Fenstanton and Hilton Primary School

Special Educational Needs and Disability Policy-January 2019

At Fenstanton and Hilton Primary school we are committed to giving all our children every opportunity to achieve their best. The achievement, attitude and well-being of every child matters and inclusion is the responsibility of everyone within our school. Every teacher is a teacher of every pupil, including those with special educational needs and disabilities. We respect the unique contribution which every individual can make to our school community.

Definition of SEN and Disability (SEND)

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014).

This states '*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.*

Disability: *Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is '…****a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.'***

Key Roles and Responsibilities

SENCO

The SENCO has day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans. The SENCO is Marina Byrne and can be contacted at mbyrne@fenstanton.cambs.sch.uk.

SEN Governor

The Governing Body has responsibility for monitoring policy implementation and liaising with the SENCO .

Designated Safeguarding Lead (DSL) The head teacher, Claire Worth, has specific responsibility for safeguarding and is the DSL.

Aims and Objectives

Aims

At Fenstanton and Hilton all pupils, regardless of their particular needs, are provided with inclusive teaching which will enable them to make the best possible progress and feel that they are a valued member of the wider school community. We set high expectations for all our pupils against national data and based on their age and starting points. We will use our best endeavours to give pupils with SEND the support they need, whilst having access to a broad and balanced curriculum. Working in partnership with families, it is our aim that pupils will become confident individuals able to make a successful transition on to the next phase of their education.

Objectives

- To ensure a clear process for identifying, assessing, planning, providing and reviewing for SEND pupils with the pupils and their parents/carers at the centre.
- To develop effective whole school provision management of support for pupils with special educational needs and disabilities.
- To deliver training and support for all staff working with pupils with SEND in order to develop our practice within the guidance set out in the Code of Practice, July 2014.

Identification of Needs

The identification of SEN is embedded in the whole school process of monitoring the progress and development of all pupils. We recognise the benefits of early identification and making effective provision in improving the long-term outcomes for children with SEN. The purpose of identification is to identify the range of needs of an individual pupil and then decide the most appropriate action to meet the pupil's needs.

The Code of Practice refers to four broad areas of need:

Communication and interaction-these children have a difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. For example, children with Autistic Spectrum Disorders (ASD), including Asperger syndrome, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Cognition and learning-children with learning difficulties learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs from moderate learning difficulties (MLD) to children with profound and multiple learning difficulties (PMLD).
Specific learning difficulties (SpLD), affect one or more specific aspects of learning, such as dyslexia, dyscalculia and dyspraxia.

Social, emotional and mental health difficulties-children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may

Include becoming withdrawn or isolated, as well displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, eating disorders or physical symptoms that are medically unexplained. Other children may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder.

Sensory and/or physical needs-some children require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. Many children with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and /or equipment to access their learning.

A Graduated Approach to SEN Support

How does the school decide whether to make special educational provision?

A process of on-going teacher assessments and termly pupil progress reviews, monitored by the leadership team, identifies those pupils making less than expected progress given their age and individual circumstances.

The school's first response is quality first targeted teaching by the class teacher. Where progress continues to be less than expected, the class teacher will discuss their concerns with the SENCO.
In deciding whether to make special educational provision, the teacher and SENCO will consider all of the information gathered from within the school about the pupil's progress, alongside the views of parents/carers and pupil. During this stage extra teaching or interventions may be put in place as a pupil's response to such support can help to identify their particular needs.

Particular care is taken when identifying and assessing SEN for children whose first language is not English. Where appropriate we will take advice from CREDS (Cambridgeshire Race Equality and Diversity Service).

Where pupils have higher levels of need, and with parental permission, the school may to seek advice from external agencies. These agencies include:

- Educational Psychology Service (EPS)
- Specialist Teaching Team (STT)
- Speech and Language Therapy Service
- Physical/Sensory Support Service
- Educational Welfare Team
- Children's Services
- School Nurse/Paediatric health team /School Paediatrician
- Child and Adolescent Mental Health Service (CAMHS)

If the support needed can be provided by adapting the school's core offer then a child might not be considered SEN or placed on the SEN register. If, however, the support required is *different from or additional to* what is ordinarily offered by the school, the child will be

placed on the SEN register at SEN Support**.** The school will then seek to remove barriers to learning and put effective special educational provision in place.

A cycle of *assess, plan, do, review begins* with the child/young person at the centre of the process. The impact of interventions is recorded and monitored by teachers using our intervention toolkit. This is reviewed half termly to assess the pupil's response to interventions and optimise the quality of provision.

