

Alexandra Primary School



Alexandra
Primary School

Aspire, Perform, Succeed

**Special Educational Needs and
Disability (SEND) Policy**

Drafted by: S Pennington
Date: January 2019
Review: January 2020

Alexandra Primary School Aims

At Alexandra Primary School we aim to encourage all children to:

- **Aspire to be successful learners who enjoy learning**
- **Perform as well as they can, make progress and achieve and become confident individuals who are able to live safe and fulfilling lives**
- **Succeed as responsible citizens who make a positive contribution to society**

... and when children enter their next stages of education and then ultimately employment the young people know that educators and employers want them to have the following attributes; to have...

- a good grasp of basic knowledge and skills;
- be reliable, take responsibility and show resilience;
- an ability to build and maintain relationships;
- an ability to work collaboratively in a team;
- creativity and use problem solving skills.

Our Values

To achieve our aims, we have looked at the main values that will underpin them and link together and start from the first day children join Alexandra Primary so that these should be embedded by the time they leave us.

Children should have high aspirations in their school career. Staff, parents and carers will work together to equip children with the skills to perform the best they can whilst at Alexandra. This will then determine success for achievements at school and beyond.

Introduction

Alexandra Primary School has a named SENDCo (Mrs. S Pennington) and an appointed named School Governor for SEND. They ensure that the Alexandra Primary School Special Educational Needs policy works within the guidelines and inclusion policies of the Code of Practice (2014), the Local Authority and other policies current within the school.

It is the belief at Alexandra Primary School that all children have an equal right to a full and rounded education, which will enable them to become successful learners who enjoy have high aspirations, make progress and succeed. We aim to promote emotional literacy and recognise the links between SEND and wellbeing. School will endeavor to secure special educational provision for pupils for whom this is required, that is “additional to and different from” that provided within the differentiated curriculum to better respond to the four areas of need identified in the new Code of Practice (September 2014) which are as follows:

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

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**

The general level of ability within our school is high, we recognise that some children may feel disadvantaged working alongside high achieving children. They may be offered additional support, through small group or 1:1 activities, in order to boost their skills level and confidence.

The school recognises that the needs of high achieving children should also be catered for and recognised as a ‘special educational need’.

This SEND policy details how, at Alexandra Primary School, we will do our best to 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.

Aims and Objectives

The aims of this policy are:

- To create an environment that meets the special educational needs of each child in order that they can achieve their learning potential and engage in activities alongside pupils who do not have SEND;
- To request, monitor and respond to parents / carers and pupils views in order to evidence high levels of confidence and partnership;
- To make clear the expectations of all partners in the process;
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development;
- To ensure support for pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals;
- To identify the roles and responsibilities of all staff in providing for children's special educational needs;
- Through reasonable adjustments to enable all children to have full access to all elements of the school curriculum;
- To work in cooperation and productive partnerships with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.

Equal Opportunities and Inclusion

Through all subjects we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society. We also measure and assess impact regularly through meetings with our support staff and class teachers to ensure all children have equal access to success across all subjects.

Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.
- May need support in developing their self-esteem and emotional literacy and resilience.

Teachers respond to children's needs by:

- providing support for children who need help with a variety of different needs such as communication, literacy, numeracy or social understanding;
- planning to develop children's understanding through the use of all available senses and experiences;
- planning for children's full participation in learning, and in physical and practical activities;

- helping children to manage and own their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

Identification, Assessment and Provision

Provision for children with special educational needs is a matter for the whole school. The governing board, the school's head teacher, the SENDCo and all other members of staff, particularly class teachers and teaching assistants, have important day to day responsibilities.

The school will assess each child's current levels of attainment on entry in order to ensure that they build on the patterns of learning and experience already established during the child's pre- school years. If the child already has an identified special educational need, this information may be transferred from other partners in their previous setting and the class teacher and SENCO will use this information to:

- Provide starting points for the development of an appropriate curriculum;
- Identify and focus attention on action to support the child within the class;
- Use the assessment processes to identify any learning difficulties;
- Ensure ongoing observation and assessments provide regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning;

The identification and assessment of the special educational needs of children whose first language is not English requires particular care. Where there is uncertainty about a particular child, a teacher will look carefully at all aspects of the child's performance in different subjects to establish whether the problems are due to limitations in their command of English or arises from special educational needs.

