



# **St Saviour CE** **Primary School**

## **SEN Policy**

# SEN Policy

St Saviour's Special Needs Co-ordinator  
Mrs Anna Bowman (SENCO covering maternity leave)  
Mrs Helen Kemp (National SENCo Award and Middle Leaders Certificate).

SEND Governor: Mr Steven Kidd (Chair of Governors)  
Safe Guarding Lead: Mr Ian Southern (Head teacher)  
Deputy Safe Guarding Lead: Mr Jonathan Moorhouse (Deputy Head teacher)

## **Introduction**

St Saviour School 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. Some children have barriers to learning that mean they have special needs and require particular action by the school.

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 the curriculum and assessment activities. Such children may need additional or different help from that given to other children of the same age. 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 these children.

In line with the Code of Practice 2014, every teacher is a teacher of every pupil, including Special Educational Needs.

## **Aims and Objectives**

The aims of this policy are:

- To identify and provide for pupils who have Special Educational Needs and other needs, working to the guidelines set out in the Code of Practice 2014
- To create an environment that meets the special educational needs of each child;
- To ensure that the special educational needs of children are identified, assessed and provided for;
- To make clear the expectations of all partners in the process;
- To identify the roles and responsibilities of staff in providing for children's special educational needs;
- To enable all children to have full access to all elements of the school curriculum;
- To ensure that parents are able to play their part in supporting their child's education;
- To ensure that our children have a voice in this process.

- To track children throughout their school career, especially if they move on and off the SEN register.
- To liaise closely with outside agencies to ensure effective support and advice for the child and their families.

## **Educational Inclusion**

In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:

- Have different educational and behavioural needs and aspirations;
- Require different strategies for learning;
- Acquire, assimilate and communicate information at different rates;
- Need a range of different teaching approaches and experiences.
- May require help and support one year (or at some time in their school career) and then no longer require it for the rest of their school career – fluidity on and off the SEN register according to the child's needs. This will be tracked on the pupil overview sheet.

Teachers respond to children's needs by:

- Providing support for children who need help with communication, language, maths, English and all parts of the curriculum;
- Planning to develop children's understanding through the use of all available senses and experiences;
- Planning for children's full participation in learning, and in physical and practical activities;
- Helping children to manage their behaviour and to take part in learning effectively and safely;
- Helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

## **Special Educational Needs**

Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:

- They have significantly greater difficulty in learning than the majority of children of the same age (approximately one/ more years below age related expectations);
- They have a disability which prevents or is a barrier for them from making use of the educational facilities that are provided for children of the same age;

- Have a significantly lower level (one/ more years below age related expectations) in one subject compare to the others;
- Have a behavioural issue which requires specialist support.

Many of the children who join our school have already attended an early education setting. In many cases children join us with their needs already assessed. All our children are assessed when they join our school, so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children.

There are 4 areas of need, where children may have difficulties:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health
- Sensory and/or Physical

Where a child's progress is significantly slower than that of their peers, or fails to match their previous rate of progress, despite high quality teaching targeted at specific areas of difficulty, it may be that the child has SEN.

There can be many issues which can impact on progress and attainment, such as attendance and punctuality; disability; health and welfare, including Looked After Children and those in receipt of Pupil Premium Grant; attendance at several different schools; difficulties where English is not the first language, or worries which distract the child from learning. We understand that children who experience barriers to learning are vulnerable. However, this does not mean that all vulnerable learners have SEN. Only those children identified as having a learning difficulty which requires special educational provision will be identified as having SEN.

Where any child is not making adequate progress in learning, targeted group interventions will be implemented by the Class Teacher and an initial discussion with the parent to raise concerns about their child's progress. When it is judged to be appropriate and the child begins to make good progress, extra support will gradually be withdrawn and the outcomes monitored.

If progress still does not improve, despite these interventions, and following assessments and discussions with the parents, the child will then be placed on the SEN Register. The child's class teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Special Educational Needs Co-ordinator (SENCO), if not already involved, will become involved if the teacher and parents feel that the child would benefit from further support and assessment. The SENCO will then take the lead in further assessments of the child's needs. The pupil overview will be completed to track the child's support throughout school, and a letter detailing the above information signed by parents.

We will record the strategies used to support the child within an Intervention and parent support plan. The plan will show the interventions for the child and

the teaching strategies to be used. It will also indicate the planned outcomes and, will be reviewed once a term.

Outside agencies - If the intervention plan identifies that support/ assessment is needed from outside services, we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. External support services will provide information for the child's new Intervention plan. The new strategies within the intervention plan will, wherever possible, be implemented in the child's normal classroom setting. Parents will be informed where the child is in need of SEN Support and meetings will be held to discuss and review provision and progress towards the set outcomes, at least termly.

If the child continues to demonstrate significant cause for concern, a request for Higher Needs Block Funding will be made to the LEA. If successful an SNA will be given hours to work with the class team to support the child within their class. A range of written evidence about the child will support this request. This is known as an Education, Health & Care Plan, and is a legal document from the authority to provide a child with extra support. Where a child has an Education, Health & Care Plan, a Local Authority Annual Review / Person centred review will be carried out.

