

# Gonerby Hill Foot Church of England Primary School

## Special Educational Needs and Disability (SEND) Policy

### Introduction

Gonerby Hill Foot Church of England Primary School is an inclusive school. We aim to offer excellence and choice to all our children, regardless of attainment or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation, ensuring that all our children feel that they are a valued member of our school community. It is our belief that all children have an equal right to a full and rounded education which will enable them to achieve their full potential. We are committed to securing special educational provision for whom this is required, that is 'additional to and different from' that provided within the curriculum to better respond to the four areas of need identified in the new Code of Practice (September 2014).

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory/physical

### Our Legal Responsibilities

Gonerby Hill Foot Primary School has a named SENCO, Mrs Geraghty, who is undertaking the new Government SENCO qualification and a named Governor responsible for SEN (Mr Hewerdine). They ensure that the Gonerby Hill Foot Special Educational Needs policy complies with the statutory requirements laid out in the Special Educational Needs and Disability Code of Practice 0 – 25 (amended January 2015) DfE/DoH. This requires all schools to have regard to the guidelines and inclusion policies of the Code of Practice (2014).

This policy has been written with reference to the following guidance and documents:

- **Children and Families Act 2014 Part 3:** Children and young people in England with special educational needs or disabilities
- **Equality Act 2010:** the School has a statutory duty not to directly or indirectly discriminate against disabled children and young people and must make 'reasonable adjustments', including the provision of auxiliary aids and services for them, and the school must have an 'anticipatory duty' towards disability.
- **Equality Act 2010: Advice for Schools (DfE February 2013):** non-statutory advice from the DfE to help schools understand how the Equality Act affects them and how to fulfil their duties under the Act.
- **Working Together to Safeguard Children (2013):** Statutory guidance from the Department for Education which sets out what is expected of organisations and individuals to safeguard and promote the welfare of children
- **Reasonable adjustments for disabled pupils (2012):** Technical guidance from the Equality and Human Rights Commission
- **Supporting pupils at school with medical conditions (2014):** statutory guidance from the Department for Education
- **The Mental Capacity Act Code of Practice: Protecting the vulnerable (2005)**

This policy has been written in light of our Safeguarding Policy and has direct links to our policies on behaviour, anti-bullying, medical and curriculum. It was written in consultation with the Governing Body, Head teacher, current school staff and parents. It should be read in conjunction with our Disability Equality

Scheme and the SEN Information Report as required by the Special Educational Needs and Disability Regulations (Schedule 1 Regulation 51) as published on our school website.

The SEN Policy will be reviewed every three years, in line with DfE requirements. However, if there are significant changes to context or personnel, this will be amended sooner. The SEN Information regulations, published on the school website, will be updated annually as required by current legislation.

### **What are special educational needs?**

A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England. Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision (Code of Practice 2014)

This SEND policy details how, at Gonerby Hill Foot, we will ensure that the necessary provision is made for any pupil who has special educational needs and that those needs are known to all who are likely to work with them. We will ensure that teachers are able to identify and provide for those pupils with special educational needs, allowing them to join in all school activities together with pupils who do not have special educational needs.

### **Policy Principles**

In line with the Code of Practice (2015) and the Children and Families Act (2014), Gonerby Hill Foot Primary School is committed to the following key principles:

- All pupils with SEND must have their needs routinely met
- Early identification and early intervention are essential for ensuring better outcomes for pupils
- Raising the achievement of pupils with SEND is a whole school responsibility
- All pupils are encouraged and supported to be active partners in the decision making about their education
- Active, respectful involvement of parents/carers as equal partners in the education of their child has a positive impact on the learning and well-being of their child
- All pupils with SEND should have the opportunity to learn alongside their mainstream peers in a fully inclusive environment
- All pupils benefit from 'Quality First Teaching': this means that all teachers are expected to assess, plan and teach all children at a level which allows them to progress
- Collaborative working with external partners and services is essential to ensure we effectively meet pupil need
- Effective transition arrangements must be in place across all phases of education (and indeed into adult life) to ensure positive outcomes for the pupil and their family
- Resources allocated to SEND must be effectively used to secure maximum impact and value for money
- Systems for monitoring and evaluating developments in SEND support improvement in pupil's learning and provide appropriate challenge.

