

## **Policy for Special Educational Needs and Disability**

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### **Compliance**

This policy should be read and implemented in accordance to the guidance set out in our Safeguarding and Child Protection Policy. This policy has been written in accordance to guidance from the Gloucestershire Safeguarding Children Board, [www.gscb.org.uk](http://www.gscb.org.uk).

This policy complies with the statutory requirements laid out in the SEND code of Practice (2014) and has been written with reference to the Equality Act 2010: advice for schools D of E Feb 2013, Schools SEN Information Report Regulations (2014) and updated following version 2 of the Gloucestershire Guidance for Professionals Working with Children and Young People (2016).

### **Introduction**

North Cerney Primary Academy is committed to provide an appropriate and high quality education to all children living in our local area. It seeks to raise achievement and remove barriers to learning and increase physical and curricular access for all. All children with Special Educational Needs (SEN) are valued, respected and equal members of the school. We strive to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe. Provision for pupils with SEN is a matter for the school as a whole. All teachers are teachers of pupils with SEN. All teaching and support staff are aware of the National Curriculum Inclusion Statement.

## **Definition of Special Educational Needs**

Children have special educational needs if they have a difficulty with their cognition and learning, hearing, visual or physical needs which calls for special educational provision to be made for them.

## **Children have a learning difficulty if they:**

- have a significantly greater difficulty in learning than most others of the same age, or.
- Have 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.

## **Aims**

To ensure compliance and effective implementation with the aforementioned policies, SEN and Disability Act, relevant Codes of Practice and the Gloucestershire Guidance

To ensure that the culture, practice, management and deployment of resources are designed to meet the needs of all pupils with SEN.

To enable pupils with SEN to maximise their achievements, regardless of gender, race, ability, social circumstances or grouping within the school.

To ensure that the needs of pupils with SEN are identified, assessed and appropriately provided for at an early stage, and regularly reviewed.

To work in partnership with parents, to enable them to make an active contribution to the education of their child.

To take the views and wishes of the child into account.

To provide specific input, matched to individual needs, in addition to differentiated classroom provision, for those pupils recorded as having SEND.

To ensure that pupils with SEN are perceived positively by all members of the school community, and that SEN and inclusive provision is positively valued and accessed by staff and parents/carers.

To enable children to move on from us well equipped in the basic skills of literacy, numeracy and social independence to meet the demands of school life and learning.

## Roles and Responsibilities

Head teacher	<p>Policy budget and resourcing</p> <p>Liaise with Governors</p> <p>Liaise with SENCO regarding children who have SEND and are in receipt of pupil premium.</p>
SENCO	<p>Day-to-day operation of SEND policy</p> <p>Identify pupils' special educational needs</p> <p>Liaise with, advise and support classroom teachers and teaching assistants.</p> <p>Coordinate SEN provision across the school.</p> <p>Inform and liaise with parents.</p> <p>Liaise with Head teacher and Governing Body.</p> <p>Coordinate in-service training</p> <p>Maintain necessary records</p> <p>Monitor the progress of children with a MyPlan, MyPlan Plus, Statements or Education, Health and Care Plan (EHCP) and evaluate the effectiveness of special education provision for each child.</p> <p>Monitor within the school all MyPlans.</p> <p>Secure relevant services and referrals.</p> <p>Liaise with external agencies and other SENCOs within the local</p> <p>Direct the work of teaching assistants delivering wave 3 interventions.</p>
Classroom Teachers	<p>Ensure Quality First Teaching including the differentiating the curriculum to include pupils with SEND can access the full curriculum.</p> <p>Identify pupils' special educational needs in liaison with SENCO.</p> <p>Develop, implement, and review MyPlans in liaison with parents and SENCO.</p> <p>To write and review provision maps each term to show the three waves of support provided for the children within their class and send these electronically to the SENCO.</p> <p>Direct the work of TAs to support pupils with special educational needs for all wave 2 interventions.</p>
<p>Governing Body</p> <p>SEN Governor is</p> <p>Mrs Samantha Frost</p>	<p>Ensure SENCO appointment and training meets statutory requirements.</p> <p>Determine key responsibilities for SENCO.</p> <p>Monitor effectiveness of SENCO in undertaking key responsibilities.</p> <p>Monitor effectiveness of SEND provision within the school through meetings with the SENCO.</p> <p>Keep informed about SEN systems and practices in school through meetings and school visits.</p> <p>Understand the national and local context of SEND support.</p> <p>Ensure that the views of children with SEND and their parents are being sought.</p>
SEN Teaching assistants	<p>Liaise with and support teaching assistants (TAs) with SEND provision.</p> <p>Track SEND progress.</p> <p>Liaise with SENCO.</p> <p>Monitor and review MyPlans and provision maps with class teachers.</p>

Teaching Assistants	Implement Wave 2 intervention and Wave 3 programmes. Liaise with class teachers and SENCO. Monitor and review MyPlans and provision maps with class teachers.
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### **Specialised Provision**

In addition to the provision outlined above we can also support specialised provision, we have a variety of policies in place to support children at North Cerney Primary Academy who needs this type of provision.

