

# Special Educational Needs Policy



**Adopted    Autumn 2021**

**Review Date    Autumn 2022**



## **1. INTRODUCTION**

1.1 This document sets out our policy towards the special educational needs of our pupils and is supplementary to the school's policies for the education of all our pupils. Please also refer to the school's accessibility plan and SEN Information Report – available on the school website.

## **2. OUR ETHOS**

2.1 Our guiding principle is one of inclusion. We want to identify and break down any possible barriers to learning and ensure that every child makes strong progress across all elements of school life and as part of the wider community. All children are entitled to an education that enables them to make progress so that they can:

- Achieve their best;
- Become confident, resilient individuals;
- Make successful transitions to their next stage of education and ultimately into adulthood.

2.2 Every teacher is a teacher of every child including those with SEN. We recognise that it is the class teacher's responsibility to meet the needs of all children in their care and the majority of pupils will have their needs met through:

- High quality teaching and learning strategies;
- Modification to teaching approaches and differentiation;
- Modification to classroom organisation and teaching materials; and/or
- Provision of ancillary equipment aids.

2.3 However, if a pupil does not make adequate progress even when teaching approaches are targeted at a pupil's identified area/s of weakness, then the pupil may be identified as having special educational needs. See pages 7-8 'Graduated response' for further explanation on identification and definition.

## **3.0 AIMS AND OBJECTIVES**

- To value all the pupils at our school equally;
- To ensure a supportive learning environment for all our children and to respond early and appropriately to their needs, working closely with the family, and other agencies as appropriate;
- To ensure that all pupils have equal access to high quality teaching through a broad, and balanced, curriculum which is carefully designed and adapted to meet individual needs and abilities;
- For all teachers and support staff to recognise and meet the needs of all pupils;
- To offer high quality support to ensure that all needs are met;
- To maximise the opportunities for pupils with SEND to join in with all the learning activities of the school;
- To celebrate what children can do and to foster the success and achievement of all;
- To seek the views of the child and place these at the heart;
- To acknowledge and draw on parental knowledge and expertise in relation to their child and maintain close liaisons with the child's parent/s / carer/s;



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- To set out an approach which encourages active, regular communication between all those concerned – pupils, parents/carers, teachers, support staff, specialist staff and other agencies.

#### **4.0 ROLES AND RESPONSIBILITIES**

4.1 This policy will contribute to achieving the objectives above by ensuring that provision for pupils with Special Educational Needs and Disabilities is a matter for the whole school and in some cases the wider community e.g. health care, the local authority. It will also ensure that provision for pupils with SEN is part of the continuous cycle of assessment and review.

#### **4.2 The Special Educational Needs Co-ordinator (SENCO)/Inclusion Manager**

4.2.1 The Special Educational Needs Co-ordinator (SENCO) is Mr Phil Holton  
He can be contacted by phone: 01206 392675, or by email: [deputy.mistley@dcvst.org](mailto:deputy.mistley@dcvst.org)

Mr Holton is our deputy headteacher, a qualified teacher and is in the process of completing the national SENCo qualification.

4.2.3 Our SENCo has responsibility for:

- Children with Special Educational Needs
- Children with disabilities;
- Children for whom English is not their first language (EAL);

#### **4.2.5 The specific SENCo responsibilities include:**

- Determining the strategic development of the SEN policy and provision with the Head Teacher and the Local Governing Body;
- Working with the Head Teacher and Governors to ensure that the school meets its responsibilities under the Equality Act 2010, Children and Families Act 2014 and SEND Code of Practice 2014;
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- Overseeing the day-to-day operation of the school's SEN policy;
- Co-ordinating specific provision to support children who receive SEN support and those who have Statements of SEN or Education, Health and Care plans (EHC plans);
- Liaising, supporting and providing professional guidance to teaching colleagues and support staff;
- Liaising with and supporting families to ensure that parents are kept fully informed of their child's support and progress;
- Advising on the graduated approach to providing SEN support;
- Being a key point of contact with external agencies, including the Local Authority (LA) and being aware of the support services provided under the LA's Local Offer;
- Liaising with Early Years providers and Secondary schools, Specialist Teachers, Educational Psychologists, health care (including Paediatricians, EWMHS, Occupational Therapists, Physiotherapists, school nurse), Social Care, Speech and Language Therapists and any other independent or voluntary bodies who may be providing SEN support and advice to a child and their family;



