



# **Special Educational Needs Policy**

Reviewed April 2020

# GEORGIAN GARDENS SEN(D) POLICY

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This policy has been written to promote the successful inclusion of children with special educational needs and disabilities at Georgian Gardens CP School.

At Georgian Gardens School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils, whatever their needs or abilities. Our aim is to ensure high quality provision for all children with special educational need and/or any disability - SEN(D) - so that they can achieve their full potential and become resourceful, respectful, confident and reflective learners. Not all children with disabilities have special educational needs and equally, not all children with a special educational need meet the definition of disability, but this policy covers all of these pupils. The policy should be read in conjunction with the school Equality Statement and Accessibility Plan.

We feel that all children's contributions to school life should be valued and we seek to develop the self-esteem of every child. Children with SEN(D) have 'special educational needs' if they have any difficulty in accessing education and need any special provision to be made for them; that is, anything that is additional to or different from what is normally available in school.

The specific objectives of our SEN(D) policy are as follows:

- to ensure that children with special educational needs and disabilities are able to join in with all the activities of the school;
- to ensure that all children, both those with or without special educational needs and disabilities, can access a balanced and broad based curriculum, including the National Curriculum;
- to identify children with special educational needs and disabilities as early as possible and to ensure that their needs are met;
- to ensure that all learners make the best possible progress;
- to establish criteria and programmes for monitoring, evaluating and reviewing the effectiveness of the provision;
- to determine any resource implications and establish whether they will be provided within school or through external sources such as West Sussex County Council;
- to promote effective partnerships and to involve external agencies and make referrals when appropriate;
- to maintain regular contact with parents at all stages of support and to work in partnership with them to set and meet targets for their child;
- to ensure all staff are aware of the need to differentiate work effectively and share responsibility for ensuring needs are met;
- to allow access to appropriate training and professional development for all staff.

The Governing Body will ensure that it makes appropriate special educational provision for all children identified as in need of it. The named SEN(D) co-ordinator (SENCo) for the school is Mrs Claire Lewis. Mrs Heather Ward, a member of the Governing body, takes a special interest in SEN(D), although the Governing Body as a whole is responsible for making provision for children with special educational needs and disabilities.

The Governing Body has agreed with the local authority admissions criteria which does not discriminate against children with SEN(D), and its admissions policy has due regard for the guidance in the Codes of Practice which accompany the SEN and Disability Act 2001 and the Equality Act 2010. Parents or carers seeking the admission of a child with mobility difficulties are advised to approach the school well in advance so that consultations can take place and to read the school's Equality Statement and Accessibility Plan.

The school does not have a special unit for children with SEN(D).

## **SEN(D) Funding**

The school receives funds on an annual basis to support provision for SEN(D). This is based on the number of pupils on roll who are on the 'Register of Children with SEN(D)' and varies from year to year. The money is allocated

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annually by the Governing Body when setting the school's budget and used to pay for staffing and resources which support children with SEN(D) throughout the school.

On top of this funding there may be additional funds from the Government and West Sussex County Council to support individual children on specific programmes. This includes 'Pupil Premium' money and additional funds for children with an Education, Health and Care Plan.

## **Identification and Assessment of SEN(D)**

The school is committed to early identification of special educational needs and adopts a graduated response to meeting these needs in line with the SEN Code of Practice 2015. A range of evidence is collected through the assessment and monitoring arrangements of the school. If this suggests that the learner is not making the expected progress, the class teacher will consult with the SENCo in order to decide whether additional and/ or different provision is necessary.

There is no need for children to be registered or identified as having special educational needs or disability unless the school is taking additional or different action.

### **1) Identified Concerns**

If teachers are concerned about some aspect of a child's progress, behaviour or well-being they will decide what action to take within the normal daily classroom routine. If the child is having learning difficulties in one or more areas, the teacher will adapt resources or change the teaching method being used, to suit that child. Teachers will sometimes call this 'differentiation' or 'Quality First Teaching'. If a child is having behavioural difficulties the teacher will take note of the frequency and severity of the incidents and, if possible, adapt the classroom environment to help the child overcome the problems. They will follow the school's behaviour policy to support the monitoring of this.

