

South Benfleet Primary School (Academy Trust)

A Policy Statement for Special Educational Needs



Policy

Special Educational
Needs Policy

SENCOs:

Mrs M. Skinner - National Award for SEN Coordination November 2015

Mr M. Williams - National Award for SEN Coordination December 2011

SLT line manager: Mr D. Carver

SEN Governor: Mrs S. Lawrence

Appointments to discuss all aspects of SEN can be made through the School Office or they can be contacted by e-mail: senco@southbenfleet.essex.sch.uk

Section 1:

Definitions of Special Educational Needs (SEND) taken from Section 20 of the Children and Families Act 2014. (Updated 1 May 2015)

At South Benfleet Primary School we believe that:

A child has Special Educational Needs if they have a learning difficulty, which calls for special educational provision to be made for them. This could mean they have a greater difficulty in learning than the majority of their peers or they have a disability or medical condition which hinders them from accessing educational facilities of a kind provided for children of the same age.

All pupils, irrespective of ability, share a common entitlement to a broad and balanced curriculum, inclusive of the National Curriculum. This right extends to every pupil of the school, whether or not they have a Special Educational Need (SEN).

The school aims to provide a caring learning environment, rich in stimulation, which meets the needs of all pupils and fosters their academic, emotional and physical development, in order that each child reaches their full potential. The teachers and Learning Support Assistants (LSAs) have high expectations of all pupils.

All teachers are teachers of children with Special Educational Needs and the main emphasis is on integrating and enabling these children to access the National Curriculum and broader curriculum through a whole school approach.

The Governors recognise the important part Special Needs staff play in the school and have allocated funds to employ a Special Educational Needs Co-ordinator (SENCO)/ Inclusion Manager for five days per week.

At the close of each academic year, in liaison with class teachers, children with Special Educational Needs are assessed or re-assessed. A plan of action for the new academic year is then drawn up. This involves allocating the time of the SENCOs, Special Educational Needs Learning Support Assistants (LSAs) and Class LSAs in the most effective way.

One significant change arising from the Code of Practice (2014) is that Statements of Special Educational Needs (for those children with the most complex needs) have now been replaced with an Education, Health and Care (EHC) Plan.

The SEND Local Offer is a resource which is designed to support children and young people with Special Educational Needs and/or disabilities and their families. It describes the services and provision that are available both to those families of children in Essex that have an Education, Health and Care Plan and also for those who still experience some form of Special Educational Need.

The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

With reference to the term young person, this policy will refer to that term as child or 'young person' as pupil or child.

Compliance

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

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

This policy was created by the SENCO in liaison with the SEND Governor, Senior Management Team, all staff and parents/carers of pupils with SEND.

Our Mission Statement

The dedicated team at South Benfleet Primary School aims to provide a happy, caring, community of learners where all are welcomed and valued and where learning is fun, real, relevant and memorable.

We strive to ensure that our children acquire responsibility, tolerance and understanding and develop respect for themselves, each other, their families, our local community and the environment.

We want our pupils to be co-operative and have high self-esteem and develop the motivation, knowledge and skills to prepare them for the world of tomorrow.

Section 2:

Aims

'Every Teacher is a Teacher of SEND.'

- To provide every child with access to a broad and balanced education. This includes 'The National Curriculum 2014 in line with the Special Educational Needs Code of Practice 0-25 2015.'
- To promote independence, equality and consideration for others.
- To ensure that a wide range of pupils' achievements are celebrated.
- To support all pupils in achieving the best of their ability by offering multiple pathways for progression.
- To equip pupils with the skills and attributes necessary for adult life.
- To create a welcoming atmosphere for parents/carers.
- To provide support and advice for all staff working with Special Educational Needs.

Objectives

- **For staff members to seek to identify the needs of pupils with SEND as early as possible.** This is most effectively done by gathering information from parents/carers, education, health and care services, or early years settings, prior to the pupil's entry into the school. Where needs have not been previously identified staff have an obligation to report observations to the SENCO.
- **To monitor the progress of all pupils** in order to aid the identification of pupils with SEND. Continuous monitoring of those pupils with SEND by their teachers will help to ensure that they are able to reach their full potential.
- **To make appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum 2014.** This will be co-ordinated by the SENCO and the senior management team. It will be carefully monitored and regularly reviewed in order to ensure that individual outcomes are being met and all pupils' needs are catered for.
- **To work with parents/carers** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices and providing regular feedback on their child's progress.
- **To work with outside agencies** when the pupil's needs cannot be met by the school alone. South Benfleet Primary School receives further support from a range of outside agencies including: Education Psychology Service, Specialist Teacher Service, BATIC Counselling Service, Speech and Language Therapy, Child and Adolescent Mental Health Services (CAMHS). Advice from a range of outside agencies is sought in relation to a pupil's individual needs.
- **To create a school environment where pupils can contribute to their own learning** by offering all students the opportunity to voice their own opinions. This is achieved by encouraging positive relationships with adults in school and carefully monitoring the progress of all pupils at regular intervals. Pupil participation is promoted across the school. The class teacher helps to build a sense of belonging, respect and value.
- **To provide Continuing Professional Development (CPD) for all staff** to improve understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered.

