



# THE FEDERATION OF ST. EDMUND'S AND ST. PATRICK'S R.C. PRIMARY SCHOOLS

## SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) POLICY

<i>Date Policy Approved:</i>	<i>12<sup>th</sup> December 2018</i>
<i>Date Endorsed by Governors:</i>	<i>12<sup>th</sup> December 2018</i>
<i>Date of Next Review:</i>	<i>Autumn 2019</i>

## SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) POLICY

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.

*At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.*

This policy sets out the steps that The Federation of St Edmund's & St Patrick's will take to ensure full access to learning for all children who have special educational needs and disability when attending our schools. The policy is also linked to our Safeguarding policy (currently under review) and Single Equality Scheme. This policy has been developed to ensure that all adults in the federation of St Edmund's & St Patrick's R.C. Primary Schools are working together to ensure all SEND children are accessing a full and rounded education. This policy has been reviewed by staff, presented & discussed at the Standards & Curriculum Committee on 12/12/18 and approved & ratified by the Full Governing Body on the same date. This policy was published on 15/12/18 and will be reviewed annually.

The Federation of St Edmund's and St Patrick's has a named SEND Coordinator, Mrs Michelle Shaw and a named Governor responsible for SEND, Mrs Yvonne Kinsey. They ensure that the SEND policy works within the guidelines and inclusion policies of the Code of Practice (2014), the Local Education Authority and other policies current within the school.

*It is our belief that all children have an equal right to a full and rounded education which will enable them to achieve their full potential. We use our best endeavours 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)*

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

### **What are special educational needs?**

'A child or young person has a special educational need if he or she has a learning difficulty or disability which calls for additional 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 education provision means educational or training provision that is additional to, or different from, that made generally to others of the same age in a mainstream setting in England. Health care 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)

This policy details how, at both schools we will do our best to ensure that the necessary provision is made for any pupil who has special educational needs and disabilities and that those needs are known to all those who will be working 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.

## 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 and disabilities.
- 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 Salford Diocese, the Local Education 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

It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are provided with opportunity to reach their full potential. We also measure and assess the impact regularly through meetings with our SEND coordinator and individual teachers to ensure all children have equal access to succeeding in this subject.

**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

**Teachers respond to children's needs by:**

- providing support for children who need help with communication, language and literacy.
- 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 body, the school's Executive head teacher, the SEND Coordinator and all other members of staff, particularly class teachers and teaching assistants, have important day-to-day responsibilities.

### **All teachers are teachers of children with special educational needs.**

The schools 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 and disability, this information may be transferred from other partners in their Early Years setting to the class teacher and SEND Coordinator and they 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.

## **Pastoral Support**

Within the Federation of St Edmund's and St Patrick's all staff promote the emotional well-being of every child. Children that are identified as having additional needs will be provided with referrals to our Caritas social worker. At our schools we have the happy minds curriculum and staff are trained on delivering this.

## **The Role of The SENCO and what Provision looks like at The Federation of St. Edmund's and St. Patrick's.**

The Special Educational Needs and Disability Co-ordinator's [SEND Coordinator] responsibilities include:

- Overseeing the day-to-day operation of the school's SEN policy.
- Co-ordinating provision for children with SEN.
- Liaising with and advising fellow teachers.
- Overseeing the records of all children with SEN.
- Liaising with parents of children with SEN.
- 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.
- Liaising with external agencies including support and educational psychology services, school health, CAMHS, health and social services and voluntary bodies.
- Co-ordinating and developing school based strategies for the identification and review of children with SEN.
- Making regular visits to classrooms to monitor the progress of children on the School 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 SEND Coordinator to consider what else might be done. The SEND Coordinator will use the Manchester matching provision to need tool kit to support identifying the needs of the children. 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 below the expected level.

Adequate progress can be identified as that which:

- Prevents the attainment gap between the child and his/her peers from widening.
- Diminishes the difference between the child and his/her 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, the Federation of St Edmund's & St. Patrick's 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 IEP (Individual Education Plan) and our school's provision map and the SEND Coordinator will have responsibility for ensuring that records are kept and available when needed.

If we refer a child for statutory assessment/Education Health and Care Plan, we will provide the LA with a record of our work with the child to date.

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. If no progress is noted after this time the child may be added to the school SEND register with parental permission.

