



# SEND POLICY

# Contents

Our Vision

Aims of our School SEN Policy

Objectives of policy

Definition of Special Educational Needs (SEN) and Provision

Roles and Responsibilities

- Governor role
- SENDCO role

Coordination of Provision

- Arrangements for co-ordinating educational provision
- Admission arrangements
- Specialist Provision

Identification, Assessment and Provision for All Children with S.E.N.D

- Allocation of Resources
- Identification, Assessment and Review
- Access to the Curriculum

Working with Agencies outside school

- External Support Services
- Links with other Schools
- Professional development and training for staff

Partnership with parents and carers

- Parental/carer concerns
- Support for parents and carers
- Parent complaint Procedure

Evaluating the Policy

- Review carried out by HT and SEN Governor
- Changes ratified by FGB

Bratton Primary School:

Vision, ethos and aims:

We are committed to your children's education, from Reception to Year 6.

We are focussed on:

- Providing a varied and engaging curriculum for all.
- Fostering a positive whole school experience for every child.
- Enabling all children to establish themselves as confident, engaged learners.
- Ensuring that all our children are challenged to progress in their learning.
- Ensuring all our children are aware of the endless possibilities they have to grow and develop, confident to embrace whatever challenge comes their way.

At Bratton Primary:

- Children come first and our priority is to deliver high quality teaching and learning, providing rich, challenging and engaging learning experiences for all.
- Everything we do as a school is aimed at ensuring the children achieve their very best.
- We are deeply aware that children only get one chance at their primary education and it is our job to ensure they all aspire to the highest levels of personal achievement and development.
- Our ethos is guided by the principle that learning ability is never fixed, meaning we develop in our children reflective, resilient and resourceful learning qualities.

Bratton Primary School aims to:

- Establish in all children a GROWTH MINDSET, where they embrace and accept failure as a way to develop, learn and grow, confident to embrace whatever challenge comes their way.
- Enable all children to establish themselves as confident, engaged learners, utilising core learning values of: RESILIENCE, RESOURCEFULNESS, RECIPROCITY AND REFLECTION.
- Ensure strong ACADEMIC PROGRESS for all our children through high quality learning and teaching, ensuring pupils are supported and challenged.
- Establish core COMMUNITY VALUES of honesty, tolerance, courtesy, respect, enthusiasm, engagement and determination, enabling all our pupils to succeed in modern Britain.

## Definition of Special Educational Needs (SEN)

*A child or young person has SEN if they have a learning difficulty or disability which calls for special 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 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 Needs Code of Practice 2015

Special educational provision means: -

*For children aged two or more, 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, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers.*

Special Educational Needs Code of Practice 2015

### **Our Aims for the policy**

To enable all children including those with Special Educational Needs and Disabilities to benefit as fully as possible from their education. We will ensure access to a broad and balanced curriculum that provides for the development of knowledge, understanding and skills that children will need in order to become active and responsible citizens.

### **Objectives of the Policy**

- We value the achievements and abilities of all our children.
- We show sensitivity, honesty and mutual respect in encouraging children to share concerns, discuss strategies and see themselves as equal partners in the school. All children are involved in making decisions, where possible, as soon as they start school. Confident young children, who know that their opinions will be valued and who can practice making choices, will be more secure and effective learners.
- We promote the self-esteem of children with special educational needs, acknowledging and celebrating progress that they make.
- We identify pupil's individual needs at the earliest possible stage and target those needs effectively so that their attainment is raised.
- We monitor every child in school through termly pupil progress meetings, where progress and attainment is reviewed and discussed with teachers and the Leadership group.

- We provide the most effective support we can for our pupils with special educational needs and disabilities through:
  - Quality first teaching and differentiation
  - Early identification and assessment of pupils with SEN
  - Carefully targeting resources, including adult time and specialisms, at individuals and intervention groups
  - Ensuring additional support is given in such a way as to minimise disruption to the child.
  - Ensuring that all supporting adults who are involved with pupils with SEND are well briefed as to their needs and targets
  - Involving the child in the identification and review of targets through discussion, guided groups and individual targeted learning goals.
  - Ensuring continuity for all pupils when transferring from class to class, and school to school, through carefully planned transition and clear arrangements for transfer of paperwork.
  