Assess:
Pupils' needs are assessed regularly so that each child's progress and development is carefully tracked compared to their peers and national expectations. We listen to the views and experience of parents/carers and the pupil. In some cases we will draw on assessments and guidance from other education professionals e.g. Educational Psychologists (EP) and from health and social services.

Plan:
Where SEN Support is required the teacher, supported by the SENCO, will put in place adjustments, interventions and support for the pupil based on their identified needs. Baseline evaluations will be made and outcomes set against which impact can be reviewed each half term. Targets for the pupil will be shared with her/him using child friendly language and with parents/carers. All staff who work with the pupil will be made aware of the plan.

Do:
The class teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs or specialists who provide support for the pupil and monitor the progress being made. The SENCO will provide support, guidance and advice for the teacher.

Review:
The plan including the impact of the support and interventions will be reviewed each term by the teacher, SENCO, parent/carer and the pupil. This will inform the planning of next steps for a further period or where successful, the removal of the pupil from SEN Support.

This four part cycle is known as the graduated approach. Through this process decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs. More detailed approaches and more specialist expertise are drawn on in successive cycles.

Parents/carers and pupil involvement in the process
We believe in a person centred approach to information gathering and the cycle of *assess, plan, do, review* . Termly reviews and target setting meetings are planned to coincide with parents' consultations. Targets are shared with pupils and successes are celebrated.

KS2 pupils with an EHC plan are invited to attend their annual review with their parents and any agencies involved in supporting their needs. Pupils usually attend part of the meeting to share their achievements for the year and aspirations for the future.

SEN Provision

The SEN Information report contains information on the implementation of the school's SEN policy. This is reviewed annually. This should be read in conjunction with the SEN policy.

SEN support can take many forms. This could include:

- an individual learning programme
- evidence based interventions
- extra help from a teacher or a Teaching assistant
- making or changing materials, resources or equipment
- working with a child in a small group
- maintaining specialist equipment
- observing a child in class or at break and keeping records
- helping a child to take part in the class activities
- making sure that a child has understood things by encouraging them to ask questions and to try something they find difficult
- helping other children to work with a child, or play with them at break time
- supporting a child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing
- encouraging independence by for example starting a child off on a task and then the child completing it independently or consulting with the child which parts of the task they would like to try independently if they feel they can.

Managing the needs of Pupils on the SEN Register

Each pupil with SEND is an individual and their plan is tailored to meet their particular needs. Plans are reviewed termly with parents and pupils.
Decisions regarding the level of support provided are needs led, working within the constraints of the school budget.

The class teacher is responsible for:

- the progress and development of all pupils including those with SEND
- ensuring interventions and additional strategies are implemented in the classroom
- regular liaison with parents and the SENCO
- effective deployment of additional adults
- Identifying on class planning the provision they are making for pupils with SEND
- Completing an Assess, Plan, Do, Review report by writing and reviewing of targets for pupils with SEND

Teaching Assistants are responsible for:

- ensuring that day to day provision is in place for the pupils they support
- implementing agreed strategies and programmes, and advice from specialists.
- record keeping
- creating and maintaining resources
- maintaining specialist equipment
- regular communication with class teacher and SENCO

The SENCO is responsible for:

- the SEND policy and its implementation

- co-ordinating support for children with SEND
- updating the SEN register and maintaining individual pupil records
- monitoring the quality of provision and impact of interventions
- attending network meetings and updating staff
- referrals to and liaison with outside agencies
- supporting TAs with responsibility for SEND
- liaising with and advising staff
- maintaining regular liaison with parents/carers
- co-ordinating annual reviews
- supporting staff in identifying pupils with SEN.
- mapping provision throughout the school
- maintaining links and information sharing with receiving schools

The SEN Governor is responsible for:

- monitoring the effective implementation of the SEND policy
- liaising termly with the SENCO
- reporting to the governing body on SEND
- ensuring that pupils with SEND participate fully in school activities

Criteria for removing pupils from the SEN Register

When a child has made sufficient and sustained progress towards achieving their personal targets and it is felt that they are able to maintain this with quality first teaching, they may be removed from the SEN register. Parents will be involved in this discussion. The school will continue to monitor pupils recently removed from the register to ensure good progress is maintained.

