

# Queensgate Foundation Primary School



## Special Educational Needs and Disability Policy September 2018

*Working together for a successful future*



## SPECIAL EDUCATIONAL NEEDS and DISABILITIES (SEND) POLICY

### Queensgate Foundation Primary School

#### Policy Review

This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 18<sup>th</sup> September 2018

It is due for review September 2019 (up to 12 months from the above date).

Signature ..... *Sillits* ..... Head Teacher      Date ..... *21/12/2018* .....

Signature ..... *D. White* ..... Chair of Governors      Date ..... *21/12/18* .....

"A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age." SEND Code of Practice, September 2014

Children have a learning difficulty if they:

- (a) have a significantly greater difficulty in learning than the majority of children of the same age
- or
- (b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority
- are under compulsory school age and fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them

Special educational provision means:

- for children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the Local Authority, other than special schools, in the area.
- for children under two, 'educational provision of any kind.' (Education Act 1996)

## **Statement of Intent**

It is the aim of Queensgate Foundation Primary School to provide every child with the best education possible. Our objective in setting out the school's SEND policy is to make everyone aware that we want all pupils to benefit as fully as possible from the education provided within the school.

We cater for pupils who experience difficulties within:

- Speech, language and communication needs
- Cognition and learning (general or specific learning difficulty)
- Social, emotional and mental health development
- Sensory and/or physical and medical conditions
- Autism Spectrum Condition

The school is fully inclusive for children with a special educational need or disability.

## **Aims and Objectives**

We aim:

- To identify pupils with SEND as early as possible and ensure that their needs are met.
- To have in place systems whereby teachers are closely monitoring such pupils.
- To provide all our children with a broad and balanced curriculum that is differentiated/modified to the needs and ability of the individual.
- To be sympathetic to each child's needs by providing a strong partnership between children, parents, governors, Local Authority and outside agencies.
- To ensure all pupils make effective progress and realise their full potential.
- To ensure all pupils take a full and active part in school life.
- To ensure all children with a SEND have high aspirations and we have high expectations of them.



## **Procedure**

### **Role of the Governing Board**

The Governing Board has:

- appointed a member of staff to be the Inclusion Manager
- appointed an administrative assistant to the Inclusion Manager
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- ensured that provision for SEND is of a high standard
- to have regard to the SEND Code of Practice 0-25 years 2014 when undertaking its responsibilities
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring policies are made available to parents
- nominated one link governor to visit the school regularly, to liaise with the Inclusion Manager and to report back to the Governing Board
- responsibility for the effective implementation, monitoring and evaluation of this policy
- awareness of the Children and Families Act 2014

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- ensure that the daily management of special educational needs provision is effective
- work closely with the Inclusion Manager and the teaching and support staff
- keep the Governing Board informed of all matters relating to its responsibilities of SEND
- monitor the effectiveness of this policy

### **Role of the Inclusion Manager**

The Inclusion Manager will:

- work with the Headteacher to oversee the day to day provision for pupils with SEND within the school
- lead the development of SEND provision throughout the school
- provide guidance and support to all staff
- organise and manage the team of Learning Support Assistants (LSAs)
- support staff to prepare and keep up to date Pupil Passports and intervention records
- track the progress of children with SEND through regular progress meetings
- organise training for school personnel
- keep up to date with new developments and resources
- liaise with parents
- organise annual reviews for the Education Health Care Plan (EHCP)
- meet with outside agencies
- work with feeder or transition schools
- review and monitor progress of pupils with SEND
- report to the Governing Board on the success and development of the provision of SEND
- discuss with parents when special educational needs provision should be made for their child
- attend parent meetings to support teaching staff
- regularly review and update the school's Local Offer

- identify the needs of children through discussion and advice from families, school staff and outside agencies
- collaborate with partners in education, health and social care to provide support for families
- hold regular planning meetings to outline individuals requiring support

### **Role of the Nominated Link Governor**

The Nominated Link Governor will:

- work closely with the Headteacher and the Inclusion Manager
- ensure this policy and other linked policies including the Local Offer are up to date
- ensure that everyone connected with the school is aware of this policy
- report to the Governing Board every term
- annually report to the Governing Board on the success and development of SEND provision
- have knowledge of the SEND Code of Practice 2014
- meet with the SEND team regularly to monitor and update the Inclusion section of the School Development Plan

### **Role of Class Teachers**

Class teachers must:

- focus on inclusive practices and remove barriers to learning
- be aware of the school's policy for the identification and assessment of pupils with SEND and the provision it makes for them
- deliver the individual programme for each special educational needs pupil as set out in their pupil passport
- ensure children with EHCPs are receiving the support set out within them
- develop pupil passports for SEND pupils by working closely with the child, their families, the Inclusion Manager and support staff
- meet termly with parents of children with a SEND to review and set targets on their pupil passports
- comply with all aspects of this policy
- undertake appropriate training in negotiation with Headteacher

### **Role and Rights of Parents**

We encourage parents:

- to work closely with the school in order to develop a partnership that will support SEND pupils
- to take part in the termly review of pupil passports
- to attend annual reviews for EHCP (Education Health Care Plan)
- to work alongside school in supporting children work towards the targets set in their pupil passports

### **Role and Rights of Pupils**

We encourage pupils with SEND to understand their rights and to take part in:

- assessing their own needs
- devising their pupil passport



- setting learning targets
- attending termly parents meetings to review their targets
- the annual EHCP review by attending or giving their views in advance

## **Admissions**

We will:

- treat all applications equally and we will not discriminate against pupils with a SEND
- admit those children with SEND but who do not have an EHCP

## **Curriculum**

The school aims to provide for pupils:

- a broad and balanced curriculum
- a curriculum which is differentiated/modified to address their needs
- a range of teaching strategies to meet their needs
- a pupil passport which gives an overview of strengths, difficulties and next steps to make progress

## **Range of Provision**

The school aims to provide a variety of provision by way of regularly reviewed pupil passports including:

- in-class support either individually or in small groups with specialist teachers and/or learning support assistants;
- withdrawal support either individually or in small groups with specialist teachers or TAs

## **Identification, Assessment and Level of Intervention**

### **Early Identification**

We feel it is vital that pupils with special educational needs are identified at an early stage. Every teacher in this school is responsible for identifying pupils with special educational needs or disabilities.