Section 3:

Identifying Special Educational Needs

The Code of Practice 0-25 2015 describes the 4 broad categories of need as:

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

These four broad areas give an overview of the range of needs that will be planned for. The purpose of identification is to consider what action the school needs to take to meet a pupil's individual needs. The purpose **is not** to fit a pupil into a category.

South Benfleet Primary School identifies the needs of pupils by considering the needs of the whole child which will include not just the Special Educational Needs of the child or young person but will also include other factors that may impact on progress and attainment, for example:

- Disability (The Code of Practice 2015 outlines the "reasonable adjustment " duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEND)
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of a Serviceman/woman
- Other identified groups of pupils within the school

Any concerns relating to a child or young person's behaviour is an underlying response to a 'need'. We will seek to recognise, identify clearly and take appropriate action in order to support the emotional well-being of the child and so to address any inappropriate behaviour.

Arrangements for Coordinating SEND Provision

The SENCO will hold details of all SEND Support records such as the SEND Register, and individual pupil files (including One Plans) and an overview of school interventions.

Intervention Files are stored in each classroom and include: provision maps, planned interventions and assessments.

All staff can access the following documents in the SEND file on the server:

- South Benfleet Primary School SEND Policy
- South Benfleet Primary School (Academy Trust): Our school "Offer" on Special Educational Needs and Disability
- Guidance on identification of SEND in the Code of Practice using the 'Essex Provision Guidance Toolkit'
- A copy of the full SEND Register.
- High Quality Teaching Checklists
- Information on individual pupil's Special Educational Needs, including One Page Profiles, One Plans, IEP/Intervention Records

- Information on a range of interventions available, including assessment. Practical advice, teaching resources, and information about types of Special Educational Needs and Disabilities.

Additional information regarding interventions is stored centrally in the 'Rainbow Room' so that it is easily accessible for all staff reference.

Further information is available through Essex County Council's SEND Local Offer.

By accessing the School's SEND information, every staff member will have complete and up-to-date information about all pupils with Special Educational Needs and their requirements; enabling them to meet the individual needs of all pupils.

This policy is made accessible to all staff and parents/carers in order to aid the effective co-ordination of the School's SEND provision.

A Graduated Approach to SEND Support Identification:

See definition of **Special Educational Needs** at the start of this policy.

A Graduated Approach: 'Every Teacher is a Teacher of SEND'. High Quality Teaching: The 'Baseline' of Learning for *all* Pupils

- Early intervention and identification of pupils in Early Years Foundation Stage using Essex County Council's Provision Guidance
- High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for lack of quality first teaching.
- Any pupil who is falling significantly behind the expected academic achievement, in line with predicted performance indicators, will be monitored.
- Once a pupil has been identified as *possibly* having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- All staff will use the 'High Quality Teaching Checklists' as a baseline assessment to ensure that appropriate differentiation is in place in order for all pupils to access the curriculum and make progress. This will also enable the teacher to better understand the provision and teaching style that needs to be applied. Essex County Council's Provision Guidance will also be referred to.
- The SENCO will be consulted as needed for support and advice and may assess and/or observe the pupil in class.
- Through the above actions it can be determined which level of provision the pupil will need.
- If a pupil has recently been removed from the SEND register they may also fall into this category as continued monitoring will be necessary.
- Parents/carers will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. Parents/carers are encouraged to share information and queries with the school.
- The pupil is monitored if concern is raised by a parent/carer or teacher but this does not automatically place the pupil on the School's SEND register. Pupils will be classified as a 'Concern' and a decision whether support is required will be ascertained by consultation with all 'stakeholders' and with reference to Essex Provision Guidance Toolkit.

- Pupil progress review meetings and parent evenings are used to monitor and assess the progress being made by all students. Meetings will be held termly for pupils identified with SEND and, if necessary, additional meetings will be held to monitor progress.

