

**St. John's C of E
Primary School
Whole School
Policy for
SEND**

SPECIAL EDUCATIONAL NEEDS POLICY

This policy should be read in conjunction with The Code of Practice, The SEND Information Report and the following:

- **Equality Objectives;**
- **Accessibility Plan;**
- **Assessment for Learning;**
- **Anti-Bullying Policy;**
- **Medical Needs Policy**

Head Teacher: Andrew Farnell

SENCO: Michelle Moan

SEND Support: Wendy Clark

SEND Governor: Mrs Becky Callaghan

1. DEFINITIONS

Definition of Special Educational Needs and Disability (SEND):

For the purposes of this policy we have used the term Special Educational Needs as defined by the Special Educational Needs and Disability Code of Practice: 0-25 implemented in September 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 him or her. (*Code of Practice D.F.E. 2014*)

A child of compulsory school age has a learning difficulty or disability if he or she:

- a) has a significantly greater difficulty in learning than the majority of pupils of the same age; or
- b) 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.

Special educational provision which meets the needs of children and young people with SEND includes:

- High quality teaching that is differentiated and personalised to meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special provision under Section 21 of the Children and Families Act 2014.

2. RATIONALE

St. John's C of E Primary School is an inclusive school, catering for a wide range of SEND, including pupils with:

- Communication and interaction needs.
- Cognition and learning needs
- Social, emotional and mental health difficulties
- Sensory or physical needs

Our school welcomes all children and values them as individuals, treating them equally and with respect. We have high hopes and expectations of all our pupils and aim to provide a safe and secure environment in which everyone can learn together and develop as individuals. By working alongside parents and the community we can develop a real partnership to benefit all of our children. All children have the right to have their own particular needs recognised and addressed in order to achieve success. At St. John's all teachers are teachers of children with SEND and it is therefore a whole school responsibility

to ensure that these children's needs are addressed. We place a great deal of value on the role of the parent/carer. We understand that it can be difficult in some cases for parents to deal with the fact that their child has additional needs and we are particularly sensitive in the early stages when a child is first identified. Here at St. John's we all aim to reassure parents/carers and clarify issues/information for them throughout the SEND process. We recognise that parents hold key information and have knowledge and experience to contribute to the shared view of their child's needs and the best ways of supporting them. All parents of pupils with Special Educational Needs at St. John's will be treated as partners and supported to play an active and valued role in their child's education. We will always keep parents/carers informed about their child's special needs and invite them to all review meetings. At St. John's, staff work together as a team, and in partnership with pupils and their parents to ensure that the following aims are met.

Aims

- To follow the guidelines set out in the SEND Code of Practice;
- To ensure that all pupils have equal access to a broad, balanced curriculum, which is differentiated to meet individual needs and abilities;
- To identify children with SEND as early as possible and plan a program of support and intervention to address their needs;
- To regularly track the progress of children with SEND through school tracking systems, review meetings, lesson observations and provision maps and support plans;
- To provide good quality and regular training for staff in relevant areas of SEND;
- To evaluate the impact of staff training and provision/intervention programs;
- To develop good relationships with parents/carers to ensure pupils with SEND are supported well both at home and at school;
- To ensure that all staff working with SEND children are clear about their roles;
- To ensure that the SEND budget is used appropriately to fund high quality resources for children with Special Educational Needs.
- To work effectively with a range of other external agencies;
- To make good links with other mainstream primary schools, secondary schools, and special schools.

3. ROLES AND RESPONSIBILITIES

Provision for pupils with special educational needs at St. John's is a matter for the school as a whole. Every teacher is responsible for the education and well-being of each child in their class.

Governing Body

The governing body at St. John's will have the following responsibilities. They will:

- appoint a governor with specific responsibility for SEND.
- implementation of the reform and provide strategic support to the head teacher.
- publish information on the school's website about the implementation of the governing body's or the proprietor's policy for pupils with SEND.
- ensure that there is a qualified teacher designated as SENCO.
- cooperate generally with the local authority including in developing the local offer and when the school is being named in an EHC Plan.
- ensure that arrangements are in place in schools to support pupils at school with medical conditions.

- publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and their accessibility plans.
- ensure that all governors are aware of the school's SEND provision including the deployment of funding, equipment and personnel.

The Head teacher

The head teacher at St. John's will have the following responsibilities. They will:

- take overall responsibility for implementing the code of practice.
- ensure that the SENCO has adequate time to carry out duties and is able to influence strategic decisions about SEND.
- ensure the wider school community understands the implications of SEND provision for whole school improvement (from governors to classroom teachers and teaching assistants).
- put in place arrangements to ensure parents are regularly engaged in discussions about the progress of their child (at least three times a year).
- ensure a process is in place for involving parents and young people in reviewing provision and planning for those currently on support plans, with a Statement of Special Educational Need or Education Health Care Plan (EHCP) and any newly identified pupils with SEND.
- report to the governing body how resources are deployed to meet provision.

The Special Educational Needs Co-ordinator (SENCO)

The role of the SENCOs includes:

- oversee day-to-day operation of school's SEND policy;
- coordinating provision for children with SEND;
- liaise with designated teacher where a Looked after Child has SEND;
- overseeing SEND support plans and ensuring teachers and support staff work closely with parents/ carers to follow a graduated approach to SEND Support;
- advise on use of delegated budget/ other resources;
- liaise with parents of children with SEND;
- maintain links with other education settings and outside agencies;
- liaise with potential next providers of education;
- work with head and governors on Equality Act;
- ensure that SEND records are up to date;
- contribute to the in service training of staff.

Class Teachers

At St. John's class teachers have the following responsibility to:

- provide 'Quality First Teaching' and a graduated approach of assess, plan, do, review. (For two cycles)
- focus on outcomes for the child: Be clear about the outcome wanted from any SEND support.
- be responsible for meeting special educational needs: Use the SENCO strategically to support the quality of teaching, evaluate the quality of support and contribute to school improvement.
- have high aspirations for every pupil: Set clear progress targets for pupils and be clear about how the full range of resources are going to help reach them.
- work in partnership with pupils and parents/carers in planning and reviewing progress, seek their views and provide regular updates on progress.

SEND Support Staff

Class teachers at St. John's work with support staff to plan effective provision for pupils with SEND. The liaison between support staff and class teachers is essential to ensure planned activities are linked to outcomes set out in support plans.

- HLTAs / LSAs are part of the whole school approach to SEND working in partnership with the class teacher and the SENCO to deliver pupil progress and to narrow gaps in performance.
- The support they give should be focused on the achievement of specific outcomes within the graduated approach to SEND support agreed with parents in the context of high quality teaching overall.
- HLTAs / LSAs can be part of a package of support for the individual child but should never be a substitute for the teacher's involvement with that child.

3. Identification of SEND

Through their discussions, observations, assessments and data analysis the SENCOs, class teachers, key workers and support staff at St. John's will identify any children who may have Special Educational Needs. Children with SEND may also be identified by outside agencies and organisations. Parents and carers may also inform the SENCOs or teaching staff of any concerns and possible SEND. When a child is identified as having SEND they will be placed on the Special Educational Needs register as SEND Support.

SEND Support

When a class teacher, support staff or the SENCO at St. John's identifies a child with Special Educational Needs, the class teacher will provide interventions through 'Quality First Teaching' that are additional to those provided as part of the school's usual differentiated curriculum. The triggers for SEND support are that, despite receiving quality first teaching the child:

- continues to make little or no progress in specific areas over a long period;
- continues working at National Curriculum levels substantially below that expected of children of a similar age;
- continues to have difficulty in developing literacy and mathematics skills;
- has emotional difficulties which substantially and regularly interfere with the child's own learning or that of the class group.