### **Our objectives are:**

- To identify, at the earliest possible opportunity, barriers to learning and participation for all pupils and make an early, accurate identification of those who may have SEND
- To work in partnership with parents/carers
- To value and encourage the contribution of all pupils to the life of the school enabling each child to live life in all its fullness.
- To ensure that every pupil experiences success in their learning and achieves to the highest possible standard

- To enable all pupils to participate in lessons fully and effectively
- To work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEND
- To work closely with external support agencies, where appropriate, to further support the needs of individual pupils
- To ensure that all staff has access to training and advice to support quality teaching and learning for all pupils, including those that need additional support.

### **Equal Opportunities and Inclusion**

At Gonerby Hill Foot Church of England Primary School, we believe every child should have the opportunity to experience success in learning at the highest possible standard. We do this, within the context of Christian belief and practice, by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievement, attitude and well-being of every child matters, and inclusion is the responsibility of every person within our school community. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.

All children and young people are entitled to an education that enables them to make progress so that they:

- achieve their best
- become confident individuals living fulfilling lives, and
- make a successful transition into adulthood, whether into employment, further or higher education or training.

*Special Educational Needs and Disability Code of Practice, 2015*

### **Roles and Responsibilities**

#### **Head teacher**

- the head teacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn
- the head teacher and the governing body will delegate the day to day implementation of this policy to the Special Educational Needs Coordinator (SENCo)
- the head teacher will be informed of the progress of all vulnerable learners and any issues with regard to the school's provision in this regard through:
  - analysis of the whole-school pupil progress tracking system
  - maintenance and analysis of a whole-school provision map for vulnerable learners as supplied by SENCo
  - pupil progress meetings with SENCo and individual teachers
  - regular meetings with the SENCo
  - discussions and consultations with pupils and parents

#### **Special Educational Needs Coordinator (SENCo)**

In line with the SEN Code of Practice 2015 and the mandatory standards identified within National Senco Award training, the Senco has *'an important role to play with the headteacher and the governing body in determining the strategic development of SEN policy and provision' (6:87). They will be most effective if they are part of the school leadership team.*

Our SENCo is a member of the school's senior leadership team and will oversee the day- to-day operation of this policy in the following ways:

- maintenance and analysis of whole-school provision map for vulnerable learners
- identifying on this provision map a list of pupils with special educational needs – identifying those in receipt of additional SEN support from the schools devolved budget, those in receipt of High

Needs funding and those with current statements of Special Educational Need or Education Health and Care plans (EHC)

- co-ordinating provision for children with special educational needs
- liaising with and advising teachers; offering professional support
- contributing to the in-service training of staff
- managing other classroom staff involved in supporting vulnerable learners
- overseeing the records on all children with Special Educational Needs and/or disability
- implementing a programme of Annual Review for all pupils with a current EHC plan. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review
- carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from devolved budget), that a pupil may have an on-going special educational need which will require significant support
- overseeing the smooth running of transition arrangements and transfer of information for all pupils who transfer from one phase of education to another
- monitoring the school's system for ensuring that specific learning plans, **where it is agreed they will be useful for a pupil with special educational needs and/or disability**, have a high profile in the classroom and with pupils
- evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs)
- meeting at least termly with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map
- meeting at least three times a year and consulting sensitively with parents and families of pupils on the SEN list, keeping them informed of progress and listening to their views, in conjunction with class teachers; ensuring SEN pupils receive appropriate support and high quality teaching
- attending area SENCo network meetings and training as appropriate
- liaising with the school's SEND Governor, keeping him informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs and/or disability (nationally, locally and within school)
- liaising closely with a range of outside agencies to support vulnerable learners
- ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners and ensure value for money.