Section 4:

Managing Pupils' Needs on the SEND Register

SEND Support:

Where it is determined that a pupil does have SEND, parents/carers will be formally advised of this before inclusion of the individual on the School SEND Register. The aim of formally identifying a pupil with SEND is to help the School ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part process indicated below:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are most effective in supporting the pupil to achieve good progress and outcomes.

Assess

The Code of Practice suggests that pupils are only identified as having SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching (Page 99, Section 6.37 onwards). In identifying a child as needing SEND support, the teacher working with the SENCO should carry out a clear analysis of the pupil's needs. This should draw on high quality accurate formative assessments, teacher observations, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents/carers. The opinion and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be recorded and compared with the school's information and assessment data on how the pupil is progressing. This analysis will require regular review to ensure that support and intervention are matched to need; barriers to learning are clearly identified and being challenged and that the interventions being used are developing and evolving as required. For higher levels of need the school will contact outside agencies for support and where external support staff are already involved, their work will help to inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents/carers.

Plan

When it is decided to provide a pupil with SEND support, parents/carers will be informed and invited to attend a meeting. Planning will involve consultation between the teacher, SENCO, pupil and parents/carers to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

The information will be recorded on a One Plan. This person-centred plan will be an ongoing record.

Do

The class teacher remains responsible for working with the pupil on a daily basis. They will retain responsibility even where the interventions may involve group or 1:1 teaching away from the mainstream class. They will work closely with LSAs and relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCO.

Review

Reviewing pupil progress will be made at pupil progress review meetings (each term), at the completion of the intervention support as well as the regular monitoring by the SENCO. This will include discussions with the pupil and all staff involved in supporting the pupil. The review process will evaluate the impact and quality of the support and interventions.

The SENCO will revise the support in light of pupil progress and development; make any necessary amendments to go forward, in consultation with parents/carers and class teachers.

Referral for an Education, Health and Care Plan (EHC Plan):

If a pupil has lifelong or significant difficulties, they may undergo a Statutory Assessment process which is usually requested by the school but can be requested by a parent/carers.

This will occur where the complexity of need or a lack of clarity around the needs of the pupil are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review meeting involving parents/carers, class teacher, SENCO and any relevant outside agencies. The application will combine views from a range of people including:

- Parents/carers
- Pupil
- Class teacher
- SENCO
- Social Care
- Health professionals
- Local Authority Special Educational Needs professionals

Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes set the basis of the profile. A decision will be made by a group of

people from education, health and social care about whether the pupil is eligible for an EHC Plan. Parents/carers have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Education, Health and Care Plans (EHC Plan)

1. Following Statutory Assessment, an EHC Plan will be provided by Essex County Council, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school, parents/carers and pupils will be involved in developing and producing the plan.
2. Parents/carers have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
3. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents/carers and the pupil. The **Annual Personal Review** enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place.

For further information, please contact the SENCO at the school.

Section 5:

Criteria for Exiting the SEND Register/Record

The SEND register is reviewed every term (in line with pupil progress review meetings). If a pupil is making good progress, they will be monitored for another term to determine whether they need to continue receiving SEND support. A meeting will be organised with parents/carers, the pupil, class teacher and any relevant outside agencies to decide if the pupil still requires the same level of support or if their needs can now be met through quality first teaching.

This decision will be recorded on the IEP/ Intervention Record and include the views of all parties.

Section 6:

Supporting Pupils and Families

The school will strive to provide exceptional support for pupils and families.

All staff at South Benfleet Primary School believe that a close working relationship with parents/carers is vital in order to ensure:

- Early and accurate identification and assessment of SEND leading to the correct intervention and provision.
- Continuing social and academic progress of children with SEND to enable personal success.
- Parent/Pupil views are considered and valued.

In cases where more frequent regular contact with parents/carers is necessary, this will be arranged based on the individual pupil's needs. The SENCO may also signpost parents/carers of pupils with SEND to the Local Authority Parent Partnership service where specific advice, guidance and support may be required. Support will be in place for all transitions through the school (on entry from pre-school, class to class, across key stages and to other schools).

If an assessment or referral indicates that a pupil has additional learning needs the parents/carers and the pupil will always be consulted with regards to future provision.

Parents/carers are invited to attend meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up relating to the provision for their child. The school's SEND Governor may be contacted at any time in relation to SEND matters.

The school continues to build strong working relationships and links with external support services in order to fully support SEND pupils and their families and to aid school inclusion.