- We work in close partnership with all parents and carers including those of children who have SEND

## **Roles and Responsibilities**

### Governors' Role

The duties of the governing body is to:

- Do its best to ensure that the necessary provision is made for any child who has special educational needs.
- Take all steps to ensure disabled children are not discriminated against in the school's admissions arrangements, in the education, exclusion and associated services provided by the school for its pupils or in relation to exclusions from the school.
- Ensure that where the Headteacher has been informed by the Local Authority that a child has special educational needs, those needs are made known to all who are likely to teach him/her.
- Ensure that teachers in the school are aware of the importance of identifying and providing for those children who have special educational needs.
- Ensure that parent/carers are notified of a decision by the school that SEN provision is being made for their child.
- Ensure that a child with special educational needs and/or disabilities joins in the activities of the school together with children who do not have special educational needs, so far as is reasonably practical and compatible with the children receiving the special educational provision their learning needs require, and with regard to the efficient education of the children with whom they are educated, and the efficient use of resources.
- Have regard to the Special Educational Needs Code of Practice (2015) when carrying out its duties towards all children with special educational needs and disabilities.
- Consult the LA and the governing body of other schools, when it seems to be necessary or desirable in the interests of the co-ordinated special educational provision in the area as a whole.
- Have a written SEN policy containing the information as set out in the SEN Code of Practice 2015.
- Report to parents/carers on the implementation of the school's policy for children with special educational needs on the school's website in an SEN Information Report – to include the name of the person responsible for co-ordinating SEN provision in the school

The governors play an important role in ensuring that:

- They are fully involved in developing and monitoring the schools SEN policy.
- They are up-to-date and knowledgeable about the school's SEN provision, including how funding, equipment and personnel resources are deployed.
- SEN provision is an integral part of the School Improvement Plan and the school's self-evaluation process.
- The quality of the SEN provision is continually monitored.
- The SEN policy is reported on the school's website and children's progress is reported in the school profile.

The governor responsible for SEND monitoring is Mr Martin Mangan

### **SEND-CO's Role**

The SENCO and Inclusion Manager are responsible for the coordination of provision for special educational needs throughout the school. This involves working with the Head, the Leadership Team and the Governing Body to determine the strategic development of the policy. Other responsibilities include:

- The day to day implementation of the SEN policy
- Monitoring, evaluating and reviewing policies and practices relating to SEND
- Coordinating provision for children with SEND in order to meet their needs effectively
- Meeting regularly with class teachers through SEN surgeries to discuss the needs of children on the SEN register, to identify vulnerable children and to help them to identify appropriate strategies and resources
- Evaluating the effectiveness of interventions
- Assessing and identifying children's needs
- Working in partnership with class teachers in the formulation and review of EHCP (Educational Health Care Plans) or My Plan, and any recommended actions from external agencies
- Leading, managing, supporting and developing the named pupil Teaching Assistant Team, including the provision of regular training
- Making sure individual learning plans are followed for those on statements or Education and Health Care Plans
- Monitoring and tracking the progress of children with SEN
- Working in partnership with outside agencies connected with children on the SEN register
- Requesting statutory assessments where appropriate
- Working closely with parents or carers of children with SEN, including regular meetings and Annual Reviews
- Maintaining up to date records for pupils with SEN and overseeing the record keeping for all children with special educational needs
- Working in partnership with External Advisors
- Overseeing and maintaining specific resources for special educational needs and disabilities

- Liaising with the SEN Governor
- Facilitating appropriate training and professional development for staff in the field of SEND
- Working with the Finance officer and Senior Leadership Team to ensure effective use of the SEN budget

There are also other members of staff who have a range of qualifications and experience in supporting, and teaching, children with additional needs. They are deployed as appropriate in a range of ways including:

- Direct teaching or support
- Identification and assessment
- Supporting planning
- Staff training and development

### **Admission Arrangements**

There are no special arrangements for children with SEND. Normal admission arrangements apply and are based on the agreed Wiltshire policy.

We strive to be a fully inclusive school. All children will be treated according to their needs in line with the school's policy for equality of opportunity. No child will be denied admission because of his or her creed, race, physical ability or academic attainment. Where a child has a particular need, e.g. wheelchair access the governors will make reasonable adjustment to ensure the child's needs are fully met.

