

# SEND POLICY



'Proud to shine'

**Policy Lead:** Jemma Roberts

**Last reviewed on:** September 2021

**Approved by:** Richard Thorpe

**Next review due by:** September 2022

# Grange Park Primary School - SEND Policy

## 1. Overview

This policy has been written in line with the SEND Code of Practice 2014.

This policy describes the way we meet the need of children who experience barriers to their learning, which may relate to sensory or physical impairment, learning difficulties or emotional or social development, or may relate to factors in their environment, including the learning environment they experience in school.

### **Links to other policies:**

- Inclusion
- Health and Safety
- Admissions Policy
- Behaviour Policy
- Equal opportunities
- Teaching and Learning
- Anti bullying
- Safeguarding.
- Medical needs

At Grange Park Primary School we endeavour to make every effort to achieve maximum inclusion of all pupils, whilst meeting pupils' individual needs. We have high expectations of all our children and want them to feel that they are a valued part of our school community. Children may have additional educational needs either throughout or at anytime during their school career. This policy ensures that provision maps, curriculum planning and assessment for children with additional educational needs, takes account of the type and extent of the difficulty experienced by the child.

### **Inclusion statement**

At Grange Park Primary School we endeavour to make every effort to achieve maximum inclusion of all pupils, whilst meeting pupils' individual needs. We have high expectations of all our children and want them to feel that they are a valued part of our school community. We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for and the achievement of different groups of learners:

- girls and boys, men and women
- minority ethnic and faith groups, Travellers, asylum seekers and refugees
- learners who need support to learn English as an additional language (EAL)
- learners with special educational needs
- learners who are disabled
- those who are gifted and talented
- those who are looked after by the local authority
- others such as those who are sick; those who are young carers; those who are in families under stress;
- any learners who are at risk of disaffection and exclusion

## **2. Aims and objectives of the Policy**

The aims of SEN policy and practice in this school are:

- To reach high levels of achievement for all
- To be an inclusive school
- To identify early pupils with Special Educational Needs and Disabilities and ensure their needs are met
- To meet individual needs through a wide range of provision and teaching strategies
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To share a common vision and understanding with all stakeholders
- To give transparent resourcing to SEND
- To provide curriculum access for all
- To work towards inclusion in partnership with other agencies and schools
- To achieve a level of staff expertise to meet pupil need

We demonstrate our commitment these aims by:

- Creating varied and challenging teaching and learning opportunities
- Being reflective about and consistently developing our practise
- Providing independent and collaborative working opportunities
- Maintaining a stimulating learning environment
- Assessing, monitoring and guiding learners
- Making the best use of resources
- Ensuring positive working relationships with parents

## **2. Admission Arrangements**

At Grange Park we are committed to offering an inclusive curriculum to ensure the best possible progress of all our pupils, whatever their needs or abilities.

In line with the new code of Practice we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision.

## **3. Partnership with Parents/Carers**

At Grange Park we work closely with parents in the support of those children with Special Educational Needs. We encourage an active partnership through an ongoing dialogue with parents and an open door policy. We do so by:

- working effectively with all other agencies supporting children and their parents

- giving parents and carers opportunities to play an active and valued role in their child's education, meeting with parents on a termly basis as a minimum.
- making parents and carers feel welcome
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of additional need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- agreeing and reviewing provision for their child
- keeping parents and carers informed and giving support during assessment and any related decision-making process about SEN provision
- making parents and carers aware of the Parent Partnership services. (IASS).
- organising parent sessions with professionals.

#### **4. Involvement of Pupils**

We recognise that all pupils have the right to be involved in making decisions and exercising choice (SEND Code of Practice). All pupils are involved in setting targets, monitoring and reviewing their progress. We endeavour to fully involve all pupils by encouraging them to:

- state their views about their education and learning
- identify their own needs and learn about learning
- share in individual target setting across the curriculum
- self-review their progress and set new targets

In addition pupils who are identified as having SEND are invited to participate in:

- Provision map reviews and setting of new targets
- Nurturing groups
- Review meetings

#### **5. Management of SEN within School**

The Head teacher and the Governing body have delegated the responsibility for the day to day implementation of the policy to the SENCO.

In response to the principles of Remodelling the Workforce the SENCO focuses on the leadership role for SEN in the school, the management of SEN is supported by the whole school.

All staff in school have a responsibility for pupils with SEND. All teachers are teachers of special educational needs. Staff are aware of their responsibilities towards pupils with SEND, whether or not pupils have an EHCP plan. A positive and sensitive attitude is shown towards those pupils.

Teaching assistants play a major role in the support of pupils with SEND. The rationale for the deployment of TAs is class based and using strengths and expertise, working with small groups of children or on a one to one basis.

In line with the recommendations in the SEND Code of Practice 2014, the **SENCO** is **responsible for:**

- overseeing the day-day operation of this policy
- co-ordinating provision for children with special educational needs
- liaising with and advising teachers
- managing learning support assistants
- overseeing the records on all children with SEND
- liaising with parents of children with SEND in conjunction with class teachers
- contributing to the in-service training of staff
- liaising with external agencies including the LA's support and educational psychology services, specialist teaching services, health and social services, voluntary bodies and other schools.
- Supporting the writing and reviewing of Outcome based Provision maps three times a year.