In our school the SENCO:

- Manages the day-to-day operation of the policy;
- Co-ordinates the provision for and manages the responses to children's special needs;
- Supports and advises colleagues;
- Oversees the records of all children with special educational needs;
- Acts as a link with parents;
- Acts as a link with external agencies and other support agencies;
- Monitors and evaluates the special educational needs provision and reports to the governing body;
- Manages a range of resources, human and material, to enable appropriate provision for children with special educational needs;
- Contributes to the professional development of all staff.
- Create and analysis of provision map. Working out the cost of interventions and progression.
- Track and analysis interventions and the progression of pupils within these groups.
- Support the SNA's and work with their team, to ensure inclusion and provision for statement children is effective.
- Completes performance management support for SNAs.
- Hold annual statutory assessment reviews, ensuring there is sufficient evidence for the statement. Arranging and organising multi-agency meetings.

## **The Role of the Governing Body**

SEND Governor: Mr Steven Kidd (Chair of Governors)

The governing body has due regard to the Code of Practice when carrying out its duties toward all pupils with special educational needs. The governing body does its best to secure the necessary provision for any pupil identified as having special educational needs. The governors ensure that all teachers are aware of the importance of providing for these children.

The governing body has identified a governor to have specific oversight of the school's provision for pupils with special educational needs. The SENCO ensures that all those who teach a pupil with a statement of special educational needs are aware of the nature of the statement. The SEN Governor ensures that all governors are aware of the school's SEN provision, including the deployment of funding, equipment and personnel. Mr Kidd is invited and attends annual review meetings and SEN meetings that may be of interest to him to see how the role works in practice.

### **Allocation of Resources**

The SENCO is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with statements of special educational needs. The head teacher and the SENCO meet to agree on how to use funds directly related to statements. The SENCO draws up the resources bid when the school is planning for the next school improvement plan. Also pupil premium funds are discussed and a record is kept on how we are spending the funds appropriately.

### **Funding**

The first £6,000 of additional funding for SEN children (above and beyond the average educational funding per child of £4,000) should be met by the school from the dedicated schools grant. Where the value of a child's additional needs are greater than £6,000, then the child is classified as a "High Needs" child and an application for funding from the High Needs Block will be made to the Local Authority, following the procedure set out in the High Needs Funding Documents white file, located in the Head Teacher's Office.

This will involve providing evidence which shows a graduated response to the child's needs in line with the SEN Code of Practice. This process involves reports being provided by school and other agencies who are involved with the child and full parental involvement.

### **Assessment**

Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation. The class teacher and the SENCO assess and monitor the children's progress in line with existing school practices. This is an ongoing process. The SENCO works closely with parents and teachers to plan an appropriate programme of support. The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class

teacher and the SENCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators. The LEA seeks a range of advice before making giving higher needs funding. The needs of the child are considered to be paramount in this.

## **Access to the Curriculum**

All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to understand the relevance and purpose of learning activities. They should also develop levels of understanding and rates of progress that bring feelings of success and achievement. Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives; we differentiate work appropriately, and we use assessment to inform the next stage of learning.

Intervention Plans, which employ a small-steps approach, feature significantly in the provision that we make in the school. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. All children at SEN support have an Intervention plan which is evaluated and updated termly. We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom situation. There are times, though, when to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.

## **Partnership with Parents**

The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The home-school agreement is central to this. Parents have much to contribute to our support for children with special educational needs. The school prospectus contains details of our policy for special educational needs, and the arrangements made for these children in our school. The Governors' Annual Report to Parents contains an evaluation of the policy in action. A named governor takes a special interest in special needs and is always willing to talk to parents.

We have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs. Parents are also given a copy of their child's Intervention plan each term and should sign the schools copy to provide a record of this ongoing process.

## **Pupil Participation**

In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the Foundation Stage recognises the importance of children developing social as well as educational skills. Children are involved at an appropriate level in setting targets in their Intervention plans and in the termly Intervention review meetings. Children are encouraged to make judgements about their own performance against their half termly targets. We recognise success here as we do in any other aspect of school life.

## **Monitoring and Evaluation**

The SENCO monitors the movement of children within the SEN system in school and provides staff and governors with regular summaries of the impact of the policy. The SENCO is involved in supporting teachers involved in drawing up Intervention Plans for children. The SENCO and the head teacher hold regular meetings to review the work of the school in this area. The SENCO and the named governor with responsibility for special needs also hold regular meetings. Through the provision mapping staff can see the progress of SEN children and the interventions they have had. Termly provision mapping is given and discussed with staff and a plan of assessment / recommendations is put into place.

## **Transition**

Arrangements are made to collect all relevant information and records for new entrants through visits to the nursery or home for Reception Class or reference to records from a previous school.

Transition meetings are held between the Class Teachers, Teaching Assistants and with the SENCO in the latter half of the Summer Term to ensure a clear, consistent approach to learning and continuous provision. All children in school take part in Transition Days towards the end of the school year, where they will experience their new class environment and become more familiar with their Class Teacher and Teaching Assistant.