When teachers are concerned about a child's physical or mental well-being, they will share their concerns with the SENCo and the staff who have responsibilities for pastoral, medical and child-care issues. Currently, Miss Gina Watts is the school Learning and Behaviour Mentor and Miss Claire Lewry is the Family Support Manager.

Whatever the nature of the concern, the teacher will invite the parents or carers of the child into school to discuss the concerns and to ask for their support in resolving the problem. The teacher will inform the SENCo of the concerns using the school 'Record of Concern' form. The SENCo will make a record of the child in the school Register of Children with SEN(D) in the category of "Identified Concerns".

### **2) School Support – Stages 1, 2 and 3**

If a child continues to make inadequate progress in spite of the strategies the teacher has used in class, the teacher may decide that more assessment and intervention is needed. The teacher and the SENCo look at the evidence of inadequate progress and decide on strategies which are additional to, or different from those already being provided in the classroom to help the child to make progress. Formal observations of the child in the classroom or playground may occur at this stage, alongside specialist assessments available within the school. With the agreement of parents/carers, the child is placed at **Stage 1 of School Support** on the SEN(D) Register.

A Pupil Passport for the child is written by the class teacher, overseen by the SENCo, in consultation with the Teaching and Learning Assistant, parents and carers. This sets out the strengths of the child, what is important to them in their current life and for the future and describes the needs of the child alongside strategies and arrangements needed to help them achieve in school. Pupil Passports are written each academic year and reviewed each term.

Following a term of intervention, decisions are made about the future actions that may be taken to meet the child's needs. These may be to:

- reduce the amount of help,

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- continue with the existing level of help with new targets being set,
- increase the level of intervention if there has been little progress.

If, despite significant support and intervention at the Stage 1, the school has evidence that the child is not making the expected progress, or has additional needs, the school will take advice from a relevant professional or external agency. The SENCo will make a record of the child in the school Register of Children with SEN(D) in the category **Stage 2 of School Support**.

Professionals and external agencies will be invited to contribute to the monitoring and review of progress, including the setting and reviewing specialist targets. Children and parents will be fully involved and kept informed about the involvement of external agencies and proposed interventions.

Where children are at significant risk of underachievement, where their needs are severe or complex, or require the input of several professionals and external agencies, and where a high level of additional adult support is necessary, the SENCo will make a record of the child in the school Register of Children with SEN(D) in the category **Stage 3 of School Support**.

At Stage 3, targets are set, monitored and reviewed using an Individual Learning Plan (ILP). The ILP will detail:

- the short-term target,
- how they will achieve the target,
- who will help them – school, home, others
- how they will know they have achieved the target (success criteria),
- when the plan is to be reviewed.

The ILP will be reviewed three times a year and the outcomes will be recorded – with comments from the child, parent and the teacher. Parents and carers are encouraged to participate in the target setting and review process.

#### **4. School request for a statutory assessment**

For a child who is not making adequate progress, despite a period of support at Stage 3 of School Support, the school may request the Local Authority to make a 'statutory assessment' in order to determine whether it is necessary for the child to have an "Education, Health and Care Plan". This will always be with the agreement of parents and carers. The school uses West Sussex County Council's guidance and criteria to inform a decision as to whether a child requires a statutory assessment.

If the Local Authority agrees with the school, it collects information from all the people who have been involved with the child. From this, the Special Educational Needs Assessment Team decides whether the child needs an Education, Health and Care Plan to meet their needs.

#### **5. Education, Health and Care Plan (EHCP)**

An *Education Health and Care Plan* is a legally binding document which sets out the provision the child must receive to meet his or her SEN(D). West Sussex County Council may provide the school with additional funds to cover the costs of this provision. This is used for support of the child by a Learning Support Assistant and/or specialist teaching and equipment. ILPs are used to set targets each term in the same way as outlined above.