The SENCO is responsible for reporting to the head and the governor with responsibility for SEND on the day-day management of SEND policy.

The name of the governor with responsibility for SEND is Jackie Hickman.

Regular meetings take place.

**Class teachers are responsible for:**

- Following the SEND policy and schools procedures
- Identifying any child who may have an additional need by informing the SENCO
- Discussing what the child feels they need.
- Ensure that any children are put on the initial concerns list at the termly provision map meeting, ensuring provision and monitoring are in place for that child and reviewed.
- Inform parents of the concerns and ask for their views.
- Ensure that the child receives extra support within the classroom and differentiated work where necessary and ensure those who are not making progress are highlighted in Progress actions document termly.
- Monitor the child's progress.
- Write provision maps when needed.
- Contribute to assessments and documentation if required
- Read statements and any agency reports of SEND for any child in their class and act on and recommendations within the report.

The governing body has due regard to the code of practice when carrying out its duties toward all children with Special Educational Needs.

The governing body endeavours to secure the necessary provision for any child identified as having special educational needs. The governors ensure that all teachers are aware of the importance of providing for those children.

The governing body identifies a governor to have specific oversight of our provision for children with special educational needs. The governor will work with the staff of the school and the SLT to maintain a thorough understanding of the SEND policy and ensure that the procedures identified within the policy are carried out.

## **6. Special Provision**

The school has the following special facilities; disabled toilet and ramps into school and onto the playground, lift to 1<sup>st</sup> floor, adjustable tables where the height can be altered, laptop programmes,

The staff have expertise and qualifications in the following areas: dyslexia, LA training on provision for maths, Makaton training, Eklan Speech and Language training, Nurture group, social stories, ELSA, Autism training, cool kids and handwriting training.

## **7. Identification and Assessment**

We accept the principle that pupils' needs should be identified and met as early as possible, our aim is early intervention. The school adopts a graduated approach to meeting special educational needs in line with the code of practice 2014. The SENCO works closely with the school assessment co-ordinator, using whole school data, as an early identification. School data is also used to monitor and evaluate the progress of pupils identified as having SEND.

We use a number of additional indicators of special educational needs.

- the analysis of data including Foundation Stage Profile, reading ages, termly pupil assessments and progress tracking grids, SEN assessments.
- the use of Phonic tracker for phonics and SNIP assessments for high frequency words and SALFORD reading tests.
- Specific need checklists- eg ADHD, ASC, Dyspraxia.
- following up parental concerns
- tracking individual pupil progress over time
- liaison with feeder schools on transfer
- information from previous schools
- information from other services
- discussions with pupils

If a child is not making expected progress the class teacher will consult with the SENCO and parents to decide if different / additional provision is necessary and is flagged up as a concern.

If after a term progress is still not being made a provision map may be written where resources within the school are used to meet the needs of the child. This will be written in consultation with the pupil, parents/ carers, teachers, SENCO and SEND TA's.

The Provision map will detail:

- The teaching strategies/ resources to be used
- The provision to be put in place
- When the plan is to be reviewed
- Outcomes for pupils
- Data over time.

The map will be reviewed every term and outcomes and progress will be recorded. Pupils and parents are involved in the process.

If there is evidence that the child is making still insufficient progress and there are still concerns advice will be sought from external professionals and a referral may be made.

If the child continues to make no, or very limited progress after the advice has been implemented and a graduated response has been documented the SENCO will discuss with parents whether a request for EHCP plan should be made. If school and parents agree on this course of action then a referral to the Local Authority will be made. This may result in an Education, Health and Care plan written with input from all parties and the amount of support needed identified.

For pupils who have an EHCP plan as well as the review of the provision map their progress and support will be reviewed every 12 months and a review report provided for the Local Authority.

We aim for a smooth transition between classes, key stages and schools for all pupils and ensure that records are maintained and transferred efficiently. We also run face to face transition meetings with receiving staff to pass on information first hand.

The SENCO maintains a record of pupils identified through the procedures listed. This record is reviewed termly through review of provision maps and class SEND lists.

A detailed analysis of the record takes place annually.

We have high expectations of our SEND children and we strive to ensure they make at least expected progress.

### **Record keeping**

SEN staff who work with identified children keep day to day records and planning as well as initial assessments at the beginning of interventions and final assessments at the end of an intervention. These records are on-going and are kept in Base 2. Progress of children can be tracked through these records and will provide evidence alongside class assessment data to provide evidence as part of a graduated response.

### **7. Curriculum Access and Provision**

In order to meet the learning needs of all pupils, teachers differentiate work. They work to meet individual learning needs and to mark work effectively. Where pupils are identified as having special educational needs, the school provides for these additional needs in a variety of ways. The provision for pupils is related specifically to their needs. A provision map records a graduated response to individual.

