

# St Mary's C of E Primary School



## Special Educational Needs and Disability (SEND) Policy

**Approved by:** Governing Body's Personnel Committee and Head Teacher

**Last reviewed on:** Spring 2020

**Next review due by:** Spring 2021

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# St Mary's CofE Primary School

## Vision statement

We provide an exciting and challenging education and have high aspirations for our children helping them to achieve their academic, personal and social potential in preparation for their journey through the next stages of education and finally into the adult world. The staff and governors of St. Mary's CofE Primary School aim to provide experiences for all to be confidently me, belong together and challenged to contribute in a supportive Christian environment that will offer all children appropriate opportunities for growth and development, regardless of their age, ethnicity, gender, religion, attainment, need or disability.

## Definition of SEND

At our school we use the definition for SEND and for disability from the SEND Code of Practice (2015).

**SEND:** 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 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.

**Disability:** Many children and young people who have SEND may have a disability as defined by the Equality Act 2010. This defines disability as '... 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.'

## Key Roles and Responsibilities

**SENDCo:** Miss K Wylie, [senco@stmarysprimary.org](mailto:senco@stmarysprimary.org), 01883 712817

The SENDCo has the following responsibilities:

- Work with the Headteacher and SEND Governor to determine the strategic development of the SEND policy and provision in the school

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- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with other educational settings to ensure a smooth transition for pupils and their parents when pupils are moving on
- Work with the Headteacher and Governing Board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

## SEND Governor

The SEND Governor has the following responsibilities:

- Help to raise awareness of SEND at governor meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governors on this
- Work with the Headteacher and SENDCo to determine the strategic development of the SEN policy and provision in the school

**Headteacher:** Mrs Lewis

The Headteacher has the following responsibilities:

- Work with the SENDCo and SEND Governor to determine the strategic development of the SEND policy and provision in the school

## Class Teachers

The Class Teachers each have the following responsibilities:

- The progress and development of every pupil in their class

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- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN Policy and the Graduated Response, including use of Surrey's Profiles of Need

## Introduction

This policy was created in partnership with the Headteacher, the SEND Governor, SENDCo, representatives of staff, parents and pupils with SEND in our school. The policy reflects the statutory guidance set out in the Special Education Needs and Disability code of practice 0 – 25 (July 2015). You can get a copy of our policy in a number of ways:

- The school website under Learning
- A hard copy on request at the school office

Please let us know if you need this to be made available to you in a different format e.g. enlarged font.

## Context

The policy complies with the statutory requirements laid out in the SEND Code of Practice 0 – 25 (July 2015) and has been written with reference to the following related guidance and documents:

- ✓ Equality Act 2010: advice for schools DfE (Feb 2013)
- ✓ Part 3 of the Children and Families Act (2014)
- ✓ 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 2013)
- ✓ Safeguarding Policy
- ✓ Accessibility Plan

## Aims

At St Mary's CofE Primary School, all pupils receive inclusive teaching methods which enable them to make progress. We expect that all pupils with SEND will meet or exceed the high expectation set for them based on their age and starting points. We will use our best endeavours to give pupils with SEND the support they need. Ambitious educational and wider outcomes will be set together with parents and with the child. We want all pupils to become confident individuals who will be able to make a successful transition on to the next phases of their educational journey and into adulthood.

## Objectives of the SEND Policy

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1. To ensure a clear process for indentifying, assessing, planning, providing and reviewing for pupils who have special educational needs and disabilities which involves the pupils and their parents / carers
2. To develop effective whole school provision management of universal, targeted and specialist support for pupils with special educational needs and disabilities
3. To deliver a programme of training and support for all staff working with pupils with special educational needs and disabilities, which develops our practice within the guidance set out in the SEND Code of Practice (July 2015)

## Identification of Needs

The SEND Code of Practice identifies 4 areas of need:

- ✓ **Communication and Interaction**, for example, Autistic Spectrum Disorder (ASD) or Speech and Language difficulties
- ✓ **Cognition and Learning**, for example, specific learning difficulties such as dyslexia or moderate/severe/profound or multiple learning difficulties
- ✓ **Social, Emotional and Mental Health**, for example, attention deficit hyperactive disorder (ADHD)
- ✓ **Sensory and/or Physical**, for example, visual impairment

At St Mary's CofE Primary School, we will identify the needs of each pupil by assessing each pupil's levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. We will make regular assessments of progress for all pupils and identify those whose progress:

- 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

This may include progress in areas other than attainment, for example, social and emotional needs or Speech and Language difficulties. Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN. When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our universal offer (wave 1), or whether something different or additional is needed (wave 2). We liaise closely with our feeder schools. Where a child has been identified as having special educational needs by their previous school, we will continue to provide support and special educational provision to meet the child's identified needs.