We will discuss with parents at the earliest opportunity the school's concerns and that the appropriate SEND provision is available for their child.

### **Assessment**

It is essential that all teachers in the school have the necessary observational skills to identify pupils with SEND at an early stage. Teacher observations, records from feeder schools and information from parents provide an overall picture of a child's strengths and difficulties and subsequent needs.

Regular SEND drop-ins by the Inclusion Manager will monitor variance, progress and provision. The school has established a procedure for on-going diagnostic assessments and standardised tests.

### **Intervention**

Where assessment, pupil, parent and staff discussions have identified a SEND then children will be placed on the SEND register and the process of removing barriers to learning and providing specific educational provision will begin. This may also include referrals to appropriate outside agencies with parental permission for advice, consultation or assessment.

SEND status is gained through a combination of the following factors proving that the child

- is making little or no progress
- is working at levels significantly below others of a similar age and well below national expectations
- is showing persistent social, emotional and mental health difficulties
- has sensory or physical problems which significantly hinders educational progress
- experiences communication or interaction difficulties, which requires individual specific interventions in order to achieve access to learning
- shows significant difficulty developing literacy or mathematical skills
- has sensory or physical problems, which continue despite the use of specialist equipment
- has communication and / or interaction problems, which continue despite curriculum differentiation

**The Inclusion Manager** will consider an appropriate approach such as:

- providing different materials or equipment
- using extra staff to work closely with the pupil
- more effective strategies via staff development or training
- group support
- devising interventions and monitoring their effectiveness by providing extra adult time
- Hampshire LA support for advice on strategies and equipment or staff training
- referral to outside agencies for support, advice or assessment
- seeking advice and support through discussion at regular SENCO circle meetings

**The Inclusion Manager** will support teaching staff to monitor all SEND children. Where interventions are not meeting the child's needs over a period of time then the Inclusion Manager, in discussion with the parent, child (where appropriate) and staff would consider a referral to outside agencies.

**A Statutory Assessment** may be requested from the Local Authority if the child still remains a cause for concern and an EHCP will be provided if the Local Authority feels that the child needs are significant enough to require provision above and beyond what the mainstream school can normally offer. (This would only usually apply to 2% of the population.)

**An EHCP will:**

- outline details of the Local Authority's assessment of the child's special educational needs and disabilities
- state the SEND provision which will be made to meet those needs
- identify the type of school which the Local Authority believes would be appropriate to make such provision
- identify either the school which it considers to be suitable or the school for which the parents have expressed a preference
- state where the special provision is to be provided otherwise than at school

**The Annual Review will:**

- assess the progress of the pupil in relation to the set targets and recommendations from the EHCP
- review the provision made for the pupil



- consider ending, continuing or amending the existing EHCP
- set new targets for the following year

## **A transitional review**

When pupils leave the primary to the secondary phase, a transitional review enables the receiving school to plan appropriate provision for the child.

## **Partnerships**

We believe that a close partnership with parents enables children to progress. Parents have a key role to play in the partnership between home and school as they have an exclusive overview of the provision needed for the child.

Pupils with a SEND will benefit from the school's close working relationship with the numerous external agencies including education, health and social care which offer advice, support, recommendations and assessment.

We feel that the provision for SEND in this school benefits from the close links we have with other schools by the sharing of good practice and in making the transition between phases as smooth as possible for the pupils.

Under section 25 of the Children and Families Act 2014 local authorities have a duty to ensure integration between educational provisions, training, health and social care provision to ensure the wellbeing of the child.

## **Complaints Procedure**

Parents who have a grievance or complaint about the nature or amount of special needs support that their child receives are encouraged to ask for a mutually convenient meeting with the school in order to resolve the issue.

The Local Authority must have in place 'arrangements with a view to avoiding or resolving disagreements between parents and certain schools about the special educational provision made for their child.' (SEND Code of Practice)

All state-funded schools are required to have a procedure to deal with complaints and to publish details of their procedure. This does not include complaints relating to EHC plans, which pupils and their families should take up with the local authority that issued the plan.

The governing bodies of maintained schools should make efforts to ensure that anyone who wishes to make a complaint, including a complaint in relation to children and young people with SEND, whether they have EHC plans or not, is treated fairly, given the chance to state their case, provided with a written response (including the rationale for any decisions) and informed of their appeal rights. If the complainant remains concerned after following the local complaints procedure, he or she could ask the Department for Education's School Complaints Unit to take up the matter. (Resolving Disagreements 0-25 SEND Code of Practice.)

A copy of the complaints policy can be obtained from the school admin office or found on the school website [www.queensgateprimary.co.uk](http://www.queensgateprimary.co.uk)



## **In-Service Training**

Identified in-service training will be undertaken in line with the school's Professional Development Policy

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Local Offer accessed through the school website or the local authority website
- the Staff Induction Pack
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and end of term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Board
- information displays in the main school entrance

## **Monitoring**

Monitoring pupil progress is vital and is undertaken in line with the school's monitoring policy.

## **Evaluation and Review**

The SEND policy is a working document and is kept under constant review. A review of the SEND policy document is undertaken every year.

