



Bolton-le-Sands CE Primary School

Policy for Special Educational Needs and Disability

Status: Policy approved by the Governing Body, 29 April 2015 (updated June 2016, revised September 2017, updated September 2018, updated September 2019)

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Bolton-le- Sands Primary School, as a community, is committed to making the best endeavours to meet the special educational needs of pupils, including those with disabilities, by ensuring that these pupils achieve the best possible outcomes in all aspects of school life. Our mission statement, **'With God at the centre we reach out to support each other in learning, growth and community,'** underpins this commitment. We aim to develop the wellbeing and potential of each child academically, socially, morally, physically and spiritually within a happy and secure Christian environment. Every teacher is a teacher of every child, including those with SEND.

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (September 2014) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE (Feb 2013)
- SEND Code of Practice 0 – 25 (September 2014)
- Schools SEND Information Report Regulations (2014)

This policy has been created by the school's SENDCO, Alexander Kelly, in consultation with governors, staff and parents & carers of pupils with special educational needs and disability.

Aims

We value all the children in our school equally and we recognise the entitlement of each child to receive the best possible education. Within a caring and mutually supportive environment we aim to:

- Build upon the strengths and achievements of the child
- Create an environment in which all individuals are valued, have respect for one another and grow in self-esteem.
- Give equal access to all aspects of school life through experiences that enrich learning, growth and community. This will allow all children to experience success regardless of SEN, disability or any other factor that may affect their attainment. This is in so far as it is reasonably practical and compatible with the child receiving their special educational provision and the effective education of their peers.
- Ensure that effective channels of communication are sustained so that all persons including parents and carers are aware of the pupil's progress and Special Educational Provision (SEP) made for them.
- Assess children regularly so that those with SEND are identified as early as possible.
- Enable pupils with special educational needs to make the greatest progress possible building aspirations, expectations and outcomes by effective monitoring.
- Work towards developing expertise in using inclusive teaching and learning strategies.

Objectives

In order to achieve our aims and to ensure that children with special educational needs achieve their full potential and make progress we will:

Please see Appendix A which contains the detailed action plan for 2019/20

Broad Areas of Need

These four broad areas give an overview of the range of needs that may be planned for:

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

The purpose of identification is to work out what action the school needs to take, rather than label or fit a pupil into a category. We identify the needs of pupils by considering the needs of the whole child, which will include not just the special educational needs of the child or young person.

There are occasions when progress and attainment are affected by factors other than special educational needs. For example:

- Having a disability
- Attendance and punctuality
- Health and welfare
- Using English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant

- Being a Looked After Child

Where this is the case, we are committed to making appropriate provision, but this does not automatically necessitate the child receiving Special Educational Provision (SEP).

A Graduated Approach to SEND Support

The school is committed to early identification in order to meet the needs of children with SEND. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants. Teachers' ongoing assessment, including a Record of Concern Sheet, will provide information about areas where a child is not progressing satisfactorily or a specific additional need requires addressing to minimise further barriers to learning. These observations may be supported by formal assessments such as Baseline Assessment, SATs or the use of PIVATS as well as more informal observations.

Teachers will consult the SENDCO to consider what might be done – the child's learning characteristics, the learning environment, the task and the teaching style can all be considered to analyse the child's barrier to learning. The SENDCO may conduct extra assessment or testing at this stage to ascertain underlying strengths and weakness e.g. linked to processing or memory. Progress for children will be achieved by focusing on classroom organisation, teaching materials, teaching style and differentiation. This progress for children with additional needs is tracked by each teacher by provision mapping which in turn feeds into the whole school provision map, reviewed each term.

If subsequent intervention does not lead to desired progress then the teacher will consult the SENDCO to review the strategies that have been used. This review may lead to the conclusion that the pupil requires help that is additional to or different from that which is normally available. This would constitute Special Educational Provision (SEP) and the child would be registered as receiving SEND Support. We seek to identify pupils making **less than expected progress** given their age and individual circumstances. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap
- fails to make progress with wider development or social and emotional needs
- fails to make progress in self-help, social and personal skills

The school will use the graduated approach as advised in the Code of Practice 0-25 Years – 'Assess, Plan, Do, Review'. This process is initiated, facilitated and overseen by the SENDCO, whilst the class teacher is responsible for carrying out the process of assessing, planning, doing and reviewing. Where external agencies are involved, the SENDCO is responsible for liaising with those agencies. The SENDCO will also provide advice and guidance throughout the process, and may continue to carry out some additional assessment. The SENDCO and senior teacher (Miss C Garnett) will update all records of provision and impact of that provision. The teacher will maintain the personalized plans and keep them updated.

