statutory Assessment, an EHC Plan will be provided by Cambridgeshire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.
- Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.