## Involving parents, families and children in the process

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We will have early discussions with parents/carers where we feel special educational provision may be appropriate. This will ensure the child's strengths and difficulties are identified, parental concerns are taken into account and next steps are agreed. We will also speak with the child and ensure their views are recorded and included in any plans. We will provide feedback on outcomes of the next steps.

Where ongoing support is required, parents/carers will be informed if their child is to receive SEN support and they will be kept up to date via email, telephone conversations and meetings with Class Teacher and SENDCo. Parents are also welcome to contact the Class Teacher or SENDCo for updates at any stage.

## **A Graduated Approach to SEND Support**

### **Quality First Teaching (Universal Offer - Wave 1)**

The priority for all children at St Mary's CofE Primary School is that they receive 'quality first' teaching. This is teaching that is of a high standard with:

- highly focused lesson design with sharp objectives that are shared with the children and returned to at the end of the lesson
- high demands of pupil involvement and engagement with their learning
- high levels of interaction for all pupils
- appropriate use of teacher questioning, modelling and explaining
- an emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups
- an expectation that pupils will accept responsibility for their own learning and work independently
- regular use of encouragement and authentic praise to engage and motivate pupils
- carefully explain new vocabulary
- use lively, interactive teaching styles and make maximum use of visual and kinaesthetic as well as auditory/verbal learning
- pupils may have access to the support of teaching assistants, including 1:1 or small group intervention

Quality first teaching involves the class teacher in providing differentiation for all pupils and good quality personalised learning. Class teachers are responsible and accountable for the progress of all of the pupils in their class. As such, at St Mary's C of E Primary School, we recognise that all teachers are teachers of pupils with SEND.

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Approaches like these are the best way to reduce, from the start, the number of children who need extra help with their learning or other areas of need. This is characterised by our universal offer (Wave 1 support) which all children have access to.

## Special Educational Provision (School SEND Support or Specialist SEND Support – Wave 2 Provision)

At St Mary's C of E Primary School, we follow the Graduated Response and the four-part cycle of assess, plan, do, review which places the child at the centre of all decisions and is in line with the SEND Code of Practice (2015). If, following a period of support, a child's difficulty is identified as being significantly greater than peers and requires educational provision that is additional to, or different from, those made generally for others of the same age in a mainstream setting, they will receive SEN provision and be placed on the **SEND register**. The register is a working document that changes according to the current needs of the pupils and it updated termly.

**Asses:** Regular assessment monitors the progress and development of all pupils. Each child's progress and development is carefully tracked and compared to that of their peers and national expectations. We listen to the views of parents/carers and the pupil. In some cases we will draw on the assessments and guidance from other educational professionals, e.g. Educational Psychologists, specialist teachers, health and social services where appropriate.

**Plan:** Where SEN Support is required, the teacher and SENDCo, with the parent/carer, will put together a plan outlining the adjustments, interventions and support which will be put in place for the pupil as well as the expected impact on progress and outcomes. Targets will be shared with the pupil, using child friendly language. All staff who work with the pupil will be made aware of the plan. Parents may be asked to share in the monitoring of progress through any home learning. This will not always take the form of a written plan and may be more informal based on need.

**Do:** The Class Teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs who may provide the support set out in the plan and monitor the progress being made. The SENDCo will provide support, guidance and advice for all of those involved.

**Review:** The plan, including the impact of the support and interventions, will be reviewed by the class teacher, SENDCo, parent/carer and the pupil. This will form the planning of next steps for a further period or, where successful, the removal of the pupil from SEND support. For pupils with an EHC Plan, the Local Authority must review the plan at least annually.

## Statutory Assessment (EHCP – Wave 3)

We follow Surrey's Graduated Response. Where a child continues to make slow progress despite ongoing and sustained SEN provision, the decision may be made to request a statutory assessment

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for an Education and Health Care Plan. The SENDCo will contact parents if she feels this may be necessary in order to gather their views and explain the process. The parents/carers will be included at every stage.

## **SEND Provision**

### **Our approach to teaching pupils with SEND**

SEND support can take many forms. The support is aimed at removing barriers to your child's learning so that they can become successful, independent learners. It does not always mean that your child will have their own specified adult working with them. Although a child may work regularly with an adult, the support must foster independence not dependence.

The Class Teacher is responsible for meeting the needs of all pupils in their class. High quality teaching is our first step in meeting the needs of pupils with SEND. Teachers will make adaptations to the curriculum and learning environment to meet individual need.

