



Special Educational Needs (SEN) & Disabilities Policy

Full copies of our policies and procedures can be found on our website or are available from the office
www.newburland.leics.sch.uk

Adopted by the governing body at the meeting held in November 21 - see minutes

Due for review every 3 years

Special Educational Needs and Disabilities Policy

This policy was developed in consultation with staff, governors and parents.

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Newton Burgoland Primary School

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Aims

Newton Burgoland Primary School seeks to provide a high quality academic education for all pupils according to their needs, and to develop attitudes of mutual respect and responsibility. Every teacher is a teacher of every child including those with SEND.

At Newton Burgoland Primary School the emphasis is on a whole school approach. All staff accept responsibility for providing all children with realistic learning goals in a broad-based, appropriate curriculum. We believe in nurturing and developing the educational, social, emotional, cultural and spiritual aspects by curriculum design and teaching approaches. The National Curriculum Council stated that participation in the National Curriculum by pupils with special educational needs is most likely to be achieved by encouraging good practice for all pupils and that the majority of pupils with learning difficulties simply require work to be suitably presented and differentiated to match their need.

We therefore intend . . .

- ❖ To have regard to the Code of Practice on the identification and assessment of special educational needs.
- ❖ To follow the guidelines laid down by the SEN code of practice 2014.
- ❖ To work in partnership with the child, parent/carers, all staff, governors and outside agencies.
- ❖ That class teachers will use a range of differentiation to provide effective learning opportunities for all pupils.
- ❖ Where a child is identified as not making adequate progress provision that is additional to or different from that provided as part of the school's usual differentiated curriculum will be given.
- ❖ To recognise the importance of early identification and if the child's difficulties prove less responsive to the provision made by the school, then an early start can be made in considering the additional help the child may need.
- ❖ Where a child is identified as having special educational needs an Individual Education Plan will be drawn up tailored to each individual child's needs. Realistic targets will be set and the plans will be reviewed/evaluated regularly and involve the child, parent, teacher and all support services.
- ❖ To enhance self-esteem by setting appropriate targets and to achievement of celebrate them.
- ❖ To use a variety of complementary approaches to support the class teacher and child – differentiation, 1-1, group, whole class, within the class or withdrawal when appropriate.
- ❖ To include the child within the class, wherever and whenever practicable.
- ❖ Endeavour to use all resources appropriately and efficiently.
- ❖ Make full use of all the support agencies that have been made available through the LEA.
- ❖ To ensure that appropriate CPD is provided to all staff

Admission Arrangements for a pupil with Special education Needs

The school will adhere to Leicestershire's admission policy.

Code of Practice

The Code of Practice offers guidance designed to help schools make provision for pupils with special educational needs following Identification and Assessment of Special Educational Needs.

The following pages set out the model of Assessment and Provision that Newton Burgoland Primary School will provide in line with the new Code of Practice.

Areas of Need

Children will have needs and requirements which may fall into at least one of four areas, many children will have inter-related needs. The areas of need are:-

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health

Behavioural difficulties do not necessarily mean that a child or young person has a SEN and should not automatically lead to a pupil being registered as having SEN.

4. Sensory and/or physical

Identification and Assessment

A child or young person has SEN 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:

- (a) Has a **significantly greater difficulty in learning than the majority** of others of the same age; or
- (b) Has a disability which **prevents or hinders him or her from making use of educational facilities** of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

The importance of early identification, assessment and provision for any child who may have special educational needs cannot be over emphasised. The earlier action is taken, the more responsive the child is likely to be, and the more readily can intervention be made without undue disruption to the organisation of the school, including the delivery of the curriculum for that particular child. If a difficulty proves temporary the child will subsequently be able to learn and progress normally. If the child's difficulties prove less responsive to provision made by the school, then an early start can be made in considering the additional provision that may be needed to support the child's progress.

Any of the following may trigger a concern. The child and parent/carers are involved throughout.

- ❖ Parents/carers
- ❖ Child
- ❖ Class teacher assessment
- ❖ Response/ length of time on SEN register
- ❖ Any of the support services mentioned later
- ❖ Records – transferred from another school

- ❖ Base line assessments
- ❖ SAT results
- ❖ In-house testing and assessment
- ❖ Records of achievement
- ❖ Special needs register
- ❖ Pupil tracking

In identifying children who may have special educational needs we can measure children's progress by referring to:

- ❖ their performance monitored by the teacher as part of ongoing observation and assessment
- ❖ the outcomes from baseline assessment results
- ❖ their progress against age related expectations within the National Curriculum and school trackers
- ❖ standardised screening or assessment tools.