Each year the school must hold an 'Annual Review' with the parents and carers, members of staff and all the external agencies involved to assess the child's progress. A representative from West Sussex County Council may attend these reviews.

Some children, particularly those with physical disabilities, sensory impairments or serious medical conditions, may already have an EHCP when they start in the Foundation Stage class. The same procedures of making provision, and target setting and reviewing are put into place as soon as the child starts school.

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If a child makes sufficient progress, an EHCP may be ceased by the Education Authority. Parents will be informed of this in writing following an Annual Review Meeting. Parents have the right to appeal this decision should they feel an EHCP should not be ceased.

## **External support services**

External support services play an important part in helping the school identify, assess and make provision for pupils with special education needs.

These include:

- Phone consultations with the nominated Educational Psychologist for the school.
- Seeking advice from specialist advisory teaching services for children with sensory impairment or physical difficulties or from services like the Occupational Therapy Service.
- Advice and support from the Speech and Language Therapist and contributions to the reviews of pupils with significant speech and language difficulties.
- Advice and support from the Primary Mental Health Worker and local Child and Adolescent Mental Health Service (CAMHS) for children with emotional and behavioural needs.
- Advice and support from the school nurse and community paediatrician (Child Development Centre or CDC).
- Multi-agency meetings (known as the Early Help Forums), with representatives from Children and Family Services, Social Care and Health. These are held to ensure effective collaboration in identifying and making provision for vulnerable pupils.
- Targeted support for families on a variety of issues through Early Help.
- Referral to the Pupil Entitlement Team (attendance).

Permission from parents and carers is always requested before any external agency is involved.

## **Transition**

The school will liaise with the next class/school to make transition arrangements for children with an EHCP and other children with SEN(D) who may benefit from this. When children move to another school their records will be transferred to the next school within 15 days of the child ceasing to be registered, as required under the Education (Pupil Information) Regulations 2000. Written confirmation of the receipt of these records will be sought in line with current GDPR guidelines.

## **Training**

The school makes an annual audit of training needs for all staff taking into account school priorities as well as personal professional development. Particular support is given to Newly Qualified Teachers and other new members of staff and to training that addresses pupils' specific needs.

## **Working in Partnership with Parents and Carers**

- Staff and parents and carers will work together to support children identified as having special educational needs and disabilities to ensure the best educational outcomes. Parents and carers will be involved at all stages of the education planning process through regular contact and meetings.
- The school will always ask the permission of parents and carers before involving other professionals and external agencies in support for a child.
- Parents are encouraged to support the writing of a Pupil Passport.
- ILP targets will include targets to work towards at home, and parents and carers are always encouraged to contribute their views to the review process. All ILPs and reviews are copied and sent to parents and carers after meetings.
- Ideas and materials for supporting learning at home will be discussed with parents and carers and distributed on request.

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- Parents Evenings provide regular opportunities to discuss concerns and progress. Parents and carers are able to make other appointments on request.
- The school will provide information about 'SENDIAS' (SEND Information Advice Service) to all parents of children with SEN(D). Parents and carers of any child identified as having SEN(D) may contact SENDIAS for independent support and advice. The SENCo brings the organisation to the notice of parents whenever possible.

Our school is part of the Angmering Locality of Schools who work collaboratively to ensure best practice and a common approach to providing support for children with special educational needs and disabilities is in place. A 'Local Offer' of the level and type of support available for children with special educational needs and disabilities has been published jointly and is available on the school website.

### **Complaints procedure**

The child's class teacher, the SENCo and the Head teacher will work closely with parents and carers at all stages in his/her education and should be the first port of call in case of any difficulty. Parents and carers of children with SEN(D) whose concerns cannot be resolved by the usual school complaints procedures can request independent disagreement resolution. Further information about this process is available on the school website or from the school office.