The Role of The SENDCo and what provision looks like at Alexandra Primary School

The Special Educational Needs and Disabilities Co-ordinator's [SENDCo] responsibilities include:

- Overseeing the day-to-day operation of the school's SEND policy;
- Co-ordinating provision for children with SEND;
- Liaising with and advising fellow teachers;
- Overseeing the records of all children with SEND;
- Liaising with parents of children with SEND;
- Contributing to the in-service training of staff;
- Liaising with local high schools so that support is provided for Y6 pupils as they prepare to transfer. Similarly liaising with other settings and Early Years providers to ensure smooth transitions at the beginning or during the school year;
- Liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies;

- Co-ordinating and developing school based strategies for the identification and review of children with SEND;
- Making regular visits to classrooms to monitor the progress of children on the SEND Support Register.

Monitoring Children's Progress

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. Under these circumstances, teachers may need to consult the SENDCo to consider what else might be done. 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.

Inadequate progress can be classed as that which would see a child achieving significantly below the National Expectation for the child's age, or a child who needs significant and frequent support in class to match the expectations of his or her National Curriculum year group.

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.

In order to help children with special educational needs, Alexandra Primary School will adopt a graduated response. This may see us using specialist expertise if as a school we feel that our interventions are still not having an impact on the individual. The school will record the steps taken to meet the needs of individual children through the use of an ISP (Individual Support Plan), and a whole school wide provision map. The SENDCo will have responsibility for ensuring that records are kept and available when needed. If we refer a child for an Education Health and Care Plan, we will provide the LA with a record of our work with the child to date, using the Assess, Plan, Do, Review process.

When any concern is initially noticed it is the responsibility of the class teacher to take steps to address the issue. Parents may be consulted and specific intervention put in place and monitored for a period of 6 -12 weeks.

The class teacher, after discussion with the SENDCo, will then provide interventions that are additional to those provided as part of the school's differentiated curriculum and the child will be given individual learning targets which will be applied within the classroom. These targets will be monitored by the class teacher and teaching assistants within the class and reviewed formally with the SENDCo, parents and the child.

Reasons for a child being added to the SEND support register may include the fact that he / she:

- Makes little or no progress, even when teaching approaches are targeted particularly in a child's identified area of weakness;
- Shows signs of difficulty in developing literacy or mathematics skills, which result in poor attainment in some curriculum areas;
- Presents persistent emotional or behavioural difficulties which are not improved by the behaviour management techniques usually employed in the school;
- Has sensory or physical problems, and continues to make little or no progress, despite the provision of specialist equipment;
- Has communication and / or interaction difficulties, and continues to make little or no progress.

Partnership with parents

Partnership plays a key role in enabling children and young people with SEND 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 where appropriate.

The school website contains further details of our work with special educational needs; the SEND Local Offer Report and Intervention Support Paper includes the arrangements made for children in our school with special educational needs.

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

School encourages parents to make an active contribution to their child's education and have regular meetings each term to share the progress of all children, including those with special needs, 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 SENDCo through a school email address and parents and children have access to the school website which has a dedicated section for Special Educational Needs.

The Nature of Intervention

The SENDCo and the child's class teacher will decide on the action needed to help the child progress in the light of earlier assessments. This may include:

- Different learning materials or specialist equipment;

- Some group or individual support, which may involve small groups or individuals being withdrawn to work with the SENDCo; or, with TA support;
- Extra adult time to devise/administer the nature of the planned intervention and also to monitor its effectiveness;
- Staff development and training to introduce more effective strategies.

After initial discussions with the SENDCo, the child's class teacher will be responsible for working with the child on a daily basis and ensuring delivery of any individualised programme in the classroom. Parents will continue to be consulted and kept informed of the action taken to help their child, and of the outcome of any action. Parent's will be invited to meet regularly with the class teacher, SENDCo or any outside agencies and they will have specific time slots to discuss Individual Learning targets and progress with the SENDCo on a termly basis.

The SENDCo will support further assessment of the child where necessary; assisting in planning for their future needs in discussion with colleagues and parents.

The use of outside agencies

These services may become involved if a child continues to make little or no progress despite considerable input and adaptations. They will use the child's records in order to establish which strategies have already been employed and which targets have previously been set.

The external specialist may act in an advisory capacity, or provide additional specialist assessment or be involved in teaching the child directly. The child's Individual targets will set out strategies for supporting the child's progress. These will be implemented, at least in part, in the normal classroom setting. The delivery of the interventions recorded in the ISP continues to be the responsibility of the class teacher.