### **Admission Arrangements**

The Governing Body is responsible for the admission arrangements which accord with those laid down by the local authority (LA). The school acknowledges in full its responsibility to admit pupils with already identified SEND, as well as identifying and providing for those not previously identified as having SEND.

## **Identification, Assessment, Provision and Review**

The process of identification, assessment, provision and review has been revised following the updated version of Gloucestershire's guidance in October 2016 laying out the new graduated pathway, which may or may not lead to an Education Health and Care Plan (EHCP).

Note: The Code of Practice applies to a wide range of difficulties, including learning, behaviour and medical. There is provision for children with behavioural difficulties within the School Curriculum through activities designed to build self-esteem. There is a Behaviour policy for all parents, pupils, staff and Governors that deals specifically with expectations, rewards and sanctions.

If a class teacher is concerned about a child or their lack of progress then a consultation between staff and SENCO will take place and this is likely to result in a child being placed on a MySupport plan which is designed to offer immediate and short-term support for a child. This support may be enough to bridge any gap and be all the child needs. If on review the concern remains then the SENCO will do more observations and assessments which may lead to the child being placed on a MyPlan.

## **Identification and Assessment Process**

Staff seek to identify at an early stage those children with a range of special educational and other needs. At all stages, parents and children are closely involved through discussion, consultation and reports on progress. Full use is made of records and information from previous schools, educational establishments, outside agencies and parents. Before entering school, children and parents are invited to an induction meeting at which children's needs may be identified and parents can alert the Head and the class teacher to any difficulties.

Early identification will be through various means which may include:

Observation

Discussion with parents

Class teacher referral to SENCO

SEN Descriptors produced by Glos LA in the Audit Manual

Previously reported difficulties

EYFS Profile (EYFSP)

Hearing and sight checks

SATs and ongoing assessments

Reading tests

Letters and Sounds assessments

## **The Graduated Pathway - explained**

As mentioned previously a child may have been identified to the SENCO by way of a consultation with class teacher and have been in receipt of short term MySupport within the classroom. This support would have been shared with the parents along with ideas of how to support the child at home.

If a child's needs continue and are deemed to be beyond the remit of a short term MySupport plan then in accordance with the Gloucestershire guidance and moderated examples within the local cluster the child will continue onto the graduated pathway their needs will then be met with a MyPlan. A MyPlan will be necessary when a child's specific needs cannot be met with Universal approaches to develop learning and they need more specific targeted or specialist approaches.

A MyPlan will outline provision including small group and 1:1 support that may take place outside the classroom and the child is placed on the SEN register.

A MyPlan is written in consultation with the parents and the child. The child's views are obtained using a MyProfile and parents are also requested to sign a permission to share consent form. The child's record on SIMS is also updated to show that they are on a MyPlan and this information is captured at future census dates.

A list of children with special needs is kept by the SENCO and updated regularly in consultation with the staff and parents. County are informed of who we hold a MyPlan for and when reviews are due.

A MyPlan is reviewed at least three times a year and parents and children are involved in this process, along with the class teacher and SENCO. The aim of the MyPlan is that 3-4 achievable targets are prepared and reviewed as part of this cycle.

The class teacher writes the MyPlans and shares these with the parents, SENCO and teaching assistants as working documents.

For some children additional provision at MyPlan level may not be enough and advice from outside of school such as an advisory teacher, an educational psychologist or medical professional may be invited in to form part of a MyAssessment on a child who may then need to access provision at MyPlan Plus level. Parental permission for an outside agency is always sought before working with a child.

Some children may need to be considered for a statutory Education Health Care Plan. Whether a child meets the threshold for this provision is decided at a local authority panel.

## **SEN records**

All SEN records are kept by the SENCO and these are passed to receiving schools. The SENCO has good links with preschools, secondary school and other local primaries. If you are aware that your child is moving school or when you know which secondary your child is moving onto then please inform the SENCO and she will ensure that records are passed on quickly to ensure a smooth transition and additional visits to secondary schools can be arranged. If a child joins North Cerney Primary Academy from another school with SEND then she will phone the previous school to obtain any additional information to ensure a smooth start to school life.

### **Provision for Children with Special Needs**

Staff and Governors seek to integrate children with special needs, and as far as possible support takes place within the child's normal class group. If groups of children need to work in a quiet environment, this will be arranged in a way that does not undermine children's confidence or self-esteem.

The provision for children with special needs comes through a differentiated curriculum with modified or extended tasks so that each child progresses at his/her own rate, also Wave 2 support occurs when a small group receives additional in class support and Wave 3 programmes which are short duration and have measurable targets. Information about Waves of intervention can be found in Appendix B Children with an EHC plan receive support based on their Educational, Care and Health Plan Needs.

