



SHEERHATCH PRIMARY SCHOOL

SPECIAL EDUCATIONAL NEEDS & DISABILITIES POLICY & PROCEDURE

Head Teacher— Mrs Helen Johnson
SENDCo— Mrs Danica Kipling
SEND Governor – Mrs Mary Whitehead

This policy includes the processes identified to respond to students with Special Educational Needs and Disabilities (SEND) and also meets the statutory reporting regulations of the SEND Information Report.

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 Years (June 2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: Advice for Schools DfE February 2013
- Section 19 of the Children and Families Act 2014
- SEND Code of Practice 0-25 (June 2014)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance and Supporting Pupils at School with Medical Conditions (April 2014)
- The Special Educational Needs and Disability Regulations (2014)
- The National Curriculum in England Key Stage 1 and 2 Framework document (September 2013)
- Teacher Standards (2012)
- Safeguarding Policy
- Accessibility Plan

The Policy was amended by Danica Kipling, the School SENDCo, in conjunction with the Head teacher and the SEND Governor.

The SEND Governor is Mrs Mary Whitehead. Mrs Danica Kipling is an Assistant Head teacher overseeing the SEND Provision across the school. She has recently successfully completed the National SENDCo Award.

SECTION 1: Rationale

Sheerhatch Primary School is a warm and friendly school serving the villages of Cople and Willington and surrounding areas. We offer a vibrant, yet safe and secure environment encouraging our children to live and work by the SHEERHATCH values.

We will treat your child as an individual and motivate, challenge and support them to reach their full potential. We believe our children should be happy, inquiring and confident learners and we will encourage a thirst for learning which we hope will stay with them for life.

We promote a broad, creative curriculum that is inclusive to all children, celebrating their strengths and aptitudes, building key skills, knowledge and understanding. This is underpinned by a strong focus on Literacy and Numeracy skills along with a high profile for Science and opportunities for enrichment that develop an appreciation of the Arts and Humanities.

The SEND Policy for Sheerhatch Primary School seeks to promote this by providing equality of access and opportunity to all areas of the curriculum for all learners. Pupils are taught in an environment where they receive equal respect and in which their individuality is valued. It is the responsibility of all teachers to help each and every pupil reach their own potential through supported and differentiated teaching across the curriculum.

We believe that parents and carers play a vital role in supporting their child's education and we therefore aim to foster positive relationships between school staff, parents and carers during their time at our schools.

SECTION 2: Aims

'All children and young people should expect to receive an education that enables them to achieve the best possible educational and other outcomes, and become confident, able to communicate their own views and ready to make a successful transition into adulthood'.

(Schools: Guide to the 0 to 25 SEND Code of Practice, p10, September 2014).

At Sheerhatch Primary School we aim to raise the aspirations and expectations for all pupils, including those with special educational needs and disabilities. We will do this by:

- Working within the guidance provided in the SEND Code of Practice (2014).
- Providing a Special Educational Needs and Disabilities Coordinator (SEND DCo) who will oversee the implementation of the SEND Policy.
- Identifying any additional needs at the earliest point in order to provide effective provision for all pupils.
- Providing high quality provision that focuses on inclusive practices and removing barriers to learning for all.
- Providing support and advice for all staff working with pupils with SEND providing support and advice for the parents and carers of pupils with SEND.
- Involving parents and carers of those pupils with SEND with decisions regarding provision provided by both schools and other professionals.

SECTION 3: Identifying Special Educational Needs

3.1 What are special educational needs or disabilities?

According to the SEND Code of Practice:

Special Educational Need:

'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.

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

- Has a significantly greater difficulty in learning than the majority of others of the same age

or

- 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 or mainstream post-16 institutions'

(xiii, xiv, pages 4-5, 2014)

Disability:

'Many children and young people who have SEND may have a disability under the Equality Act 2010— that is '... a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'... This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthmas, diabetes, epilepsy and cancer'

(xviii, page 5, 2014)

The SEND Code of Practice identifies the following four broad areas of need:

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

These four broad areas give an overview of the range of needs that should be planned for. Pupils with SEND may have needs which lie in one or more than one of these specific areas.