The class teacher after discussion with the SEND Coordinator will then provide additional 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 SEND Coordinator, parents and young person (if appropriate).

Reasons for a child being added to the SEN 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 English 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 SEN 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 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. Where appropriate, they will be encouraged to contribute to the assessment of their needs, the review and transition process.

The school website contains details of our policy for special educational needs, the special educational needs information report including 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. We take account of the wishes, feelings and knowledge of parents at all stages.

We encourage parents to make an active contribution to their child's education and have parent meetings three times a year to share the progress of special needs children 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 are welcome to make an appointment to speak with the SEND Coordinator should they have any concerns regarding their child's educational needs.

## **The Nature of Intervention**

The SEND Coordinator 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 of children being withdrawn to work with the SEND Coordinator; or, with TA support or other Wave 3 intervention.
- 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 SEND Coordinator, 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.

The SEND Coordinator 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 IEP 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 at National Curriculum levels substantially below that expected 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.
- If there is the need for an Early Help Assessment (EHA) which involves close liaison with external support services through multi-agency meetings.
- Despite having received intervention, the child continues to fall behind the level of his 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 education plans and targets for the pupil.
- Records of regular reviews and their outcomes. (Assess, Plan, Do, Review Cycles).
- Records of the child's health and medical history where appropriate.
- Attainment and progress in Reading, Writing, Spellings & Maths (either teacher assessment or GL assessments).
- Education and other assessments, for example from an advisory specialist support teacher or educational psychologist.
- Views of the parents.
- Records of Team around the Child Meetings.

The parents of any child who is referred for statutory assessment will be kept fully informed of the progress of the referral.

Children with an Education, Health and Care Plan of special educational needs or Education Health and Care Plan will be reviewed each term in addition to the statutory annual assessment. When this coincides with transfer to high school, the SEND Coordinator from the high school will be invited into school for the Annual Review.

## **Individual Education Plans**

Strategies employed to enable the child to progress will be recorded within an Individual Education Plan which will include information about:

- The short term targets set for the child.
- The teaching strategies to be used.
- The provision to be put in place.
- How the targets will help the child in their learning.
- What they are responsible for.
- How the child can be successful.
- The review date.
- The child's views will be sought 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.

All children on the special needs register have an Individual Education Plan with individual 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.

All children on the special educational needs register will be encouraged to participate in extracurricular activities.

## **Allocation of resources**

The SEND Coordinator, alongside the Executive Headteacher 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 of special educational needs and Education Health and Care plans.

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

The Executive Headteacher and the SEND Coordinator meet annually to agree on how to use funds directly related to Education, Health and Care Plans.

### **The role of the Governing body**

The Governing body 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 body 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 Body 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 body.

### **Monitoring and evaluation**

The SEND Coordinator monitors the movement of children within the SEN 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 Education Plans for children. The SEND Coordinator and the Headteacher hold regular meetings to review the work of the school in this area.

In addition, the SEND Coordinator and the named governor with responsibility meet to discuss special educational needs at The Federation of St Edmund's & St Patrick's.

The outcomes of the review of the SEN policy will inform the targets set and outlined in the SEN action plan and SEN audit.

### **Transition and Accessibility**

We encourage all new children and parents to visit the school prior to starting. They will be able to have a tour of the building, meet the class teachers and see the environment their child will be learning in. Parents will also be able to speak to a member of staff and any important information can be passed over at this point.

If your child is due to enter the EYFS they will be given a welcome pack with systems and routines. A home visit will also be arranged. If they are transferring from another setting the nursery staff will make contact with the other setting and arrange a visit to observe the child in their current setting and speak to the staff currently working with your child.

If a child is entering our school into Year 1 – 6 we will contact the previous school to gather information to support in year transitions from other schools. Meetings are held with the previous school if it is felt necessary.

When the children are preparing to move to high school visits to the school are arranged. For children with SEND additional visits are arranged. A synopsis of the child's needs is also sent up to the school for distribution amongst staff if parents are in agreement. We ensure all relevant paperwork is passed on and all needs are discussed and understood. If a child has an Education, Health and Care Plan the high school will be invited into our school to meet with parents, class teacher and SEND coordinator.

Transitions within school are carefully planned and opportunities to visit new classroom are arranged. We also have handover meeting where the specific needs, strategies and techniques to support children are discussed.