Each teacher has responsibility for implementing the MyPlans of the children with special needs in his/her class, with support of the SENCO and TAs.

The SENCO also meets regularly with a network of support providers and have contact details and referral forms to request additional support.

### **Access to the Curriculum**

Class teachers teach all pupils with SEN for most of the week with their peers in mainstream classes. All teaching and support staff are aware of the National Curriculum Inclusion Statement and in their planning and teaching strive to:

- Provide suitable learning challenges
- Meet the pupils' diverse learning needs
- Remove the barriers to learning and assessment.
- Narrow/close any gap in attainment between SEN and non-SEN pupils.

The school and teachers regularly review and evaluate issues related to pupils with SEN and then classroom organisation, teaching styles and methods, materials and tasks are adapted accordingly.

For access to statutory assessments (SATS) the relevant class teacher in conjunction with the SENCO and the Head teacher will ensure that any additional provision that is needed such as a scribe or additional time is requested and recording in accordance to the Assessment and reporting arrangements for that year.

### **Access to the Wider Curriculum**

Pupils with SEN are actively encouraged and supported to join in and benefit from extra curricular activities.

### **Monitoring/Evaluating the Success of Education Provision for Pupils with SEN**

The school, including the governing body, is committed to regular and systematic evaluation of the effectiveness of its work. The school employs a series of methods to monitor and evaluate success, including:

- Meetings plus regular discussion of teaching methods between the SENCO and class teacher
- Analysis of the attainment/achievement of different groups of pupils with SEN
- Scrutiny of pupils' work
- Views of parents and the pupils
- Regular meetings between the SENCO and the SEN Governor
- Assessment records (e.g. reading ages) that illustrate progress over time.
- SEN children's data and teachers comments also form part of the pupil progress meeting and the head teacher and SENCO attend all of these.

As a result of the above, the school identifies aspects for future development, which are updated on the teaching and learning section in the School Development Plan.

### **Role Played by Parents of Pupils with SEN**

In accordance with the SEN Code of Practice 2014, the school believes that all parents of children with SEN should be treated as equal partners. The school has positive attitudes to parents, provides user-friendly information and strives to ensure that they understand the procedures and are aware of how to access advice. Parents will be supported and empowered to:

- Recognise and fulfil their responsibilities as parents and play an active and valued role in their child's education
- Have knowledge of their child's entitlement within the SEN framework
- Make their views known about how their child is educated
- Have access to information, advice and support during assessment and any related decision-making processes about special educational provision.

### **Arrangements for Dealing with Concerns of Parents**

Most concerns of parents are communicated directly to the class teacher in the first instance, then the SENCO or Head teacher. The SENCO works part time but is available via email where an appointment can be made for the next time she is in school. Her working week is flexible to allow for her to arrange meetings at mutually convenient times. Parents can contact the SENCO direct and have informal discussions and/or appointments can be made. The email address is [senco@northcerney.gloucs.sch.uk](mailto:senco@northcerney.gloucs.sch.uk)

## **Resources**

There is an allocated budget to provide additional resources suitable for children with SEN. Additional Resources are available that are specifically bought for children with special needs, these are purchased on a needs basis and budget spends are approved by the head teacher.

## **SEN and Inclusion Training**

Teacher and support staff training needs are identified through the School Development Plan, performance management and discussion with the CPD Co-ordinator.

The SENCO attends local courses, cluster groups and conferences throughout the year. TAs have regular meetings which the SENCO attends to provide any training and answer any questions. Training for teaching staff is ongoing.

Other information for SEN can be found on our Local Offer leaflet or our SEN Information Report.

## **Review**

This policy will be reviewed annually.

This policy is pending approval from the governors.

## Appendix A – Four Broad Areas of Need

### Communication and interaction

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. Children and young people with ASD, including Asperger’s Syndrome and Autism, are likely to have particular difficulties with social interaction.

### Cognition and learning

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation.

### Social, emotional and mental health difficulties

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. Other children may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

### Sensory and/or physical needs

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided.

## Appendix B – Waves of intervention

Wave	How it is delivered	What resources are used
<b>Wave 1</b> <b>Class teacher – quality first teaching</b>	Differentiated curriculum support within the class	Visual timetables Seating positions
<b>Wave 2</b> <b>Provided by the class teacher and class TA often with consultation with the SENCO</b>	additional support through small group interventions (often in the classroom)	Small group pre teach and post teach booster groups
<b>Wave 3</b> <b>Usually provided by the SENCO or a TA. This is in addition to wave 1 and 2 support and is highly tailored.</b>	additional support through 1:1 support or small group outside of the classroom	Phonics programmes such as Dancing bears, spelling via Apples and Pears. Precision maths booster through plus1, power of 2.