At Sheerhatch Primary School, we recognise the importance of early identification and aim to identify pupils' special needs as early as possible. The skills and levels of attainment of all pupils are assessed on entry and build on information provided by any previous settings. The purpose of identification is to work out what action the school needs to take. As part of this process the needs of the whole pupil are considered, not just the special educational needs of the pupil. For some children, SEND can be identified at an early age. However, for other children and young people difficulties become evident only as they develop (SEND Code of Practice, 6.20).

Class teachers in conjunction with the SENDCo will make half termly assessments of the progress of all children in their class. These assessments should seek to identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- Is significantly slower than that of their peers starting from the same baseline.
- Fails to match or better the child's previous rate of progress.
- Fails to close the attainment gap between the child and their peers.
- Widens the attainment gap.

(SEND Code of Practice, 6.17, 2014)

We recognise that other factors may influence a pupil's progress and attainment, but these factors do not necessarily mean that the pupil has a special educational need. These factors might include one or more of the following:

- Disability (where reasonable adjustment under the Disability Equality Legislation can enable the child to make expected progress).
- Attendance and/or punctuality.
- Health and welfare.
- English as an Additional language (EAL).
- Being eligible for Pupil Premium funding and/or being a Looked After Child (LAC).
- Being a child of a serviceman/woman.

SECTION 4: SEND Provision

4.1 Pupil Progress

Class Teachers are responsible and accountable for the progress and development of all pupils in their class (SEND Code of Practice, 6.3, 2014). High quality teaching, differentiated for groups or pupils and individual pupils, is the first step in meeting the needs of any pupil who has or may have a special educational need.

Pupils with a disability will be provided with reasonable adjustments (such as auxiliary aids and services) to overcome any disadvantage experienced in school and increase their access to the taught curriculum.

The quality of classroom teaching accessed by pupils with SEND is monitored in the following ways:

- Classroom observations by the Head teacher and / or SENDCo.
- Ongoing assessments of the progress made by pupils with SEND, which are reviewed by the SENDCo, once per half term.
- Work sampling and scrutiny of planning to ensure effective matching of work to student need.

- Teacher meetings with the SENDCo to provide advice and guidance on meeting the needs of pupils with SEND.

4.2 Provision Mapping

At the start of every term, the SENDCo holds a staff meeting to discuss any pupils across the school that are not making expected progress. Where progress continues to be less than expected the SENDCo, in conjunction with the Class Teacher, should assess whether the child would benefit from any Wave 2 interventions. These interventions will be recorded on the whole school Provision Map (see Appendix 1) according to the four broad areas of need.

The process that will be followed is listed below. The SENDCo will:

- Meet with the Class Teacher to discuss the needs of the pupil. This conversation will draw on the teacher's assessment and experience of the pupil, their previous progress and attainment and any other relevant information, which may include attendance or behaviour, for example. Pupils' own views may be taken in to account at this point, as may any concerns raised by parents or carers.
- If appropriate, carry out classroom observations or 1:1 assessments to further understand the pupils' needs
- Suggest appropriate interventions that can be delivered on a 1:1 or small group basis outside of the classroom.
- Meet with the SEND Teaching Assistant to discuss the pupils' needs and focus of the intervention(s).
- Meet with parents or carers to discuss the areas of difficulty and suggested plan for intervention(s).
- With parents or carers support, seek the advice of outside professionals. This may include making a referral to appropriate services.

On a half termly basis the SENDCo will then:

- Meet with the SEND Teaching Assistant to review the effectiveness of the interventions. This may involve some observations of the interventions in practice.
- Review all Wave 2 interventions by considering the progress that individual pupils have made. Where interventions are having a positive impact on progress they may a) continue if there is further scope for progression or b) where interventions are resulting in limited or no progress alternative interventions will be put into place.