Records for children who move to other schools are forwarded to their new school.

Information about Year 6 children with SEN is sent to their secondary school during the summer term. This includes National Curriculum levels, SATs results, Education Health Care Plans or Statements of Special Educational Needs, minutes of Review meetings and SEN Support Provision Maps with evidence of outcomes. Meetings are held with the Head of Year and/or SENCO from the secondary schools.

Transition work and extra visits to secondary school can be arranged, where appropriate by the Year 6 teacher, SENCO or SNA, to develop confidence and enable the children with SEN to gain some familiarity with other pupils, staff and their new surroundings.

This policy should be reviewed annually.

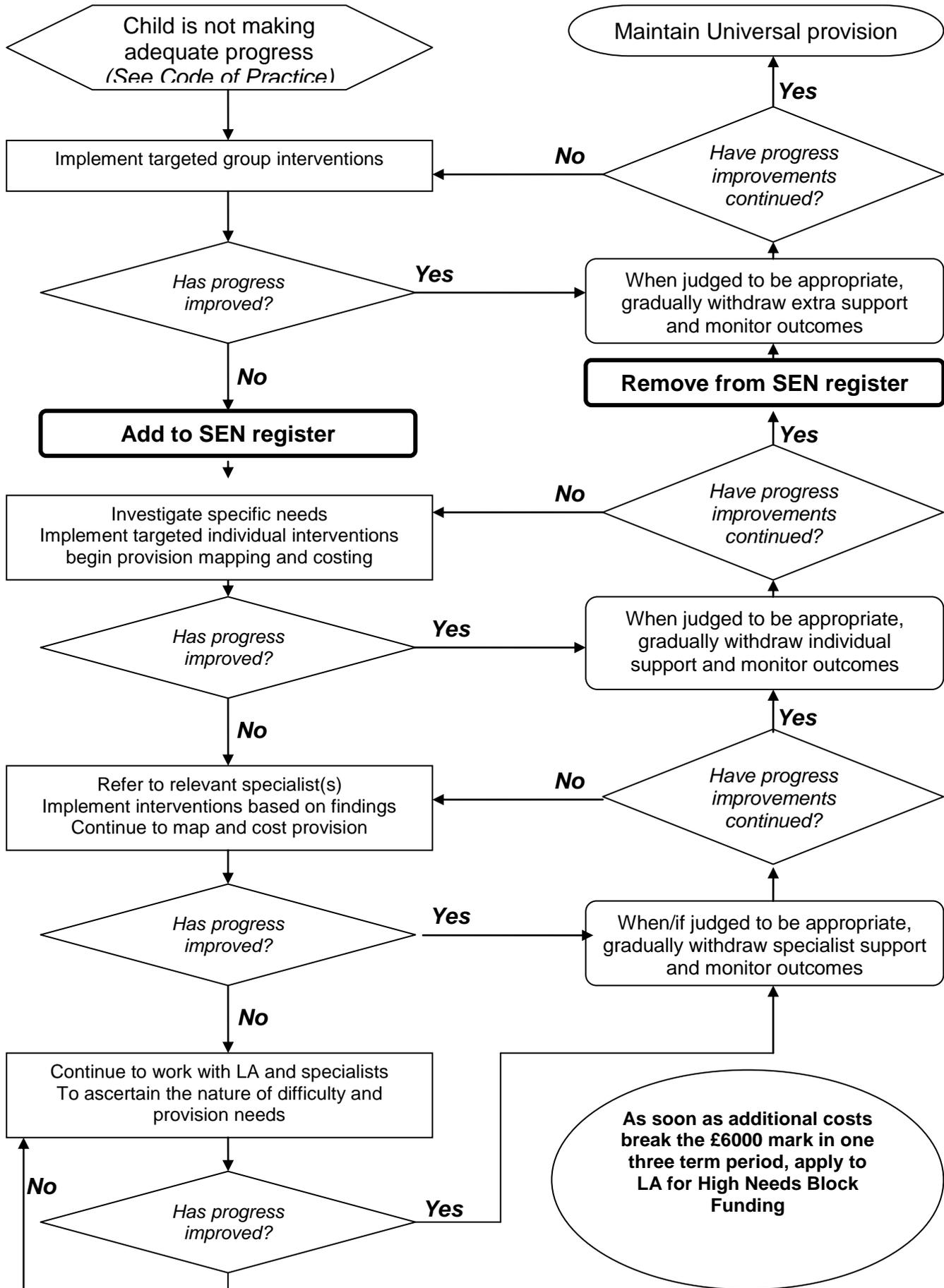
Signed: Mrs Kemp (SENCO)

Mrs Anna Bowman (SENCO covering maternity leave)

September 2017

**This Graduated Response to SEN Provision is outlined in the Flowchart below:**

**Flowchart to show Graduated Approach to SEN Provision**



## **MANAGING PUPIL NEEDS ON THE SEN REGISTER**