Outside agencies may become involved if the child:

- Continues to make little or no progress in specific areas over a long period;
- Continues working substantially below the age related expectations of children of a similar age;
- Continues to have difficulty in developing literacy and mathematical skills;
- Has emotional or behavioural difficulties which regularly and substantially interfere with the child's own learning or that of the class group;
- Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service;
- Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning;
- Despite having received interventions, the child continues to fall behind the level of his/her peers.

School Request for Education Health and Care Plans

A request will be made by the school to the LA if the child has demonstrated significant cause for concern. The LA 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 individual pupil provision sheets 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 an EHCP will be kept fully informed of the progress of the referral. Children with an EHCP will be reviewed each half term in addition to the statutory annual assessment. When this coincides with transfer to secondary school, the SENDCo from the receiving school will be informed of the outcome of the review.

Individual Pupil Provision

Strategies employed to enable the child to progress will be recorded within an Individual support plan, which will include information about:

- The child's current position (Assess)
- The short term targets set for the child;(Plan)
- The teaching strategies to be used;(Do)
- The provision to be put in place; (Do)
- How well did the child do;(Review)
- The review date;
- The child's views will be sought, where appropriate, and taken into account, as will those of the parents, whose support is vital if progress is to be achieved and maintained.

Access to the Curriculum

All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to understand the relevance and purpose of learning activities and experience levels of understanding and rates of progress that bring feelings of success and achievement.

Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives and staff differentiate work appropriately, and use assessment to inform the next stage of learning.

By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. All children on the Special Needs Support register have an Individual Support Plan with targets.

We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom situation. There are times though when, to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.

Allocation of resources

The SENDCo is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with Education Health and Care plans.

The Headteacher informs the governing board of how the funding allocated to support special educational needs has been employed.

The Head Teacher and the SENDCo meet annually to agree on how to use funds directly related to EHCP's.

The role of the Governing Board

The governing board challenges the school and its members to secure necessary provision for any pupil identified as having special educational needs. They ask probing questions to ensure all teachers are aware of the importance of providing for these children and ensure that funds and resources are used effectively.

The governing board has decided that children with special educational needs will be admitted to the school in line with the school's agreed admissions policy.

The Governing Board reviews this policy annually and considers any amendments in light of the annual review findings. The Head teacher reports the outcome of the review to the full governing board.

Safeguarding and welfare concerns:

Alexandra Primary School recognises there can be no issue of greater importance to parents and carers, or to the school, than the safety of their children.

Safeguarding is high on Alexandra Primary School's agenda and is essential part of the fabric of the school, involving every member of the school community. The school has a sharp eye on the particular circumstances and needs of **all** pupils, especially the most vulnerable and including in particular those children who are looked after, those who have additional needs and those who have special educational needs.

The school has a safeguarding and child protection policy which it reviews regularly to focus minds on the need to ensure that safeguarding permeates all aspects of school life and that all appropriate steps have been taken to guarantee and promote

all children's safety.

Staff at Alexandra Primary School undergo regular training and staff development, including in safeguarding and protecting the welfare of children, and in meeting the needs of children with SEN. Staff understand that disabled children are at greater risk of abuse than non-disabled children and that there is a need for policies and practices within the school that safeguard, respect and empower all children, especially vulnerable and disabled children.

Senior leaders and governors of the school endeavour to ensure that staff have the tools they need to effectively and safely provide for all children and young people, particularly those with special educational needs or disabilities. The training needs of staff are regularly reviewed to ensure:

- a. that staff who have responsibility for safeguarding and child protection have skills in working with children with additional vulnerability (e.g. children who are looked after, disabled children / children with SEND)
- b. those staff who work with children who are looked after, disabled children or children with special needs are aware of child protection issues.

This SEND policy links closely with, and should be read in conjunction with, the school's safeguarding policy and the policy for children who are looked after.

Monitoring and evaluation

The SENDCo monitors the movement of children within the SEND system in school and provides staff and governors with regular summaries of the impact of the policy on the practice of the school. They are involved in supporting teachers and in drawing up Individual Support Plans for children. The SENDCo and the Head teacher hold regular meetings to review the work of the school in this area. In addition, the SENDCo and the named governor with responsibility for special needs also hold regular meetings.

Signed: Sarah Pennington

Date: January 2019