Requesting an Educational, Health and Care (EHC) needs assessment

A small number of pupils, whose needs are complex and long term, may require a greater level of support than that provided at SEN Support from the school's own resources. For these pupils a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided. This brings together the child's health and social care needs as well as their special educational needs.
(See Cambridgeshire guidance on the Cambridgeshire County Council website for further information regarding requests for EHC plans)

Supporting parents/carers and children

We provide support in the following ways:

- The head teacher and SENCO operate an open door policy for parents/carers seeking support and advice.
- The District team can signpost additional support/information available for families
- The dedicated SEN Governor who is available as a contact point
- Individual arrangements can be made to support pupils tailored to their needs
- Additional time and special arrangements can be made for SATs and testing.
- Support can be given for transition between classes
- Additional transition visits for SEN Y6 pupils can be arranged for pupils transferring to secondary school

- Inviting the SENCO of the receiving secondary school to the final Annual Review in year 6.
- Pre- school and nursery colleagues are invited for transition meetings for pupils transitioning into school

Supporting pupils at school with medical conditions

The 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. Where it is the case that a medical condition meets the criteria of disability the school will comply with its duties under the Equality Act 2010.

Reasonable adjustments will always be made to promote access to all areas of the school curriculum for pupils with a disability, e.g. an extra adult to accompany a child on a school trip.

Staff receive training for specific care of pupils as necessary eg for care of a pupil with diabetes.

Please refer to the school guidance regarding the administering of medicines.

Monitoring and evaluation of SEN

The head teacher and the leadership team regularly monitor and evaluate the quality of provision for all pupils. The school aims to use interventions in school that have proven outcomes and are evidence based. The impact of SEN provision on the progress and outcomes for children on the SEN register is measured through:

- analysis of pupil tracking data and test results at pupil progress meetings
- progress against national data and based on their age and starting points.
- interventions baseline and exit data
- progress against individual targets
- pupils' work and interviews

Interventions are monitored to check that they are proving to be effective in terms of impact, time spent on them and the finance used in providing them. Each year we review the needs of the cohort and if necessary make changes to our provision.

Training and development

Training needs are identified in response to the needs of pupils currently on the SEN register.

School staff have specific training and expertise in speech and language, literacy and numeracy interventions and supporting children with hearing impairment, Autism and dyslexia.

The SENCO attends network meetings to share good practice with colleagues and keep up to date with SEND developments.

Storing and Managing Information

Pupil records and SEN information may be shared with staff working closely with SEN pupils to enable them to successfully meet the individual child's needs. We are grateful to parents for their information sharing and openness and respect their confidentiality. Pupil SEN files are kept in a locked cabinet or stored online on the internal school server. Individual SEN files are transferred to receiving schools when pupils leave Fenstanton and Hilton.

Reviewing the SEND Policy

The SEND policy is reviewed annually by the governing body. This policy will be reviewed in January 2020.

Complaints

We encourage parents/carers with any concerns regarding the SEN policy or the provision made for their child at Fenstanton and Hilton to contact us as soon as possible. In the first instance, please speak to the class teacher or the SENCO.
If parents/carers feel their child's needs are still not being met they should make an appointment to see the head teacher.
If concerns are still unresolved parents may wish to use the Cambridgeshire Information, Advice and Support Service for Special Educational Needs and Disability (SENDIASS) (formerly Parent Partnership) or engage with the School complaints procedures.

How the policy is put together

This policy is created in consultation with stakeholders, including the Governing body, staff, representative parents and pupils with SEND. The policy reflects the statutory guidance set out in the Special Educational Needs and Disability code of practice 0-25 years (July 2014).

Access to this policy

You can get a copy of our policy in a number of ways:

- The school website, follow the link: School information Special Educational Needs. The SEN information report can also be found here. There is also a link on our website to the Cambridgeshire Local Offer.
- A hard copy can be provided on request at the school office

Please let us know if you need this policy to be made available to you in a different format e.g. enlarged font or a language other than English.

Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0–25 (July 2014) and has been written with reference to the following related guidance and documents:
Equality Act 2010: advice for schools DfE Feb 2013
School SEN Information Report (2015)
The National Curriculum in England Key Stage 1/2 framework document Sep 2013
Safeguarding Policy
Accessibility Plan
Teachers Standards 2012

Appendix 1: Key Documentation

The following documents have informed this guidance which parents may find helpful:
Special educational needs and disability code of practice: 0-25 years
https://www.gov.uk/government/publications/send-code-of-practice-0-to-25
Special educational needs and disability: a guide for parents and carers
https://www.gov.uk/government/publications/send-guide-for-parents-and-carers
Supporting pupils at school with medical conditions
https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
Keeping children safe in education https://www.gov.uk/government/publications/keeping-children-safe-in-education
Equality Act 2010
Cambridgeshire Local Offer Website

APPENDIX 2: Related School Policies/Documents

Safeguarding Policy
Accessibility Plan
Admissions Policy
Anti-Bullying Policy
Behaviour Policy
Complaints Procedure
Inclusion Policy
Equality Policy
SEN school Information Report
Curriculum policies
School development Plan
Termly operational Plan