Any Teaching Assistants or Teachers delivering 1:1 or small group interventions are responsible for completing an Intervention Progress Sheet (see Appendix 2) for each intervention delivered. This will then be used by the SENDCo to assess pupil progress and the effectiveness of the intervention.

4.3 A Graduated Approach to SEND Support

Where pupils continue to make less than expected progress and interventions have had limited impact on the pupils' progress the SENDCo may consider providing the pupil with SEND Support and will list the pupil on the school's SEND Register.

The SEND Code of Practice (6.44, 2014) states that:

Where a pupil is identified as having SEND, schools should take action to remove barriers to learning and put effective special educational provision in place. This SEND support should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes'.

We will adhere to the following four-part cycle in order to support those pupils in need of SEND Support:

- Assess
- Plan
- Do
- Review

Assess

The SENDCo, in conjunction with the Class Teacher, will discuss the progress of pupils who are not making the expected progress. This will follow the same process as listed above in Section 4.2.

Plan

'Where it is decided to provide a pupil with SEND Support, the parents or carers of that pupil must be formally notified. The SENDCo will arrange a meeting with the parents or carers and the Class Teacher to discuss this. During this meeting the SENDCo and Class Teacher should agree, in consultation with the parents or carers and the pupil, the adjustments, interventions and support to be put into place, as well as the expected impact on the progress, development or behaviour, along with a clear date for review' (SEND Code of Practice, 6.48, 2014).

Within two weeks of the meeting the Class Teacher will write an Individual Education Plan (IEP) using the agreed format (see Appendix 3) for the pupil based on what was agreed at the meeting and then submit it to the SENDCo. Once this has been approved, a copy will be sent home to the pupils' parents or carers within one week. Parents/carers are invited to make an appointment to discuss the IEP further at this stage with the SENDCo and Class Teacher if they wish to.

The Class Teacher is then responsible for making sure that all Teachers and Support Staff who work with the pupil are made aware of the IEP and the sought outcomes.

Do

The Class Teacher should remain responsible for working with the pupil on a daily basis and recording any progress made against the pupils IEP targets. Where interventions involve 1:1 or small group teaching away from the classroom the Class Teacher should work closely with any

Teaching Assistants delivering these interventions. It is the responsibility of the Class Teacher to liaise with the Teaching Assistant to ensure that interventions are linked with classroom teaching.

Any Teaching Assistants delivering 1:1 or small group interventions are required to record content of each session and any progress made towards IEP targets using the agreed format (see Appendix 4).

Review

The effectiveness of the support, interventions and their impact on the pupil's progress should be reviewed in line with the date agreed during the 'Plan' stage meeting. This will usually be within one term of the original meeting but may be sooner depending on the needs of the pupil.

The SENDCo in conjunction with the Class teacher, is responsible for evaluating the effectiveness of SEND Support, including any interventions that have been used. Parents and carers will be invited in to discuss the pupils' progress in relation to the IEP targets. Discussion will focus on the impact of the support and any interventions provided and form the basis of planning for the next stages of the pupils' progression.

For children receiving SEND Support, this process will generally be repeated once per term unless the needs of the pupil require more frequent reviews.

4.4 Managing Pupils needs on the SEND Register

When review meetings are held for pupils in receipt of SEND Support, if expected progress has been made, gaps in learning have closed and pupils are achieving in line with their ability, a decision will be made by the SENDCo about whether the pupil needs to remain on SEND Support. If the decision is made that the pupil no longer needs SEND Support, no further IEPs need to be written. The SENDCo will arrange to meet with the Class Teacher and parents/carers one term later to review progress once SEND Support has ceased. Parents may request additional meetings as they wish with the SENDCo and/or Class Teacher at a later date.