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- Liaising with potential next providers of education to ensure a child and their family are kept informed about options and ensuring a smooth transition;
- Ensuring that the records of all children with SEN are kept up-to-date;
- Contributing to the continuous professional development of staff by providing in-house training to include, but not be limited to
  - For class teachers and LSAs so that they fully understand the needs of the SEN children in their class.
  - For class teachers and LSAs so that they can plan and deliver provision which meets the needs of SEN children.
  - For all staff that deliver interventions so interventions are effective in securing accelerated progress.
  - That which is part of the performance management of colleagues.
  - That which is part of the school improvement programme and training programme.
- Working with and alongside children receiving SEN support;
- Tracking the progress of children with SEN and evaluating specific interventions.

#### 4.3 Governance – Local School Board and Diocese of Chelmsford Vine Schools Trust

##### 4.3.1 Our Local School Board and trust have specific responsibility to:

- Use best endeavors in exercising their functions to ensure that the necessary special educational provision is made for any pupil who has SEN;
- Ensure that parents are notified by the school when special educational provision is being made for their child because it is considered that he or she has SEN;
- Ensure that a child's needs are made known to all who are likely to teach them;
- Ensure that the teachers in the school are aware of the importance of identifying, and providing for, those pupils who have SEN;
- Consult the LA and the Governing Bodies of other schools when it seems necessary to co-ordinate special educational provision in the area as a whole;
- Ensure that pupils with SEN and disabilities join in the everyday activities of the school together with children without SEN and disabilities, as far as is compatible with them receiving the necessary special educational provision, the provision of efficient education for all other pupils, and the efficient use of resources. (3.5 DfE Governors' Handbook January 2015)

#### 4.4 Teachers

4.4.1 Our teachers are involved in the development of the school's SEN policy and are aware of the procedures for identifying, assessing and making provision for children with SEN. Inclusion is a key element within the school and all teachers do their best to adapt the curriculum to meet every child's needs. **Teachers know that they are "responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff"** (6.36 DfE SEND Code of Practice 2014).

#### 4.5 Learning Support Assistants (LSAs) working directly with children with SEN



Our Learning Support Assistants work under the guidance of the Class Teacher and SENCO to provide day-to-day SEN and disabilities provision and support. These LSAs:

- Ensure that the child who they are supporting has full access to learning opportunities;
- Maintain high expectations for the child they are supporting;
- Ensure that they are fully aware of the child's strengths and difficulties;
- Ensure that they are fully aware of agreed outcomes, short term targets and provision in place;
- Attend regular review meetings as appropriate;
- Work closely with the SENCO and any specialists working with the child;
- Attend regular training sessions or area cluster meetings as appropriate;
- Maintain any necessary records and/or collect evidence to track the effectiveness of provisions in place;
- Review progress over time along with the Class Teacher and SENCO;
- Ensure good links with other members of staff who are working to support the child.

#### 4.6 Learning Support Assistants who support delivering effective teaching to children with and without SEN and disabilities;

##### 4.6.1 Our LSAs:

- Ensure that inclusion is key;
- Support a range of ability groups within the classroom and facilitate independence;
- Encourage self-help and maintain self-esteem of all children;
- Work closely with the teachers and other LSAs
- Support our assessments of children;
- (May) deliver intervention support to small groups/individuals within and outside the classroom; although the Class Teacher assumes all responsibility for the planning, deliverance of the intervention and ensuring that skills are transferred back into general class learning, the LSAs will be providing quality feedback to the Class Teacher;
- (May) seek the support of the SENCO or additional training to aid supporting a child with SEN as part of the cohort;
- Attend regular update meetings and reviews if appropriate;
- Be aware of the vulnerable children within the classroom and have knowledge of how their needs are being met.