Pupil progress and attainment may be effected by factors other than SEN for example:

- ❖ Attendance and punctuality
- ❖ Health and welfare
- ❖ Being in receipt of the pupil premium Grant
- ❖ Being a looked after or recently adopted child
- ❖ Being a child of a service man or woman
- ❖ Having English as a second or additional language.

All pupils at Newton Burgoland are supported as and when necessary to enable them to achieve by quality first teaching or intervention support.

School Model of Assessment and Provision

Where progress is not adequate, it will be necessary to take some additional or different action to enable the pupil to learn more effectively. Whatever the level of pupils' difficulties the key test of how far their learning needs are being met is whether or not they are making adequate progress.

Inadequate progress can be defined in a number of ways i.e.-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. It can include progress in areas other than attainment – for instance where a pupil needs to make additional progress with wider development or social needs in order to make a successful transition to adult life.

If a child's progress is inadequate the class teacher will provide interventions that are **additional to** or **different from** those provided as part of the usual differentiated curriculum offer and strategies.

Stage 1: Quality First teaching; additional support in class, by the class teacher

Sometimes pupils need additional support; this is provided in the first instance by the class teacher.

At this stage the class teacher will begin to complete an initial concerns checklist and raise concerns with the parent and SENCO. A plan of action will be agreed, following assessment of the pupil's difficulties. Outcomes will be evaluated and progress monitored.

If, despite additional support, progress is not made then the SENCO and class teacher will consider placement on the SEND Support register. This will be with the agreement of parents/ carers following an initial period of additional support.

SEND Support

The triggers for **SEND Support** could be that, despite receiving quality first teaching, additional support, differentiation and intervention the pupil:

- ❖ Continues to make little or no progress in specific areas over a long period
- ❖ Continues working at levels substantially below that expected of children of a similar age
- ❖ Continues to have difficulty in developing literacy and mathematical skills
- ❖ Has difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised programme
- ❖ Has sensory or physical needs, and requires specialist equipment or regular advice or visits by a specialist service
- ❖ Has on-going communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

The above is a graduated response of action and intervention when a child is identified as having additional or special educational needs, but must not be regarded as steps on the way to provision of an Education, Health and Care Plan , as some children will require less rather than more help if the interventions work successfully. The interventions are a means of matching special educational provision to the child's needs, and are therefore part of the continuous and systematic cycle of planning, action and review within our school to enable all children to learn and progress. Advice and support may be requested from the Educational Psychology Service and a Consultation Request will be made. Following consultation, advice would be taken as to future and further action.

Education, health and Care Plans

EHC Plans should be issued when the local authority considers the special educational needs of the child or young person cannot be reasonably provided from within the resources normally available to mainstream, early years provision, school and post 16 institutions.

All pupils with statements at Newton Burgoland primary School are expected to have an Education, health and Care Plan; transfer from a statement to an EHCP is likely to occur at transition.

At Newton Burgoland Primary School if, after we have taken action to meet the learning difficulties of a child, the child's needs remain so substantial that they cannot be met effectively within the resources normally available to the school or setting then we would make a request to the LEA for an assessment and support.

Individual Education Plan

An IEP should be used to plan the interventions for individual pupils identified as needing additional support(**SEND Support**)

It is the structured planning documentation of the differentiated steps and teaching requirements needed to help the student achieve identified targets.

An IEP should focus on up to three or four key individual targets and should include information about:

- ❖ the short term targets set for or by the pupil
- ❖ the teaching strategies to be used
- ❖ the provision to be put in place
- ❖ when the plan is to be reviewed
- ❖ success and/or exit criteria
- ❖ outcomes (to be recorded when IEP is reviewed)

Group Education Plan

When pupils in the same group, class or subject lesson have common targets and hence, common strategies a group learning plan can be drawn up rather than producing IEPs for each child.

Monitoring and Reviewing IEPs

Ideally IEPs should be continually kept under review. However the success of all IEPs will be evaluated three times a year (Sept./Oct.,Jan./Feb.,April/May). Parents will be invited to a meeting with the class teacher to review progress.

Interventions described will encompass an array of strategies and embody the following principles:

- ❖ provision for a child with special educational needs should match the nature of their needs
- ❖ There should be regular recording of a child's special educational needs, the action taken and the outcomes.