ASSESS - The teacher and SENDCO will consider all of the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress. This includes formative assessment, using effective tools and early assessment materials. From this, we identify the child's current attainment, achievements and learning profile. This may involve taking advice from the SENDCO, Learning Mentor or external specialists and may include the use of diagnostic and other assessments to determine the exact areas of need and strategies recommended. Where external specialists are involved directly with the pupil, parental consent will be sought first. Information may also be gathered by consultation and strategies that are centred on the individual child (person-centred) to discover what is important to them and how best we can support them.

PLAN – Pupils and parents will be consulted and encouraged to be involved in the planning process as much as possible. Child-centred tools such as pupil passports may be employed to facilitate this. This means that the pupil and their parents/carers are supported in the planning process to arrive at goals and plans that make them key players in the learning process. This will be used to ascertain aspirations and outcomes for the child in the short and longer term. Parents and pupils will take away a copy of the plans for the term, which will include the expected outcomes, actions and strategies and provision to be used. Plans are reviewed at least termly.

DO- The strategies and interventions agreed in the plan will be implemented and progress monitored using the school's usual assessment systems, plus specific tracking of progress through any interventions. Progress may be measured through assessment scores and/or through qualitative observations.

REVIEW- The progress of the pupil will be reviewed at the end of the specified period of intervention. This review will form the basis of further assessment and planning. Meetings with pupils and parents happen at least termly.

The school's Local Offer can be found on the school website www.bolton-le-sands.lancs.sch.uk

This indicates the type of provision the school currently offers to pupils with SEND and disability. It is reviewed annually. The level and type of provision decided on for individual pupils is that which is required to meet the planned outcomes. The needs of the children inform provision mapping, the costing and management of which is determined by the Headteacher and Senior Management Team in consultation with the SENDCO.

Statutory Assessment of SEND

If the school is unable to meet with all of the agreed provision from its existing resources, finance and staffing expertise; and the outcomes for the child are not improving despite SEND Support, then the school may request a statutory assessment from the Local Authority, which may lead to an Education, Health and Care Plan.

The school will provide the evidence about the child's progress over time by way of documentation in relation to the child's SEND Support and any action taken to deal with their needs, including any resources or special arrangements in place.

This information may include:

- the child's individual plans (IPP) and child- centred 'Passport'
- records of reviews with pupils and parents, and their outcomes
- Common Assessment Framework

- medical information where relevant
- National Curriculum attainment, and wider learning profile
- educational and other assessments, e.g. Educational Psychologist
- views of the parent and the child
- involvement of outside agencies

If the Local Authority (LA) agrees to a Statutory Assessment, it must assess the education, health and care needs of that child. The LA must request advice and information on the child and the provision that must be put in place to meet those needs from:

- parents/ carers and/ or child
- the school
- an educational psychologist
- health
- social care
- anyone else that parents/ carers request
- a specialist teacher for the visually impaired or hearing impaired, if appropriate

From this information, it must then be decided whether or not to issue an Education, Health and Care Plan (EHCP). Further information can be found on the LA website www.lancashire.gov.uk

Annual Review of the EHC Plan

All Statements/ EHC Plans must be reviewed at least annually. It is the SENDCOs role to initiate the process of inviting relevant people to the meeting. This will include pupils, parents and others close to the child who pupils and parents would like to attend. Relevant professionals from within school and outside agencies will also be invited, as will a representative from the LA. The review will be child-centred, looking at:

- progress on actions towards agreed outcomes
- what we appreciate and admire about the child
- what is important to the child now
- what is important to the child in the future
- how best to support the child
- questions to answer/ issues we are struggling with
- action plan

Any amendments to the EHC Plan will be recorded. The SENDCO will record the outcomes of this meeting and the Head Teacher will ensure that it is sent to the LA.