## **5. Admissions Arrangements**

5.1 Children with SEN are admitted to the school on the same basis as any other child. For further information please refer to the school's SEN Information Report and Admissions Policy – both available to view on the school's website.

5.2 Children with an EHCP may be admitted to school via the admissions process administered by Essex County Council's Statutory Admissions Service.

5.3 More information can be found via this link. <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/SEN-Application-Process.aspx>

## **6. Specialisms and Special Provision**



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6. There are no Special Educational Needs specialisms or units at Mistley Norman Church of England Primary School and Nursery.

#### **7. Special Facilities**

- 7.1 There is one disabled toilet.
- 7.2 The school is wheelchair accessible.

#### **8. Allocation of Resources**

8.1 The school receives a set amount of funding each year for SEN resources and this money is directed into areas of need. Provision is given careful consideration so as to meet the needs of the children whilst remaining practical for the school. Provision of resources, including human resources, is closely monitored for quality purposes and it is our aim to provide the children on the SEN profile with the best possible support.

8.2 Where a child has been awarded an Education, Health and Care Plan (EHCP), or has a Statement of SEN until such time when this is transferred by the Local Authority (LA) into an EHCP (expected to be transferred within 3 years from September 2014), top up funding is provided by the LA in relation to higher level needs. This top up funding may be used for extra adult support, but not necessarily.

8.3 All SEN funding is used to ensure provision is in place to support and develop individual needs

8.4 Spending of SEN funding is monitored for effectiveness by the SENCO, Head Teacher and Local Governing Body. Parents are informed via review and planning meetings.

#### **9. Identification and General Assessment of children with SEN**

9.1 The four broad areas of need are:

1. Communication and interaction;
2. Cognition and learning;
3. Social, emotional and Mental Health difficulties;
4. Sensory and/or Physical needs.

9.2 For further explanation of the 'areas of need' please refer to the school's SEN Information Report available to view on the school's website.

9.3 'Behaviour' was withdrawn from the Code of Practice for 2014:

*"Persistent, disruptive or withdrawn behaviours do not necessarily mean that a child has SEN. Where there are concerns, there should be an assessment to determine whether there are any causal factors such as undiagnosed learning difficulties, difficulties with communication or mental health issues. If it is thought housing, family or other domestic circumstances may be contributing to the presenting behaviour, a multi-agency approach may be appropriate" (6.21 Code of practice 2014).*



9.4.1. The school has robust assessment procedures. These include teacher assessments and formal assessments/tests. Please see our assessment policy. Our assessments include:

- Baseline tests/assessments – reading ages / spelling ages
- Teacher / LSA / SENCO identification through observation / marking / Quality teaching
- Parent information concerns
- Tracking progress through intervention groups
- Termly analysis of assessment and progress via the school's IT based assessments recording system
- Phonics screening
- Speech and language screen
- Early Years baseline
- Phonological awareness assessment
- Literacy assessments such as Bug Club
- Maths assessments such as those produced by White Rose Maths Hub
- Working memory assessments
- Provision guidance banding descriptors
- Pre-school assessments and liaisons between settings

9.4.2 The progress and attainment of children is constantly reviewed by staff. Each term the progress and attainment of children is formally reviewed by phase teams, the Senior Leadership Team (SLT) and the Local Governing Body (LGB).

9.4.3 Where assessment shows one or more of the following then further assessment of a child's needs will be made. This may lead to identify such a child as having SEN. This assessment process and identification of need will include liaison with parents/carers.