However, if the SENDCo, Class Teacher and/or parents judge that the pupil is making inadequate progress despite the delivery of high quality targeted interventions, the SENDCo may choose to seek parents' or carers' permission to make a referral to one of the following:

- Speech and Language Therapy
- Special Needs Nursing Team
- Physiotherapy
- Occupational Therapy
- Audiology
- Ophthalmology
- Education Support Teams (Early Years and Sensory Impairment Teams) • Child and Adolescent Mental Health Service
- Any other agency as appropriate

4.5 Education and Health Care Plans (EHCP)

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of a child or young person, the child or young person has not made expected progress, the school or child's parents could consider asking the local authority to carry out an Education, Health and Care (EHC) needs assessment.

During the course of an EHC needs assessment, the Local Authority must gather advice from relevant professionals about the young person's education, health and care needs, desired outcomes and special educational, health and care provision that may be required to meet the identified needs and achieve desired outcomes. The school will co-operate with the Local Authority in this by providing the educational advice and information requested. This process will be managed by the SENDCo.

SECTION 5: Supporting Pupils and Families

5.1 Admissions

Sheerhatch Primary School is a co-educational school for pupils aged 4 - 11 years old. The Cople site is all on one level and there are two disabled toilets, one in the hall and one in the main school building. The Willington site is also single story with two disabled toilets, one in the main school building and one in the separate modular classroom.

The school ensures that all students with SEND are admitted on an equal basis with others in accordance with our School Admissions Policy criteria.

For children with an EHCP or Statement, parents/carers have the right to request a particular school and the Local Authority must comply with that preference and name the school in the EHCP unless:

- It would be unsuitable for the age, ability, aptitude or SEND of the child or young person.

or

- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

(SEND Code of Practice, 9.79, 2014)

Before making the decision to name our school in a pupil's EHCP, the Local Authority will send the Governing Body a copy of the EHCP and will then carefully consider their comments very carefully before deciding whether to name it in the pupil's EHCP.

Parents/carers of a child with an EHCP also have the right to seek a place at a special school if they consider that their child's needs can be better met in specialist provision.

5.2 SEND Information Report

The Governing Bodies of maintained schools must publish information on their website about the implementation of the Governing Body's Policy for pupils' with SEND. The information must be updated on an annual basis (SEND Code of Practice, 6.79, 2014).

The SEND Information Reports can be found on the school websites. It contains information about the following:

- The kinds of SEND that are provided for.
- Policies for identifying children and young people with SEND and assessing their needs, including the name and contact details of the SENDCO (mainstream schools)
- Arrangements for consulting parents of children with SEND and involving them in their child's education.
- Arrangements for assessing and reviewing children and young people's progress towards outcomes. This should include the opportunities available to work with parents and young people as part of this assessment and review.
- Arrangements for supporting children and young people in moving between phases of education and in preparing for adulthood. As young people prepare for adulthood outcomes should reflect their ambitions, which could include higher education, employment, independent living and participation in society.
- The approach to teaching children and young people with SEND.
- How adaptations are made to the curriculum and the learning environment of children and young people with SEND.
- The expertise and training of staff to support children and young people with SEND, including how specialist expertise will be secured.
- Evaluating the effectiveness of the provision made for children and young people with SEND.
- How children and young people with SEND are enabled to engage in activities available with children and young people in the school who do not have SEND.
- Support for improving emotional and social development. This should include extra pastoral support arrangements for listening to the views of children and young people with SEND and measures to prevent bullying.
- How the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting children and young people's SEND and supporting their families.
- Arrangements for handling complaints from parents of children with SEND about the provision made at the school.

5.3 Transition

Starting School

For children that start school in the reception class, parents and carers are offered the following during the Summer Term before they commence school in September:

- A transition afternoon where parents and carers are invited in to school with their child
- Children are invited to spend the morning and lunchtime in school as part of a whole school 'shuffle up' day in July

For children with any additional needs, the Reception Class Teacher will also visit the child in their pre-school setting to enable conversations between staff.