Criteria for exiting Special Educational Provision

A child may no longer require SEP, where they

- make progress significantly quicker than that of their peers
- close the attainment gap between them and their peers
- make significant progress with wider development or social and emotional needs, such that they no longer require provision that is additional to or different from their peers
- make progress in self-help, social and personal skills, such that they no longer require provision that is additional to or different from their peers

This would be determined at the review stage.

Supporting pupils and families

Lancashire Local Authority's Local Offer can be found at www.lancashire.gov.uk

This policy forms part of the school's SEND Information Report.

The school is committed to working closely with parents. Parents can arrange to meet with the SENDCO on Mondays or Fridays if they have concerns at any time. Parents meet regularly with school staff and concerns and successes are shared. Parents can be signposted to the Information, Advice and Support Services (IASS), formerly Parent Partnership Service, and supported to engage with external agencies.

Parents will be involved at every stage of their child's progress, through liaison with the class teacher and later the SENDCO. Parents are encouraged to be involved with target setting for personalised Individual Pupil Plans. Some home activities may be provided or individualised access to specific computer programmes arranged. Parents and pupils are invited to target setting meetings and to review progress. Parents of children with Statements/ EHC Plans will also be invited to a yearly review, along with relevant support service personnel connected to the child, and the pupil themselves. The Governors' Annual Report informs all parents of changes to the SEND Policy and of the outcomes of targets set in the Policy and new targets set for the coming year.

Medical issues that may arise are first discussed with the parents/carer. If support is required the school nurse will be contacted. The child may then be referred for assessment through his/her GP.

School has access to welfare services such as PAST (Pupil Attendance Support Team). If a teacher is concerned about the welfare of a child, they should consult the Headteacher as Designated Senior Lead (DSL) for safeguarding.

Depending on the special educational needs of the children different agencies may be involved e.g. occupational therapist, speech and language therapist, physiotherapist, psychiatrist, the Traveller Service.

The School's DSL is Mr Ian Gittins and back-up DSL is Mrs Rebekah Rose

The School's Nominated Child Protection Governor is Mrs Kathy Edwards

Admissions

Pupils with special educational needs will be admitted to Bolton-le-Sands Primary School in line with the school's admissions policy. The school is aware of the statutory requirements of the Children and Families Act 2014 and will meet the Act's requirements. The school will use their induction meetings to work closely with parents to ascertain whether a child has been identified as having, or possibly having special educational needs. Transition meetings in relation to SEND are held with local nurseries / pre-school settings. In the case of a pupil joining the school from another school, Bolton-le-sands Primary School will seek to ascertain from parents whether the child has special education needs and will access previous records as quickly as possible. If the school is alerted to the fact that a child may have a difficulty in learning it will make its best endeavour to collect all relevant information and create an individual programme differentiated to meet the child's current needs. The Admissions policy is available on the school website.

When a pupil transfers to another school, transfer documents, including full records of their special educational needs, will be sent to the receiving school. On transfer to secondary school the Year 6 teacher and SENDCO will meet with the SENDCO of the receiving school to discuss SEND records and the needs of the individual pupils. An invitation will be issued for a representative of the receiving school to attend a transition review meeting held in Year 6.

Medical Needs

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.

Some may also have special educational needs (SEND) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed. The school's policy on medical needs can be found on the school website at www.bolton-le-sands.lancs.sch.uk

Monitoring and evaluation of the Policy

This policy is reviewed annually and updated in the light of new developments. Progress is monitored and evaluated via the action plan. Progress on the annual targets will be reported by the SENDCO to the Governors.

Training and resources

Governors have ensured that there is an experienced SENDCO who has the time necessary to undertake the role. Time is identified for staff to review pupil progress, discuss pupil curriculum needs and to transfer information between classes and phases. Teacher Assistant are supported to enable them to ensure pupils receive the individual support outlined in the individual plans and teachers are responsible for ensuring this takes place and is monitored.

The Governors ensure that time is allocated to allow for monitoring of provision and pupil progress.

Training for teachers and teacher assistants is provided both within school and through other professional development activities.

The school uses funding to provide external professional advice and support for individual pupils in line with their statements and/or in relation to needs.