Copies of all documents are kept in the locked central file by the SENCO.

Record Keeping and Assessment

Records are stored and kept in accordance with our information policies.

Medical Information

A medical diagnosis or a disability does not necessarily imply SEN. It is the child's educational needs rather than a medical diagnosis that must be considered. However medical conditions may have a significant impact on a child's experiences and the way they function in school and if not properly managed could hinder their access to education. Therefore consultation and open discussion between the child's parents, the school, the school doctor or the child's GP and any specialist services providing treatment for the child will be essential to ensure that the child makes maximum progress.

Planning the Curriculum

It is vital that children with special needs do not have a narrow curriculum, particularly with the demands of the National Curriculum. Effective management, school ethos and the learning environment, curricular, pastoral and behaviour management arrangements can help prevent some special educational needs arising, and minimise others. Differentiation of learning activities within the curriculum framework will help us meet the learning needs of all children.

The “small steps” Approach

It is very important to realise that many children have complex, inter-connected needs and they should not be categorised or labelled. Newton Burgoland Primary School will endeavour to build on what a child already knows in a ‘small steps’ approach. It is more valuable to think in terms of individual differences and achievements rather than deficits from within children. We must be aware that children’s needs and difficulties can be linked to a mismatch between task demands, levels of concentration and the child’s ability/disability.

The main aim is always to give children access to all aspects of the curriculum, with priorities which are

Real	-	relating to the child’s needs
Relevant	-	so that the child sees the purpose of the activity
Realistic	-	so that the child can achieve success

This means – differentiation of work by:-

1. Using a multi-level approach in the classroom with tasks matched to the individual needs of the children.
2. Breaking difficult tasks down into more manageable parts, across the curriculum.
3. More attention to the child’s point of entry.
4. More variety between practical and written tasks.
5. Making use of computers, concept keyboards and cassettes.
6. Building on a child’s strengths and interests, rather than dwelling on his weaknesses.
7. Modifying of worksheets and activities when necessary.
8. Being aware of the differing concentration levels of children within the class.
9. Praising and enhancing self-esteem.
10. The setting of achievable targets.
11. Effective use of additional staff, parents and other children.

Classroom Organisation

It is important to ensure that this facilitates learning for all children, but particularly for those with special educational needs.

1. At Newton Burgoland Primary School we do not ability group pupils on a permanent or semi- permanent basis. Most groupings will be mixed ability. It is not routine for a particular child or group to work with the support of a teacher assistant. The teacher is responsible at all times for the learning of every pupil.
2. Children with special needs should be encouraged to be active not passive learners, and given as much responsibility as possible for their own learning and classroom environment. It may mean that the class teacher needs to re-assess the physical class room organisation depending on size and make-up of the class.

Managing Children

Behavioural difficulties are usually complex. Poor work attitudes and under-achievement, poor concentration levels, miss-match of work to child, personal and home problems, lack of appropriate resources, movement around the room/school, unstructured days, constant change are some of the factors that need to be addressed. Poor behaviour on its own is not a special educational need.

Roles and Responsibilities

The role of the SENCO

- ❖ Overseeing the day-to-day operation of the school's SEN policy
- ❖ Coordinating provision for children with special educational needs
- ❖ Liaising with and advising teachers
- ❖ Managing learning support assistants
- ❖ Overseeing the records of all children with special educational needs
- ❖ Liaising with parents of children with special educational needs
- ❖ Contributing to the in-service training of staff
- ❖ Liaising with external agencies including the LEA's support and educational psychology services, health and social services, and voluntary bodies
- ❖ Attend appropriate training to support the role, to disseminate to staff and to use the school development plan to implement new developments
- ❖ Work closely with the nominated Special Needs Governor
- ❖ Monitor, evaluate and review the special needs budget in relation to provision for individual needs and deployment of support staff.

The Governors

The governing body has important statutory duties towards pupils with Special Needs as outlined below:-

The SEN Register

The school maintains a SEND register which contains details of all children identified as having special needs. This can be found within the Office. This is confidential. The register is continually being revised and updated.

Access and Integration

Our aim is for all children to have access to a broad and balanced curriculum, meeting their educational, emotional, social and spiritual needs. All will have access to all National Curriculum subjects at the appropriate stage and programme of study. All children within Newton Burgoland Primary School are encouraged to be involved in the wider aspects of school life where individual skills and prowess can boost self-esteem and gain respect from peers.