Sharing knowledge and information with support services is key to the effective and successful SEND provision within the school. Any one of the support services may raise concerns about a pupil. This will then be brought to the attention of the SENCO who will then inform the child's parents/carers.

- Essex County Council SEND Local Offer. A link to this can be found on the South Benfleet Primary School website.
- www.southbenfleet.essex.sch.uk for the school's SEND Information, Admissions Policy and arrangements, SEN Information Report, Medical Conditions Policy

Access arrangements are made for pupils with SEND to ensure that they are able to access exams and other assessments. This will be based on individual need. The class teacher will be responsible for ensuring that all exams and assessments are inclusive for all pupils where relevant.

Transition arrangements—In consultation with the SENCO the Class Teacher will plan and provide additional transition arrangements for pupils on entry from pre-school, between Key Stages, classes and on 'transfer' to Secondary School.

Section 7: Supporting Pupils at School with Medical Conditions

See the School's policy for Supporting Pupils with Medical Conditions.

Pupils at school with medical conditions will be properly supported so that they have full access to education, including educational visits and physical education. Some children 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 may also have Special Educational Needs and Disabilities (SEND) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their Special Educational provision and the SEND Code of Practice (2014) is followed.

There are arrangements in place to support pupils at school with medical conditions. Care Plans provide important information regarding arrangements and procedures for individual pupils.

Section 8: Monitoring and Evaluation of SEND

In order to make consistent, continuous progress in relation to SEND provision the School encourages feedback from Governors, staff, parents/carers and pupils during the academic year.

Parents/carers, Governors, staff and pupils are given an opportunity to evaluate the effectiveness of provision at Person Centred/One Plan Meetings, progress review meetings and parent evenings.

Pupil progress will be monitored each term in line with the SEND Code of Practice 2015. The school has an 'Open Door' policy where parents/carers can access the SENCO and class teachers regularly without making an appointment.

Further feedback from parents/carers can be given at any time through email/telephone contact to the school office or at Parents Forum Meetings.

A summary document is presented by the SENCO to the Governing body of South Benfleet Primary School on an annual basis in accordance with section 69 of the Children and Families Act 2014.

Section 9:

Training and Resources

The school aims to keep all staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. The School seeks the support of the Local Educational Psychology Service, Specialist Teachers or other relevant training providers when a need for specialist training is identified. The Senior Management Team consider the relevance of specific training carefully and aim to meet the needs of staff dealing with specific SEND cases.

The SENCO attends relevant SEND courses, Family SEND meetings and facilitates/ signposts relevant SEND focused external training opportunities for all staff. All LSAs are offered training opportunities through a range of local agencies working with specific pupils.

Section 10:

Roles and Responsibilities

The person responsible for overseeing the provision for children with SEND, Safeguarding and managing the School's responsibility for meeting the medical needs of pupils is Mr D. Carver (Head teacher).

The persons responsible for co-ordinating the day to day provision of education for pupils with SEND is the Class Teacher.

The persons responsible for managing and advising upon the long term provision of education for pupils with SEND are Mrs M. Skinner (SENCO) who holds the relevant qualification: Advanced Diploma in Educational Studies-SEN. Awarded by The University of Hertfordshire and Mr M. Williams (SENCO) who holds the relevant qualification: Advanced Diploma in Educational Studies-SEN. Awarded by The University of Cambridge.

The Governor responsible for monitoring SEND is Mrs S. Lawrence.

The person responsible for managing the Disadvantaged Children Grant are Mr D. Carver and Mr M. Williams (SENCO).

The person responsible for Looked After Children funding is Mr D.Carver.

Contact details: South Benfleet Primary School, High Road, Benfleet, Essex. SS7 5HA. Telephone: 01268 793276. admin@southbenfleet.org.uk

Section 11:

Storing and Managing Information

All pupil documents are stored in a central file in the school office. SEND files are stored in lockable files in the Rainbow Room. Refer to the Information Management Policy.

Accessibility

The school is accessible to all pupils and parents/carers. Reasonable adjustments are made to cater for individual needs. Refer to the School's Accessibility Plan.

Complaints Procedure

Refer to the general Complaints Policy.

If a parent/carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO or the designated Senior Leadership Line Manager who will be able to offer advice on formal procedures for a complaint if necessary.

Bullying

The school has a zero tolerance policy on any type of bullying. The school works closely with parents/carers, when relevant, to safeguard the needs of pupils with SEND, promote independence and build resilience. Refer to the School's Behaviour Policy including Anti-Bullying.

Date of Review: September 2016

Date of Next Review: September 2017