The governors will ensure that they are kept fully abreast of their statutory responsibilities by attending training and receiving regular updates from the Headteacher or the SENDCO. The SENDCO and Governors meet regularly to support and inform each other.

The SENDCO endeavours to keep abreast of current research and thinking on SEND matters.

The SENDCO is supported to enhance her knowledge, skills and abilities through courses or from the support of other professionals. She attends local SEND forums and clusters regularly.

The SENDCO disseminates knowledge or skills gained through staff meetings, whole school INSET or consultation with individual members of staff.

External agencies are, at times, invited to take part in INSET.

SEND training is included within INSET days and staff meetings to reflect the needs of the school and individual staff members.

Funding is deployed in the budget to meet the cost of:

- Training
- External expertise / advice / testing e.g. Educational Psychologist Services
- Additional teaching
- New resources both learning (including ICT programmes) and assessment

Funding received for a statement/ Education Health Care Plan is allocated to ensure appropriate provision.

Roles and Responsibilities

The Governing Body

The SEND Governor, Mrs Margaret Foster, will support the Governors to fulfil their statutory obligations by ensuring:

- the Curriculum Committee receives reports for curriculum meeting to update progress on SEND issues,
- the SEND policy is reviewed annually,
- the school prospectus explains how the school implements the special educational needs statutory requirements reflecting what the school has in place and actually provides for pupils with special educational needs.

The Headteacher

The Headteacher is the school's 'responsible person' and manages the school's special educational needs work. The Headteacher will keep the Governing Body informed about the SEND provision made by the school. The Headteacher will work closely with the SENDCO, the Special Needs Governor and Staff to ensure the effective day-to-day operation of the school's special educational needs policy. The Headteacher and the SENDCO will identify areas for development in special educational needs and contribute to the school's improvement plan.

The Special Educational Needs Co-ordinator (SENDCO)

The school's SENDCO is Mr Alexander Kelly

The SENDCO is responsible for:

- co-ordinating SEND provision for children.
- liaising with and advising teachers
- maintaining the school's SEND register and overseeing the records of all pupils with special educational needs
- liaising with parents of children with special educational needs
- liaising with external agencies including the educational psychology service and other support agencies, medical and social services and voluntary bodies
- consultation with the class teacher to ensure that IPPs are written and that reviews take place.

Role of Class Teacher and Support Staff

Teachers 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. Both the teaching staff and the support assistants have an integrated role in curriculum planning and in supporting the child's learning. They are fully involved in the identification, curriculum differentiation and assessment of pupils with SEND. They work together with the SENDCO to formulate and review IPPs and to maintain a class SEND file that is kept in the classroom for reference by staff including supply staff and students as appropriate.

Storing and managing information

The confidential nature of SEND information is fully recognized at Bolton-le-Sands Primary School. Confidential information is stored in a locked cupboard whilst electronic files are stored with the SENDCO on 'the cloud' in encrypted files. The school aims to be fully GDPR compliant.

Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review annually.

Accessibility

The DDA, as amended by the SEN and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. Bolton-le-Sands School publishes its accessibility status and plans within its Local Offer and its Inclusion policy. These can both be found on the website at www.bolton-le-sands.lancs.sch.uk

Complaints

The complaint procedure for special educational needs mirrors the school's other complaints procedures. Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the matter is not resolved satisfactorily parents have recourse to the following:

- discuss the problem with the SENDCO

- discuss the problem with the Headteacher
- More serious on-going concerns should be presented in writing to the SEND Governor, who will inform the Chair of the Governors

Bullying

Bullying is taken very seriously at Bolton-le-Sands Primary School. To view the school's policy on anti-bullying, see the school's website at www.bolton-le-sands.lancs.sch.uk

Statistically, children with SEND are more likely than their peers to experience bullying. Consequently, staff and governors at Bolton-le-Sands Primary School endeavour to generate a culture of support and care among pupils as our mission statement and school ethos testify.

Appendix A Development Plan Summary 2019/20:

- To develop early reading in liaison with teachers, support staff and parents.
- To train staff and adults in Sign Supported English to develop communication in school with the deaf.
- To move towards electronic files for all SEN Children developing chronology and areas of concern.