## Class Teacher

liaising with the SENCo to agree:

- which pupils in the class are vulnerable learners
- which pupils are underachieving and need to have short term additional interventions monitored on a 'vulnerable learners' provision map – but do not have special educational needs.
- which pupils require additional support because of a special educational need and need to go on the school's SEN list. Some of these pupils may require advice/support from an outside professional and, therefore, a Pupil Passport to address a special educational need (this would include pupils with EHC Plans)

securing good provision and good outcomes for all groups of vulnerable learners by:

- providing teaching and learning opportunities that meet the needs of all pupils, including specific work for any EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge
- ensuring there is adequate opportunity for pupils with special educational needs to be working on agreed targets which are genuinely '*different from or additional to that normally available to pupils of the same age*' as part of the curriculum offer and strategies available to each pupil. (SEN Code of Practice 2014. 6:15)

## SEND Governance

### To meet the statutory requirements of the Code of Practice (2015) and Children and Families Act 2014 (Section 69)

- The governing body will publish information on our school website about the implementation of the governing body's policy for pupils with SEN. ***The information published should be updated annually*** and any changes to the information occurring during the year should be updated as soon as possible. The information required is set out in the **Special Educational Needs and Disability Regulations 2014** and **must** include information about:
  - The kinds of SEN that are provided for
  - Policies for identifying children and young people with SEN and assessing their needs
  - Information about the school's policies for making provision for pupils with SEN, whether or not they have an EHC, including:
    - ✓ how the school evaluates the effectiveness of provision
    - ✓ the school's arrangements for assessing and reviewing the progress of pupils with special educational needs
    - ✓ the school's approach to teaching pupils with special educational needs
    - ✓ adaptation to the curriculum and learning environment for pupils with special educational needs
    - ✓ additional support for learning available for pupils with special educational needs
    - ✓ how pupils with SEN are enabled to engage in activities (including physical) together with children who do not have SEN
    - ✓ support that is available for improving the emotional, mental and social development of pupils with SEN
    - ✓ The name and contact details of the SEN co-ordinator
  - Information about the expertise and training of staff in relation to children and young people and how specialist expertise will be secured
  - Information about how equipment and facilities to support children and young people with SEN will be secured
  - The arrangements for consulting parents of children with SEN and involving them in their child's education
  - Arrangements for consulting young people with SEN and involving them in their education
  - Arrangements by the governing body or proprietor relating to the treatment of complaints from parents of pupils with SEN concerning the provision made at the school
  - How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with SEN and in supporting their families
  - The contact details of support services for parents and pupils with SEN in accordance with Children and Families Act 2014 (Section 32)
  - The school's arrangements for supporting pupils with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living
  - Information on where the local authority's local offer is published.

In accordance with Children and Families Act 2014 (Section 69), schools have a duty to publish information about:

- The arrangements for the admission of disabled persons as pupils at the school
- The steps taken to prevent disabled pupils from being treated less favourably than other pupils
- The facilities provided to assist access to the school by disabled pupils; the Equality Act 2010 further requires schools to '*make reasonable adjustments*' and have '*an anticipatory duty*'

- The accessibility plan prepared by the governing body or proprietor (under paragraph 4 of Schedule 10 of Equality Act 2010)

### **Identification of SEN**

The school's system for observing and assessing the progress of individual children will provide information about areas where a child is not progressing satisfactorily. An initial Cause for Concern record will be started in order to catalogue strategies put in place by the teacher and to monitor the impact these might have had. Under the circumstance where these strategies have had little or no impact, teachers may need to consult the SENCo to consider what else might need to be put into place. This review might lead to the conclusion that the pupil requires help over and above that which is normally available within the particular class or subject. The key test of the need for action is that current rates of progress are inadequate.

Adequate progress can be identified as that which:

- Prevents the attainment gap between the child and his peers from widening.
- Closes the attainment gap between the child and his peers.
- Better the child's previous rate of progress.
- Ensures access to the full curriculum.
- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the child's behaviour.

Less than expected progress can be characterised by progress which:

- is *significantly* slower than their peers 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

In line with the Code of Practice methodology of **Assess, Plan, Do, Review** children with SEN are identified as early as possible. Class teachers are continually aware of children's learning and the progress of every child is monitored half termly. Where a child is identified (**assessed**) as not making progress, in spite of quality first teaching, he/she is raised as an initial concern with the SENCo. These concerns are shared with parents and an immediate **plan** of action is agreed.

Once a child has been correctly identified with special educational needs, initially the class teacher will meet regularly with the parents/carers to keep them informed of small steps of progress as part of the 'assess, plan, do, review' cycle. However, as part of the **review** process within the Code, regular reviews will be available with the SENCo. Normally these will be three times a year; more frequent meetings might become necessary if there is a need to move from SEN Support towards a request for statutory assessment for an EHC.