Interventions may also be in place to support progress and meet need. These cover a wide range of needs including all four areas of need identified in the SEN Code of Practice (2015). The list below is not exhaustive:

- Write Dance
- 1<sup>st</sup> Class@number
- Early Literacy Support (ELS)
- Speech and Language support (ELKLAN trained TAs)
- Talk Boost
- Precision Teaching
- Emotional Literacy Support Assistant (ELSA)
- Learning Mentor
- 1:1 or small group maths and literacy support
- Occupational Therapy resource pack
- Code X reading intervention
- Read Write Inc phonics and reading intervention
- Sentence Adventure
- LUCID
- Rapid Reading programme
- Fine motor intervention (handwriting)
- Success @ Arithmetic

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- Sensory diet

Interventions are monitored and evaluated to maintain high quality provision. We use a provision map to monitor impact and cost effectiveness of this support and this helps us in ensuring that the provision in place addresses the needs of the pupils as required.

At times, we require the support of outside agencies. Following consultation with parents/carers and teachers, the SENDCo may make a referral to the appropriate agency. Agencies who support us include Surrey's Specialist Teachers, Educational Psychologists, CAMHS, Speech and Language Therapy, Occupational Therapy, and others. We will then incorporate their recommendations into the SEN provision for the child.

If progress of a pupil is still not as expected, we extend the provision to meet the SEND of the pupil, this may involve more specific 1:1 support or group work. The Surrey Profiles of Need are used to support the management of the pupil's needs and ensure the appropriate level of support is sought. This provision continues to be monitored and costed in order to secure the identification of the need for statutory assessment and an Education Health Care Plan if appropriate.

## Monitoring and evaluation of SEND

At St Mary's CofE Primary School, we regularly monitor and evaluate the quality of provision we offer all pupils and this informs future developments and improvements.

Monitoring and evaluation processes include the following aspects:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions half termly
- Meetings with parents/carers
- Feedback from pupils
- Feedback from staff
- Monitoring by the SENCO including observations
- Data analysis and pupil progress meeting
- Using provision maps to measure progress and cost effectiveness
- Holding annual reviews for pupils with statements of SEN or EHC plans

## Transition

We have robust transition arrangements to support pupils joining and leaving us. In order to ensure a smooth and successful transition, individual plans are developed in liaison with the schools, parents

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and the children prior to transition and subsequently if necessary. Transition between classes as the children progress from one year to the next is also carefully managed to ensure that appropriate information is shared and that the children feel secure in the changes that are being made. Information about our admission arrangements and the support that we provide is available on our website.

## Supporting pupils at school with medical conditions

In line with DfE guidance (April 2014), St Mary's CofE Primary School recognises that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. At St Mary's CofE Primary School, a child with a medical condition has a completed healthcare plan outlining their medical needs. Provision is made to ensure that they are supported appropriately, e.g. with access to spaces for changing and toilet facilities, provision of appropriate resources and equipment, and training for staff. Some pupils with medical conditions may be disabled and where this is the case, the school complies with its duties under the Equalities Act (2010). Please refer to our Administration of Medicines policy for further information.

## Training and Development

St Mary's CofE Primary School ensures that all staff keep up-to-date with developments in teaching and provisions to meet the needs of pupils with SEND. Through monitoring the needs of the pupils and through the engagement of all staff in the performance management systems, training needs of staff are identified and planned. These are delivered in-house through INSET provided by the Senior Leadership Team, and through outside agencies such as Surrey's Specialist Teachers, Educational Psychologists and health professionals. The SENDCo also has access to such training and on-going professional development. The SENDCo's own professional development is continued through the attendance at SENDCo networks, courses, and conferences. We have staff who are specially trained to work as our Learning Mentor, Emotional Literacy Support Assistant and Speech and Language assistant.

## The Local Offer

Surrey's Local Offer can be found at

<https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/home.page>

## Reviewing the SEND Policy

In line with all school policies, the SEND policy will be kept under regular review by Miss K Wylie. It will be next reviewed in October 2020.

## Comments, Compliments and Complaints

All parents will have concerns about the welfare and education of their children. If you have a concern, our policy is that it should be settled fairly, quickly and informally. Initial communication should be with the Class Teacher. The SENDCo, Year Leader, Deputy Head and Head Teacher are

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also available to meet with you should you feel that this is necessary. Please contact the school office to arrange a meeting with them. Our procedure has three stages. We hope that most concerns will be dealt with at Stages 1 and 2, which are informal and semi-formal respectively. If you wish to take an issue to Stage 3 then it will be treated as a complaint rather than a concern and there will be a greater degree of formality - but we will try to keep this to a minimum. Our Concerns and Complaints procedure is available on our website. A hard copy can be provided if requested.

## Related Policies:

Behaviour Policy

Administration of Medicines Policy

Anti-Bullying Policy

Accessibility Plan

Safeguarding Policy

Concerns and Complaints Procedures

Data Protection Notice

Drugs Policy

Equality Policy

Health and Safety Policy

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