For children who have an EHCP, there will be an agreed series of transition visits and meetings organised by the SENDCo to ensure that arrangements are in place for the child's transition into the school. These meetings will involve school staff, pre-school staff and parents/carers.

Joining the School at other times

When pupils join our school in-year, the Class Teacher will always ensure that they liaise with the child's previous Class Teacher, particularly if the child has any additional needs. It may also be appropriate for the SENDCo to make contact with the school if the child has received any additional support in school.

For pupils who have an EHCP, there will be an agreed series of transition visits and meetings organised by the SENDCo to ensure that arrangements are in place for the child's transition. These meetings will involve staff, school staff from the pupil's previous setting and parents/carers.

Moving to another school

Our school is currently transitioning to become a full Primary School, so the majority of children will remain with us until the end of Year 6 (Summer 2019 for our first cohort). During the Summer Term before pupils move to another school for Year 7, the Year 6 Class Teacher will meet with the staff from the receiving school, to discuss each of the pupils transferring there. For those pupils with additional needs, SEND or an EHCP, the SENDCo will also meet with the SENDCo from the receiving school to discuss the pupils' needs. This may involve organising some additional transition visits for pupils as appropriate.

For those pupils with SEND transferring to other schools at different times, the SENDCo will liaise with the SENDCo from these schools to organise an individual transition schedule as appropriate to the needs of the pupil.

SECTION 6: Supporting Pupils at School with Medical Conditions

At Sheerhatch Primary School we recognise that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and Physical Education (PE) lessons. Some pupils with medical conditions may be disabled, and where this is the case the school will comply with its duties under the Equality Act 2010.

Some pupils with medical conditions may also have SEND and may have a Statement or Education, Health and Care Plan which brings together health and social care needs as well as their special educational provision. In these cases, the school follows the guidance set out in SEND Code of Practice (2014).

For further information, please refer to the schools managing the Medical Conditions of Pupils Policy. This can be found on our school website.

SECTION 7: Monitoring and Evaluation of SEND

The monitoring and evaluation of the SEND provision is an integral part of the Assess, Plan, Do and Review Model explained in Section 4 of this policy. It forms an essential part of the whole school monitoring, evaluation and review.

Throughout the year as appropriate the SENDCo will:

- Carry out observations of whole class and group teaching.

- Carry out observations of small group and 1:1 interventions.

The SENDCo will also obtain the views of pupils and parents/carers on an annual basis in order to evaluate the overall effectiveness of the school's SEND Provision.

The SEND Governor will visit the school to monitor the SEND Provision throughout the year and feedback at Full Governing Body meetings.

The SENDCo will present a report to the Governing Body during the last meeting of each academic year.

SECTION 8: Training and Resources

8.1 Training

The SENDCo Willington has recently completed the Masters Level National Award for SENDCos and has attended training sessions in a range of different interventions and specific learning difficulties. They keep up to date with the services offered through the Local Authority by attending training sessions, conferences and meeting as they arise.

The Governor with specific responsibility for SEND has completed the SEND Governor Training.

The training needs of school staff, including support staff, are regularly reviewed and planned so that all staff are well equipped to meet the needs of the most common barriers to learning, and support any children with developing needs.

All teaching staff meet with the SENDCo when they are new to post so that the systems and structures detailed in the SEND Policy and the school SEND Provision can be explained in more detail.

Support staff, including those delivering 1:1 and/or small group interventions, have training with the SENDCo as needed to support their understanding of:

- New resources.
- New systems for recording pupil attainment and progress any specific learning needs pupils may demonstrate.
- Effective delivery of particular interventions.

8.2 SEND Funding

The SEND Code of Practice states that:

- All mainstream schools are provided with resources to support those with additional needs, including pupils with SEND and disabilities. (6.95)
- Schools have an amount identified within their overall budget, called the notional SEND budget. This is not a ring-fenced amount, and is for the school to provide high quality appropriate support from the whole of its budget. (6.96)
- It is for schools, as part of their normal budget planning, to determine their approach to using their resources to support the progress of pupils with SEND. (6.97)

The school is also eligible for top-up funding from the Local Authority for those SEND pupils that need more than £6000 worth of special educational provision. This would be for those pupils more complex and severe needs with a statement or EHCP.