If a child is transferring into the school with a Wiltshire My Plan, a statutory Education and Healthcare plan (EHCP) or a statement, or has been receiving extra support from the LA, centrally funded resources in their previous school, the continuation of this support will be negotiated with the appropriate officer of the LA to ensure that their needs can be met.

### **Allocation of Resources**

Special Needs resources for most pupils can be found in their classrooms. Class teachers and teaching assistants develop resources for specific children to use (these should be handed to the next teacher during transition meetings at the end of each academic year). The governing body works with the Headteacher and SENDCO to determine the necessary budget provision each year according to the children's needs. Additional classrooms and corridors provide areas that may be used for intervention groups and are in constant use by teachers, teaching assistants, voluntary helpers and outside agencies.

Teachers and teaching assistants work together in teams to ensure effective differentiation and deployment of adult support in liaison with the SENDCO and Inclusion Manager. Weekly planning sessions, cohort reviews and SENDCO surgeries inform this practice.

## SEN Staffing

Leadership	Ian Bolton - Headteacher  Martin Mangan - Chair of Governors and SEN Governor
SENCO	Ian Bolton
SEN Inclusion Manager	Alison Callaway - HLTA, ELSA
Teaching Assistant Team	There are a number of Teaching Assistants (TAs) and one Higher level teaching assistant (HLTA) who support our children in school. TA allocations to classes are based upon year group and on individual needs as defined by Wiltshire's guidelines.
Specialist Teachers	Amy Sealy - Part time Intervention teacher, SENCO trained.

- Pupils who require additional SEN support maybe allocated specific resources, IT programmes, TA or teaching support
- Pupils with additional allocations through their statement or EHCP will receive additional support as agreed in that document.

## Identification, Assessment and Review

In accordance with the Children and Families Act 2014, our school aims to identify special needs at the earliest point and then to make effective provision that improves the long-term outcome for the child. Class teachers and subject leaders, supported by the senior leadership team, will regularly assess and monitor the progress of all pupils.

The first response to identifying where progress is less than expected will be to ensure that there is 'Quality First Teaching' in the classroom and that it is targeted at a pupil's areas for development. Where progress continues to be less than expected the class teacher, working with the SENCO and Inclusion Manager, will assess whether the child has SEN. Where appropriate the school will engage with other professionals to support the assessment process. The class teacher will liaise with parents/carers to discuss and share concerns

The school follows the guidance of the Code of Practice 2015, implementing a graduated response to need.





We identify the needs of children with SEN in line with Wiltshire's Graduated Response to Special Educational Needs (WGRSS) documents. The WGRSS reflects the broad areas of need outlined in the SEN Code of Practice 2015. The categories are as follows:

**Cognition and learning eg**

Moderate learning difficulties  
Specific learning difficulties eg dyslexia, dyscalculia, dyspraxia  
Severe learning difficulties (SLD)  
Profound and multiple learning difficulties (PMLD)

**Communication and interaction**

Speech, language & communication (SLCN) e.g. articulation or language delay  
Autism spectrum disorders (ASD) including Asperger's and Autism

**Social, emotional and mental health difficulties** which may include

Attention deficit disorder (ADD)  
Attachment

**Sensory and/or physical** e.g.

Hearing impairment (HI)  
Visual Impairment (VI)  
Multi-sensory impairment (MSI)  
Physical disability (PI) e.g. Cerebral palsy

**Initial Concern**

Class teachers will use a range of teaching and learning approaches as part of their quality first teaching arrangements to meet the needs of the majority of children in our school. However, where through careful identification and assessment it is determined that a child is not making adequate progress the class teacher will refer to WGRSS in order to review the strategies and approaches that are currently being used and consider ways these might be developed in liaison with the child and parents/carers.

Where this review evidences that the child needs help over and above that which is normally available within the class, or school, the child's needs will be supported through SEN support.