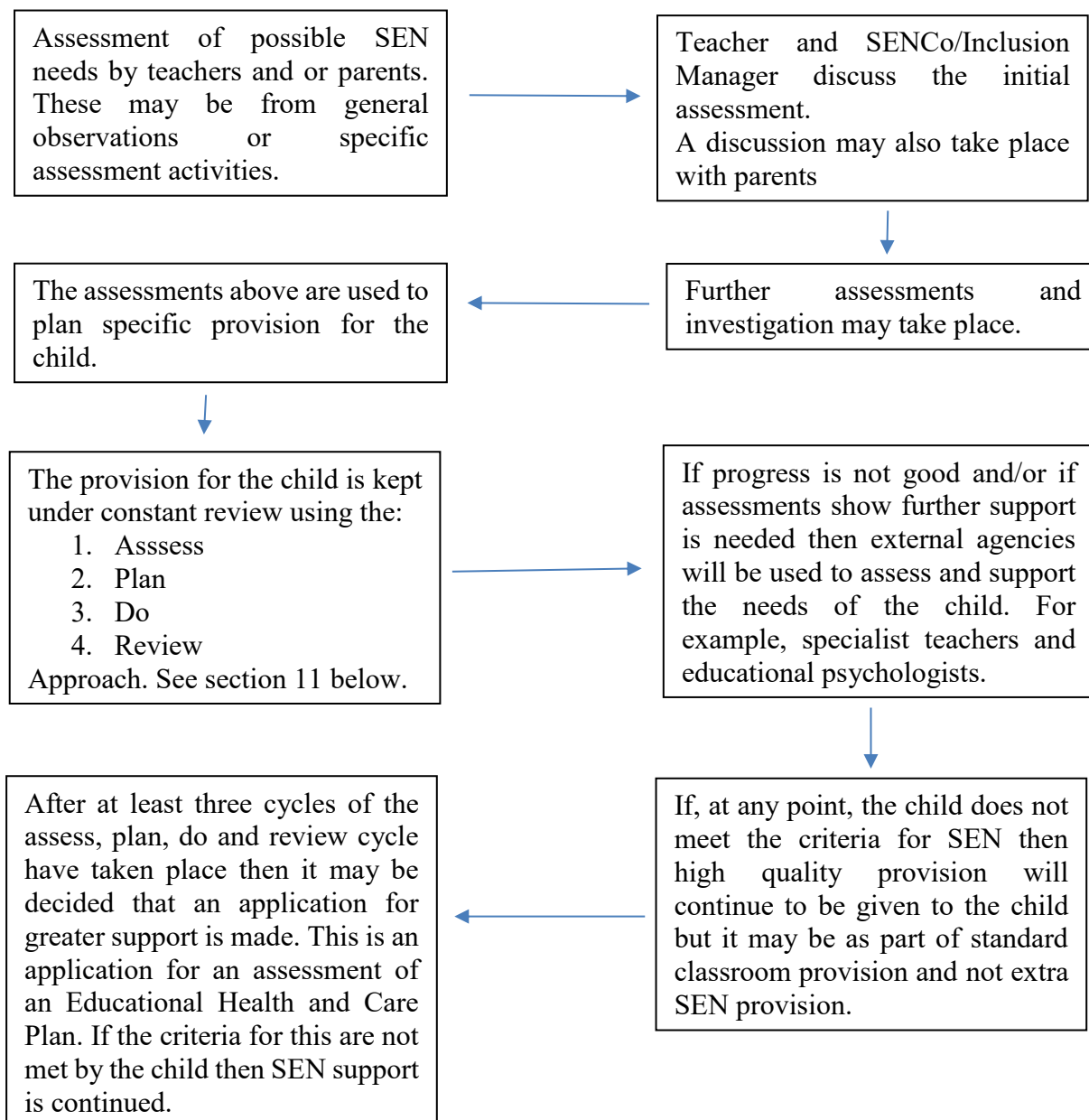
- The attainment gap between the child and their peers is widening or is failing to close;
- Progress is significantly slower than that of their peers starting from the same starting point.
- Attainment fails to match or better the child's previous rate of progress;
- The child is struggling to aid their own learning, maintain appropriate attention levels, organise themselves effectively or work effectively alongside other children.