At both schools we have access to a range of resources that can be used for 1:1 or small group intervention sessions. We also budget for Teaching Assistants to work on specific 1:1 or small group interventions with pupils that are identified as making less than expected progress.

SECTION 9: Roles and Responsibilities

9.1 Roles

The key roles of the SENDCo are:

- Over-seeing the day-to-day operation of the school's SEND Policy.
- Co-ordinating provision for children with SEND.
- Liaising with the relevant Designated Teacher where a looked after pupil has SEND.
- Advising on the graduated approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with parents/carers of pupils with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the local authority and its support services.
- Liaising with potential next providers of education to ensure a pupil and their parents/carers are informed about options and a smooth transition is planned.
- Working with the Head teacher and school Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEND up to date.

9.2 Responsibilities

The Head teacher has overall responsibility for the school's SEND Provision. The role of SENDCo is delegated to one of the Assistant Head teachers, but the Head teacher is still responsible for ensuring that all pupils' needs are met and that they make the best possible progress. The Head teacher is also responsible for making sure that the Governing Body is kept up to date about all issues in the school relating to SEND.

It is the responsibility of the SEND Governor, Mary Whitehead, to ensure that:

- The SEND Policy is reviewed and agreed on an annual basis.
- The school has appropriate provision and has made necessary adaptations to meet the needs of all students at the school, including those identified at SEND.

- Regular visits are made to monitor the SEND provision within the school.

The designated member of staff with specific responsibility for Safeguarding is the Head teacher, Mrs Helen Johnson with both Assistant Head teachers, Mrs Danica Kipling and Mrs Joanne Hymers also having completed the same level of training in order that they can deputise in this role.

The member of staff with responsibility for Pupil Premium / LAC funding is the Head teacher, Mrs Helen Johnson.

The Head teacher also has responsibility for meeting the medical needs of pupils.

SECTION 10: Storing and Managing Information

Please refer to the whole-school Data Protection Policy for more information. This can be found on our school website.

SECTION 11: Reviewing the Policy

The SEND Policy will be reviewed on an annual basis in order to ensure that it is kept up-to-date and in line with any changes in law and legislation. The SENDCo will review this policy in conjunction with the SEND Governor and the Head teacher.

SECTION 12: Accessibility

The Accessibility Plan describes the actions the schools take to increase access to the school environment and the curriculum for those that need it. Please see the school website for this policy.

SECTION 13: Dealing with complaints

At Sheerhatch Primary School we strive to provide a good education for all our pupils. The Head teacher and staff work very hard to build positive relationships with all parents/carers, however, sometimes parents/carers may feel unsatisfied with the SEND Provision that their child is receiving. In these cases, parents/carers should contact the SENDCo, to discuss the matter. They will deal with the matter and hopefully resolve the issue, involving other parties as necessary.

If the parent/carer is unhappy with the outcome of this meeting, the complaint should be put in writing and addressed to the Head teacher. If the complaint is about the Head teacher, then the complaint should be addressed to the Chair of Governors, Mr Rob Baxter. The complaint will then be dealt with in accordance with the school's Complaints Policy. This can be seen on the school website.

SECTION 14: Bullying

At Sheerhatch Primary School, we are committed to providing a caring and safe environment for all pupils. Bullying of any pupil is unacceptable in our school. Please refer to the school's Anti-Bullying Policy for more information. This is available on the school website.

SECTION 15: Appendices

- Appendix 1 -Whole School Provision Map.
- Appendix 2 - Individual Education Plan (IEP) format.

- Appendix 3 - Intervention Progress sheet.

Review

This policy will be reviewed on an annual basis. The policy was approved by the Governing Body at its meeting on:

Signed by Head Teacher

Signed by Chair of Governors