Wherever possible pupils will remain with their class/subject teacher, in the classroom as this is where they learn best, with the rest of their class. However, there are times when 'additional to, different from' interventions need to be offered to support pupils in their learning. When any additional support is allocated, whether it is delivered by a teacher, specialist teacher or Teaching Assistant, the focus of all intervention will be on outcomes; our aim is to put in sufficient support to enable our pupils to reach challenging targets, but without developing a learned dependence upon an adult. All pupils on the SEN register will be supported, monitored and reviewed appropriately; internal assessments will be moderated to ensure validity and reliability. External advice will be acted upon and any additional training to meet needs will be sought, as necessary.

### **Partnership with parents**

Partnership plays a key role in enabling children and young people with SEN to achieve their potential. Parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs. All parents of children with special educational needs will be treated as partners and given support to play an active and valued role in their child's education.

Children and young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like.

They will be encouraged to contribute to the assessment of their needs, the review and transition process.

The school website contains details of our policy for special educational needs and the Special Educational Needs and Disability Local Offer (Information Report) which includes the arrangements made for children in our school with special educational needs. On the school website parents can also access the Medical Conditions policy.

At all stages of the special needs process, the school keeps parents fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages.

We encourage parents to make an active contribution to their child's education and have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention, and share the process of decision-making by providing clear information relating to the education of their child.

Parents always have access to the SENCO through a school email address and we operate an open door policy for parents to informally chat to a class teacher.

### **School Request for Statutory Assessment or Education Health and Care Plans**

A request will be made by the school to the LEA if the child has demonstrated significant cause for concern. The LEA will be given information about the child's progress over time, and will also receive documentation in relation to the child's special educational needs and any other action taken to deal with those needs, including any resources or special arrangements put in place.

The evidence will include:

- Previous Pupil passports and targets for the pupil.
- Records of regular reviews and their outcomes.
- Records of the child's health and medical history where appropriate.
- National Curriculum attainment levels in literacy and numeracy.
- Education and other assessments, for example from an advisory specialist support teacher or educational psychologist.
- Views of the parents.

The parents of any child who is referred for statutory assessment will be kept fully informed of the progress of the referral. Children with an EHC Plan will be reviewed each half term in addition to the statutory annual assessment. When this coincides with transfer to secondary school, the SENCo from the receiving school will be invited to the review.

### **Pupil Passports**

Strategies employed to enable the child to progress will be recorded within a Pupil Passport which will include information about:

- The short term targets set for the child.
- The teaching strategies to be used.
- The provision to be put in place.
- How the targets will help the child in their learning
- What they are responsible for
- How the child can be successful
- The review date
- Pupil Passports are updated regularly (approximately every 6 weeks) by teachers and teaching assistants

### **Supporting pupils at school with medical conditions**

Gonerby Hill Foot School recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips 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 may also have special educational needs (SEN) 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.

### **Exit procedures from the SEN register**

Where a child has made significant progress or where there is evidence that specific intervention is no longer deemed necessary, a child may be removed from the SEN register in consultation with the parents and SENCO.

### **COMPLAINTS**

- The school works, wherever possible, in full partnership with parents and carers to ensure a collaborative approach to meeting pupils' needs.
- However, all complaints are taken seriously and will be heard through the school's complaints procedure.
- In most instances complaints can be resolved at class teacher level. However, if this is not possible, complaints relating to SEN should be addressed to the SENCo and/or the Headteacher.
- If a situation remains unresolved then a letter outlining your concern should be sent formally to the Clerk to the Governors at the school address:
- The Clerk to Governors is: Mr Clive Richardson [enquiries@gonerbyhillfoot.lincs.sch.uk](mailto:enquiries@gonerbyhillfoot.lincs.sch.uk)
- If the normal Governance procedure fails to resolve a situation pertaining to a child with special educational needs and/or disability, then you would need to contact the Local Authority Head of Service for Additional Needs:

Head of Additional Needs in Lincolnshire

**Mrs Sheridan Dodsworth**  
9-11 The Avenue  
Lincoln  
LN1 1PA

### **REVIEW FRAMEWORK**

This policy will be reviewed every three years (or sooner in the event of any legislative change or change of personnel).

Date of Review: September 2016

Date of Review: September 2019