9.4.4 This may lead to identify a child as having SEN and thus needing help which in addition to quality first teaching.

9.4.5 This assessment process and identification of need will include liaison with parents/carers.

9.4.6 *"Slow progress and low attainment do not necessarily mean that a child has SEN and should not automatically lead to a child being recorded as having SEN. However, they may be an indicator of a range of learning difficulties. Equally it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability. Some learning difficulties and disabilities occur across the range of cognitive ability and left undressed may lead to frustration, which may manifest itself as disaffection, emotional or behavioural difficulties"* (6.23 DfE SEN Code of Practice 2014).

9.4.7 Our assessment of SEN of our children is summarised in this chart.



## **10. Early Additional Provision – Spotlight children**

10.1 When a class teacher, Phase Leader or SENCO identifies a child who may be struggling to make expected progress, the class teacher will provide interventions that are additional to those available through normal differentiation. This will take place when evidence shows that a child, who despite receiving differentiated learning opportunities makes:

- Little or no progress even when teaching approaches are targeted particularly in a child's identified area of weakness;





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- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in other curriculum areas;
- Presents persistent emotional difficulties which are not ameliorated by the behaviour management techniques usually employed at 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 despite the provision of a differentiated curriculum.

10.2 To support our provision for such children we use the term 'Spotlight'.

10.3 In some cases professionals from Education, Health or Social Care may already be involved with the child. Where these professionals have not already been working with the child, parents or school staff may contact them for additional advice and support.

10.4 The SENCO will work closely with the child, parents and staff and support any further assessment of the child and monitor the action taken.

10.5 The child's class teacher will remain responsible for working with the child on a daily basis and for planning and delivering an individualised programme.

10.6 Parents will be consulted termly and kept informed of the action taken to help the child and the outcome of this action. This consultation may take place in parent consultations that are available to all parents or in addition to these.

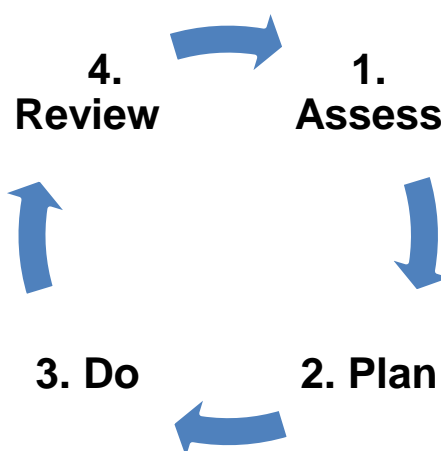
10.7 *"Consideration of whether special educational provision is required should start with the desired outcomes, including the expected progress and attainment and the views and wishes of the pupil and their parents" (6.40 DfE Code of Practice 2014)*

**11. Graduated Approach**

11.1 To help a child who has SEN, the school will adopt a graduated response from differentiation through to assessment level for an Education, Health and Care plan. The graduated response recognises a continuum of special educational needs and brings increasing specialist expertise to aid delivering support for difficulties that a child may be experiencing.

**Review:** Regular review meetings will be held with parents and staff (together with specialist external support where they have been involved) to assess the effectiveness of the support and the impact on the progress of the child. Parent and pupil views are gathered and evidenced along with any additional evidence e.g. observations from staff, work scrutiny and formal assessments. All parties will then use this information to inform the next steps in planning.

**The Graduated Approach builds on more frequent review and more specialist expertise in successive cycles**



**Assess:** Staff carry out a needs analysis based on teacher assessment information and attainment over time in addition to any other information e.g. behaviour/personal and social development observations. Staff gather information and views from the child, parents and any concerns raised by the parents will be assessed by the school and feedback will be given. Once provisions are in place, assessment remains continuous and regular reviews will be held, attended by parents, SENCO, class teacher and any specialists involved.