Building adaptations/special facilities

Newton Burgoland Primary School is built on several levels with some access for wheelchair users. The school has a wide disabled toilet for pupil/adult use. For more information see the access plan.

The SEN nominated Governor

The SEN nominated Governor meets regularly with the SENCO to discuss SEN issues, to set strategic targets and to review progress towards targets. The governor responsible for SEN together with the SENCO/Head monitors the most efficient use of the SEN budget. She/he reports back to the governing body and parents on the effectiveness of the policy.

The Head teacher

The head teacher is the designated teacher for child protection, the SENCO, the line manager for teachers and teaching assistants and the teacher responsible for looked after children.

Governor/Staff Training

We will continue to develop staff/governors expertise by making full use of courses provided by the Education Authority, National conferences and other agencies or INSET drawing on staff specialisation. The needs are identified by the individual, the SENCO and through the School Improvement Plan. The school's Performance Management system will assist in highlighting training needs as will the CPD Coordinator.

Partnership with Parents (all those with parental responsibility)

"Parents hold key information and have a critical role to play in their children's education. They have unique strengths, knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them."
(Special Educational Needs Code of Practice January 2002 p.16)

We actively encourage all of our parents to support their child through positive attitudes, giving user-friendly information and effective communication. However all staff should be aware of the pressures a parent may be under because of the child's needs.

To make communications effective professionals should:

- ❖ acknowledge and draw on parental knowledge and expertise in relation to their child
- ❖ focus on the children's strengths as well as areas of additional need
- ❖ recognise the personal and emotional investment of parents and be aware of their feelings
- ❖ ensure that parents understand procedures, are aware of how to access support in preparing their contributions, and are given documents to be discussed well before meetings
- ❖ respect the validity of differing perspectives and seek constructive ways of reconciling different viewpoints
- ❖ respect the differing needs parents themselves may have, such as a disability, or communication and linguistic barriers
- ❖ recognise the need for flexibility in the timing and structure of meetings.

We aim to inform parents as soon as a child is "flagged" as a cause for concern, so that they are fully involved in the school based response for their child, understand the purpose of any intervention or programme of action, and be told about the parent partnership service.

"A local education authority must arrange for the parent of any child in their area with special educational needs to be provided with advice and information about matters relating to those needs."
(Education Act 1996 Section 332A)

SENCO/Head, class teachers and SEN support talk both informally/formally to parents in school, may write, telephone or home visit if appropriate.

Parents also have a responsibility to communicate effectively with professionals to support their children's education. They should:

- ❖ communicate regularly with their child's school and alert them to any concerns they have about their child's learning or provision
- ❖ fulfil their obligations under home-school agreements which set out expectations of both sides.

We will ensure that parents are fully involved in any discussions.

Partnership with Pupils

We will continue to work towards positive pupil involvement in decision-making related to their development. Most children have their own views on how they see their special needs which may give insight into the problems experienced by both pupils and teacher. From an early age, children with SEN should be actively involved at an appropriate level in discussions about their IEP's, including target setting and review arrangements and have their views recorded. Children should be encouraged to share in the recording process and in monitoring and evaluating their own performance so that every achievement is given a sense of worth, developing confidence and self esteem. As all children are working towards setting achievable targets for themselves within the class then this can only be viewed as a natural extension.

Partnership with Other Schools

The school liaises with all local feeder High Schools in order to ensure the easiest possible transition from primary through to the secondary phase. Planning for transition for some pupils may start as early as Year 5 when, working with parents, individual visits can be arranged to help inform the correct placement for their child. In Year 6, the Year 7 tutor and/or the SENCO visits our school for the transfer of information and to meet the children. The children have the opportunity to spend part of the day 'sampling' life in their new school. The Year 6 teacher and/or the SENCO discuss each child plus relevant information is passed on. Occasionally, a child may need to visit more often in order to prepare more fully. All records – assessments, records of achievement and SEN records/IEP's are passed on. When a child transfers to another primary school, special school or unit, records are forwarded within 15 school days of the child ceasing to be registered at the school to ensure minimum disruption in educational profession and progress. The school always offers the SENCO as a person to contact if further information is needed.

Complaints Procedure

Parents/carers are asked to speak to the class teacher, SENCO or the Headteacher in the first instance. If the matter is not resolved then parents should contact the Chair of Governors in writing. (see complaints procedure)

Review

This policy will be reviewed every 3 years.