**SEN Support**

- A strategy for action will have been identified from previous assessment and review
- Support will be highlighted on an Inclusion Provision Map
- Any specific targets maybe recorded on a My Plan, Educational Healthcare Plan, My Support Plan or My Plan – These are revised or new formats which will be discussed with you depending on the level of your child's support.
- Parents/carers and the child will be fully involved in the on-going process
- At least 2 cycles of review are normally required before referral to an outside agency
- Outside agencies give advice or support for staff and may carry out observations or assessments of a child. Any advice given is followed by the school and reviewed to ensure progress is made.

- Where a child continues to make little or no progress in relation to the targets set or is working at national curriculum levels significantly below those of his/her peers, it may be appropriate to request a My Plan, this is a statutory Educational and Health Care Plan.

### **Requesting a My Plan (Education, Health and Care Needs) Assessment**

If a child does not make the expected progress, or their needs are complex, the school or the parents should consider making an Education, Health and Care Needs Assessment. This will involve sending evidence to the Local Authority of all the actions that have been taken along with reports from the school, from parents and from all outside agencies that have been involved. Please see Wiltshire's Local Offer for more information.

### **Access to the Curriculum**

All teachers design the learning activities in ways that mean the full range of pupils can access them. In order to guard against dependency we expect all pupils to spend time working independently, as well as having focus time with their class teacher.

A range of groups may be used in the classroom to provide opportunities for pupils to work at their own pace with or without support. Assessment activities enable children to demonstrate their understanding in a variety of ways. Collaborative learning styles are encouraged as well as different methods of recording for some pupils. The class teacher liaises with the SENCO to provide the most effective support for some children.

Pupils may be withdrawn from the classroom when it is considered that this will facilitate their learning. Great care is taken to ensure that this will not affect their entitlement to the whole curriculum. At times it is appropriate for the curriculum to be adapted to meet children's needs. We support flexibility and adaptation where this will allow successful inclusion of children with more complex needs. We recognise that extra-curricular activities, clubs and off site visits can place particular demands on pupils and staff and work in close partnership with parents to provide practical solutions that safely meet children's needs.

### **Working with agencies outside the school**

#### **External support services**

The school liaises closely with the LA and will routinely involve a range of services to provide advice for pupils who need additional support.

#### **Links with other schools**

The LA holds regular cluster meetings for SENCO's, which the SENCO or Inclusion Manager will attend or host when possible. Our school is part of the WASP Cluster (Westbury Area Schools Partnership).

## **INSET/ CPD**

Training and the Continuing Professional Development of staff is on-going according to individual need and priorities identified from the school improvement plan. Teaching Assistants also take part in the Appraisal cycle.

### **T.A. Training**

TAs attend training regularly. The content depends largely on the need of children with SEN in the school at the time. We do however also consider the professional needs of the TAs. Training may be led by the SENCO or Inclusion Manager, other staff member or an appropriate outside agency. The SENCO will feed back the relevant information to the teaching staff during staff meetings. Due to the necessity of TA training it may be appropriate to make reasonable adjustments to a child's provision for this short period or day.

### **Partnership with Parents and Carers**

The school is fully committed to a partnership with all the parents, which begins well before the children start school. Pre-school children are invited into school for 'taster sessions', to work with Reception staff and to spend time in the classrooms. Once the children have started school this partnership is continued and extended to include parents coming into school to help with group activities and give individual support. At all times parents views and concerns are valued and respected, as this two-way dialogue is part of the day to day life of the school.

### **Parental Concerns Procedure**

If parents are concerned about the provision of their child they should first discuss this with the class teacher. These concerns are usually discussed with the SENDCO and/or Inclusion Manager and, if necessary, the Head teacher. The results of the discussion will be shared with parents/carers. The SENDCO is always happy to meet with parents and this can be arranged either through asking the class teacher to pass on a message, or by contacting the school office. They will then contact you to agree a good time to meet or to speak on the telephone.

### **Parent Complaints Procedure**

Please refer to the School's Complaints Procedure, which can be found on the school website.

### **Evaluating the success of our policy**

This policy will be regularly monitored and annually reviewed and evaluated against the aims and objectives set out earlier in this policy and with reference to Department for Education policy.

If you require further information in the meantime please contact the school and a member of the team will be in touch with you.

### **Policy Reviewed October 2016 by:**

Ian Bolton

Headteacher and SENDCO

Martin Mangan

Chair of Governors and SEND Governor