**Do:** The class teacher remains responsible for working with the child on a daily basis and will oversee any interventions which take place. They work closely with the LSAs and other staff involved to assess the impact of the support. The SENCO supports the class teacher in further assessment of the child's strengths and difficulties and will advise in problem solving effective implementation of support. Parents will be encouraged to be as fully involved as possible. It is considered highly beneficial for a child to access the same strategies consistently at home and it can often prove enough to aid progression.

**Plan:** The class teacher, SENCO, parents and pupil (where appropriate) agree interventions and support which will be implemented. Anyone working to support the needs of the child will be aware of provisions in place and will aid assessing the effectiveness of provisions along with progress made over time. This will be agreed at a 'One Plan' meeting and a One Page Profile and Personalised Plan will be drawn up. Review date will be set.

11.2 "A child has special educational needs (SEN) if they have a learning difficulty or disability which calls for 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:



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- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.*

*Special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools.” (DfE SEND Code of Practice: 0 to 25 years June 2014).*

## **12. Requesting an Education, Health and Care Needs Assessment**

*12.1 “Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the child or young person, the child or young person has not made expected progress, the school or parents should consider requesting an Education, Health and Care needs assessment. To inform its decision the Local Authority will expect to see evidence of the action taken by the school as part of SEN support” (6.63 DfE SEN Code of Practice 2014).*

*12.2 “To inform their decision the Local Authority will need to take into account a wide range of evidence, and should pay particular attention to:*

- *evidence of the child or young person’s academic attainment (or developmental milestones in younger children) and rate of progress;*
- *information about the nature, extent and context of the child or young person’s SEN evidence of the action already being taken by the early year’s provider or school to meet the child or young person’s SEN;*
- *evidence that where progress has been made, it has only been the result of much additional intervention and support over and above that which is usually provided;*
- *evidence of the child or young person’s physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies” (9.14 DfE SEN Code of Practice 2014)*

12.3 Parents and the child will be fully involved in the process of application for an EHC needs assessment by the Local Authority as they work with a person-centred approach. There are also very specific guidelines for the timings of an assessment and further information can be found on the Essex Local Offer portal: [www.essexlocaloffer.org.uk/](http://www.essexlocaloffer.org.uk/)

12.4 It is important to be aware that an EHC assessment does not always lead to an EHCP. The information gathered may indicate ways in which the school can meet the child’s needs without an EHCP. Where an EHCP is granted, however, it will be reviewed annually by the Local Authority. The school will undertake this process on their behalf and will fully inform the local Authority.

## **13. Pupils with English as an Additional Language (EAL)**

13.1 Some children find work difficult because their first language is not English. Where there is uncertainty about an individual child the class teacher will work closely with the SENCO to look carefully at all aspects of a child’s performance to establish whether the difficulties they have are due to limitations in their command of the English language or whether there is a



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special educational need. The process of identification of a special educational need for a child with EAL is the same as described above. Further advice, guidance and assessment may be sought from a specialist e.g. Educational Psychologist; but parents will be consulted at every stage.

#### **14. Supporting children at school with medical conditions**

14.1 The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

14.2 Some may also have special educational needs and may have a Statement of SEN or Education, Health and Care (EHC) plan which brings together Health and Social Care needs, as well as their educational provision and the SEND Code of Practice 2014 is followed.

14.3 Further information is in the school's policy, 'Supporting children with medical needs' and this is available on the website and via the school office.

#### **15. Partnership with parents/carers of pupils with SEN**

15.1 We know the partnership between school and parents as vitally important. We will always work closely with parents when their child is receiving help for their special educational need and ensure they are fully informed. Regular review meetings operate throughout the year between the SENCO and the parents, in addition to the class teacher meetings and reviews.