This map lists the possible interventions against individual (or group) pupil need

The range of provision includes:

- In class support for small groups with a Teaching Assistant (TA)
- Small group or 1-1 withdrawal with a Specialist SEN TA

- Individual class support / individual withdrawal
- Differentiation of resources/ planning
- Specialised resources - sloping boards, coloured overlays etc.
- ELSA support
- Base 1 nurture specialist provision.
- Emotional Wellbeing worker support
- Computer program interventions- Clicker 7
- Cool kids support for physical skills.
- GRASP and SNIP resources

All class teachers have their own SEND folder with information relating to the children in their class with additional needs.

### **8. Links with Outside agencies and services.**

We aim to maintain useful contact with support services in Children and Young People's Services. For pupils at **SEN support** any one or more of the following agencies may be involved:

- Educational Psychology Service (EPS)
- Educational Welfare Service
- School Nurse
- Social Services
- Learning support Advisory service
- Behaviour support service
- Sensory Inclusion service
- CAMHS/BeeU
- Occupational Therapists
- Physiotherapists
- Mental Health Practitioners
- Speech and language service

The SENCO will maintain links with other SENCOs through the SENCO network and SENCO meetings.

### **9. INSET**

In order to maintain and develop the quality of our provision, staff are encouraged to undertake training. Performance management review and staff appraisals support the identification of areas for development.

Training to be undertaken is specified in the SEN LIP this is reviewed termly. Input from external agencies is actively encouraged.

There is an SEND staff folder in each class outlining SEN procedures and practice in school. All staff receive induction on taking up a post, this includes training with the SENCO as required.

### **10. Resources**



The provision for SEND is funded by the school budget, Funds are deployed to implement the SEND policy.

### **11. Complaints**

If there are any complaints relating to the provision for pupils with SEND these will be dealt with in the first instance by the head teacher.

The chair of governors may be involved if necessary.

In the case of an unresolved complaint the LA may be involved.

### **12. Monitoring and Evaluation**

The SENCO monitors the movement of children within the SEND system in school. The SENCO provides staff and governors with regular summaries of the impact of the policy on the practice of the school. The SENCO produces an Annual SEND report and the schools SEND offer is available on the website

The SENCO supports SEN staff to write Provision maps and conduct reviews and monitor the progress of targets. The SENCO and the named governor with responsibility for SEN also hold termly meetings.

The governing body reviews this policy within its policy review cycle,

We set targets for monitoring and evaluating the effectiveness of the SEND policy. The actions to meet these targets are identified in the SEND LIP.

The policy will judge to be successful if:

- Children's needs are identified early
- Children make good progress once their need is identified
- Children feel that they are receiving appropriate support
- Parents feel that children are receiving appropriate support
- Everyone is implementing the policy and procedures successfully
- The school is providing a graduated response to needs.

**Please Note:** Due to COVID restrictions some of our interventions and specialist teaching sessions are unable to take place at the moment. Once government restrictions are relax, these interventions will resume.

This policy is to be reviewed annually by Jemma Roberts (SENCO)

Next review - September 2022

SEND Governor - Bill McClements

<b>Monitoring</b>	<b>Evaluation</b>
<b>Curriculum provision</b>	
Scrutiny of planning Classroom observation Work sampling/ book scrutiny Teacher interviews Informal/ written feedback from SEN staff/support staff Pupil conferencing	Planning shows differentiation and specified and varied roles for support adults There is differentiation, and further differentiation, of learning opportunities in the classroom Work sampling shows curriculum continuity and progression in learning Teachers feel supported in meeting the needs of individual pupils Pupils with SEND are provided with suitable learning tasks to meet their needs Pupils can identify what and how they are learning
<b>Individual pupil progress</b>	
Scrutiny of whole school data -progress of pupils identified as having SEN Sampling individual pupil work Analysis of assessment data relating to individual pupils Pupil outcome meetings and records of review meetings Pupil interviews	Pupils with SEND make good progress in comparison with other pupil groups ( Yr 6 SATS) Samples of pupil work show progression over time Data recording individual pupil progress is analysed and shows progression Provision maps are relevant, reviewed regularly and used as a working document. Provision maps are written and shared with pupils and shared with parents. There is progress against provision map Pupils and parents are actively involved in EHCP annual reviews
<b>Monitoring the implementation of SEN procedures</b>	
Analysis of assessment data and pupil tracking Register analysis Parent questionnaires Pupil voice Staff feedback Analysis of systems for ensuring effective communication Classroom observation relating to effectiveness of support staff and SEN staff Provision mapping reviews termly. Learning walks and book scrutiny.	Cornerstones Pupil tracking system is in place and include procedures for tracking pupils whose progress may be 'out of step' with peers Assessment data is analysed and used to inform provision The SEN register is reviewed termly and distributed to all staff All parents are informed of their child's special educational needs and of interventions and support. Parents express satisfaction with the provision made 100% of parents attended annual reviews Staff feel they have sufficient information and support. SEN files are up to date and accessible The SENCO has regular meetings with the governor with responsibility for SEN Resources are used effectively Support staff have clear roles and timetables. Support staff are effective in supporting pupil learning

	<p>All SEN staff are part of the performance management cycle. Analysis of provision menu shows a range of provision to meet individual needs Analysis of provision mapping shows appropriate actions to meet individual needs</p>
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