- has sensory or physical needs, and requires additional specialist equipment or regular advice or visits by a specialist service;
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

If necessary the SENCO, in partnership with parents and the child, may refer to outside agencies such as Educational Psychology or Specialist Support Teams for additional support.

Referral for Education, Health and Care Assessment

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of a child, or the child has not made expected progress the school or parents should consider requesting an Education, Health and Care Assessment. To inform this decision the local authority will expect to see evidence of action taken by the school. These include:

- Records of regular interventions, strategies, reviews and their outcomes;
- The pupil's health including the child's medical history where relevant;
- Early Learning Goals and National Curriculum levels of attainment in literacy and mathematics;
- Educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist;
- Views of the parents and of the child;
- Involvement of other professionals such as health, social services or education welfare service.
- Costed provision maps

Parents or school are the only partner who can request an Education, Health and Care Assessment.

Education, Health and Care Plan (EHCP)

An EHCP includes the following and will be reviewed annually:

- The pupil's name, address and date of birth;
- Details of all of the pupils special needs, including health needs;
- Identification of the special educational provision necessary to meet the pupil Special Educational Needs;
- Short term targets for the child to work towards;
- Identification of the type and name of the school where the provision is to be made;
- Relevant non-educational needs of the child;
- Information on non-educational provision;
- Reports and views of any other specialist involvement.

All children with EHCP will have short-term targets set for them that have been established after consultation with parents, and the child. An EHCP will be reviewed annually and will last until the child is 25, or all targets are met.

4. RECORDING SEND

At St. John's, records are kept on all children with SEND, detailing steps taken to support them. Record files are kept securely by the SEND team.

SEND Register

At St. John's, this is a file kept by the SENCO and Head teacher. It indicates which children have SEND and what stage they are at. The SEND team maintains the Register as a working document. The Register will state the following:

- Child's name;
- Date of Birth;
- Details of SEND;
- Involvement of outside agencies;

Medical Register

The head teacher maintains a copy of the Medical Register as the responsible person. Copies will be kept in the school office, easily accessible by first aiders and are available in other areas throughout school. The Medical Register may be amended throughout the year by the class teacher following consultation with their team leader. The SENCOs will become involved should a child's medical attention present a barrier to their learning.

Pupil Files

At St. John's, pupil files are kept securely and up to date by all staff and over seen by the SEND team and Head teacher.

Class Teachers will keep copies of support plans for reference and amending in their short term planning files.

Transfer of Information will be the responsibility of the SEND Team.

5. ANNUAL REVIEWS

It is a statutory requirement for children with an EHCP to have an Annual Review. At St. John's School we hold annual reviews for children with an EHCP and termly reviews for those on SEND support. Parents/carers and other agencies, where appropriate, are invited to these. Some reviews may be part of the Parent/Teacher evenings in the Autumn and Summer Terms. During these reviews, feedback is given about a child's progress and new targets are agreed where necessary.

6. STAFF TRAINING

The school makes an annual audit of training needs for all staff taking into account school priorities as well as personal and professional development. The school is allocated funding from the Standards Fund each year which it may use to meet identified needs. Particular support will be given to Newly Qualified Teachers and other new members of staff.

7. POLICY EVALUATION

The implementation of this policy will be monitored by the head teacher and SENCO. It will be reviewed annually.

When reviewing the success of this policy we will take into account:

- Progress of SEND children compared to non- SEND;
- Standards reached by pupils with SEND;
- The percentage of parents attending review meetings, including Annual Reviews;
- The number of complaints received regarding SEND provision.

Through regular classroom observation we will also take into account:

- The quality of curriculum planning and the extent to which teachers and SEND support staff work together as a team;
- The extent to which pupils are following an appropriately differentiated curriculum;

- The use of varied resources which enable pupils with SEND to make progress towards their targets;
- The ethos of the classroom and the extent to which pupils with SEN are well-cared for and supported.

Date of Implementation: September 2015

Date Reviewed: September 2017

Next Review Date: September 2018

Signed SENCO:

M. Moan

Signed SEN Governor:

B. Callaghan