15.2 Partnership with parents plays a key role in enabling pupils with SEN to achieve well. The school recognises that 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 SEN are treated as partners and supported to play an active and valued role in their child's education.

15.3 The school can provide information about the Parent Partnership Service and can signpost parents of children with SEN to any other relevant organisation which exists to support parents and families. Further information can be found in the school's SEN Information Report and through the Local Offer published by Essex: [www.essexlocaloffer.org.uk/](http://www.essexlocaloffer.org.uk/)

#### **16. Pupil Participation**

16.1 Children are encouraged to participate in all decision-making including the setting of learning and personal targets. The child will contribute in recognising their strengths and difficulties along with likes and dislikes and will, where possible, consider what helps them in their learning. They will also be involved in discussions relating to desired outcomes and what they need to do to achieve their goals. They will also be encouraged to understand how their parents and the school are going to support them in reaching for their goals. Pupil voice will



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be captured through informal discussions, questionnaires and self-evaluation with the use of pictures and written answers in child friendly formats.

#### **17. Compliments and complaints**

17.1 Our policies for compliments and complaints are inclusive and therefore any compliments and complaints about our provision for SEN and D can be made in line with these policies.

#### **18. Educational Links and Transfer Arrangements**

- The SENCO and other staff maintain close links with other mainstream schools and special schools to ensure that we are offering the best provision we can for to child;
- The SENCO attends regular meetings/clusters at national and local level to keep up-to-date with legislation and practice;
- We liaise with the early years providers from whom we receive children. Visits are arranged for us to visit the children in the nursery and for the children to have a proper induction to our school;
- At the time of transfer to our school all relevant records are read by the class teacher and any relevant information regarding a child's special educational need is passed on to the SENCO;
- At the time of transfer to another primary school, relevant records are passed on to the receiving school and, where appropriate, direct contact is made with the receiving school's SENCO and/or other relevant staff;
- Transition arrangements for year 6 children begin early. Where appropriate, pupils have opportunities to make additional visits to their named secondary school. At the time of transfer, relevant records are passed on to the receiving school and, where appropriate, direct contact is made with the receiving school's SENCO and/or other relevant staff;
- At the time of transfer to a special school all relevant documents are passed on to the school and direct contact is made with the receiving school's SENCO and/or other relevant staff.

#### **19. Links with other agencies and voluntary organisations**

19.1 Where a child continues to make less than expected progress, despite evidence based support and interventions matched to their needs, external support services can play an important part in helping our school to further identify, assess and make provision for children with SEN. Parents will be consulted in supporting this action. When the child is being visited or assessed by a specialist, the parents are invited to meet with the specialist, SENCO and/or class teacher to discuss any information gathered on the day.

19.2 Some of the external agencies include:

- Educational Psychology Service
- CAMHS (Child and Adolescent Mental Health Service)



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- Education Welfare Service
- Social Care
- School Nurse Service
- Specialist Teacher Advisory Team (including Behaviour Support)
- Local Authority Special Schools Outreach Service
- TAS (Team Around the School – Home/School Liaison Officer)
- Speech and Language Therapy Service
- Child Development Centre (Paediatric Team, Physiotherapy and Occupational Therapy)

Any action taken to involve other agencies forms part of the graduated approach within assess, plan, do and review; regular review meetings are essential.

**20. Continuous Professional Development of all Staff**

20.1 The school makes an annual audit of staff training needs through the performance management reviews (PMR), taking into account the school’s priorities as well as personal professional development.

20.2 Particular support is given to newly qualified teachers and new members of staff, in addition to members of staff supporting children who have a need which they have not previously encountered.

20.3 The Head Teacher, SENCO and other members of the Senior Leadership Team regularly consider training needs of the staff in relation to new policies and directives from the Government and in relation to changes which take place within the school.

**21. Success Criteria**

21.1 The success of the education offered to the children with SEN will be judged against the aims set out within this policy. The policy will be reviewed at least annually and the Governing body will be informed of its implementation.