

# SUTTON OAK CHURCH OF ENGLAND PRIMARY SCHOOL



## Special Educational Needs Policy

*"Our school family, where all are valued, is centred on faith in Christ."*

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## **Aims**

At Sutton Oak C.E. Primary School we believe that *every teacher* is a teacher of every child –including those with special educational needs and/or disabilities. Quality teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets.

We strive to support *all children* to enable them to achieve at school. In order to do this many steps are taken to support them through their learning journey. At Sutton Oak we strive to raise the aspirations and expectations for all children with SEN, providing a focus on outcomes.

We believe in providing every possible opportunity to develop the full potential of all children. Pupils have the right to a broad and balanced education, including extra-curricular activities where appropriate and full access to the National Curriculum. All children are valued and their self-esteem promoted. We work in close partnership with parents/carers who play an active and valued role in their child's education.

## **Objectives**

The objectives of our policy are:

- to work within the guidance provided in the SEND Code of Practice (2014);
- to maximise outcomes for children with SEN and their families;
- to plan an effective and differentiated curriculum to meet the needs of children with SEN, to help them overcome their barriers to learning;
- to involve children and parents/carers in the identification and review of the targets set for individual children;
- to work in close partnership with parents/carers of children who have special educational needs;
- to ensure that all who are involved with children are aware of the procedures for identifying their needs, supporting and teaching them;
- to provide support and advice to all staff working with children with special educational needs and/or disabilities;
- to work in close partnership, where appropriate, with outside agencies to support children who have special educational needs.

## **Definition of Special Educational Needs**

A child or young person has Special Educational needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- (a) have a significantly greater difficulty in learning than the majority of others 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 others of the same age in a mainstream school.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would so do if special educational provision was not made for them (Clause 20 Children and Families Bill).

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

The Code of Practice does not assume that there are hard and fast categories of special educational needs, but recognises that children's needs and requirements may fall within or across four broad areas. These areas are:

### **Communication and Interaction**

This covers difficulty with different aspects of speech, language or social communication

### **Cognition and Learning**

This is where children and young people learn at a slower pace than their peers, even with appropriate differentiation, and covers moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). It also includes specific learning difficulties such as dyslexia, dyscalculia and dyspraxia.

### **Social, emotional and mental health difficulties**

This area covers difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. These difficulties may manifest themselves in many ways including challenging, disruptive or disturbing behaviour.

### **Sensory and/or physical needs.**

For example, children and young people with visual and/or hearing impairments, or a physical need that means they must have additional ongoing support and equipment

Some children and young people may have SEN that covers more than one of these areas.

(SEND Code of Practice, 2014. P97)

### **Definition of Special Educational Provision**

"For children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of this age in schools maintained by the LA, other than special schools in the area."

### **Identification of Special Educational Needs**

#### **Quality First Teaching**

Pupil Progress Meetings are held each term. Here, the class teacher meets with the Deputy Headteacher to discuss the progress of the pupils in their class. This shared discussion may highlight any potential problems in order for further support to be planned. Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored.

- a) Once a pupil has been identified as possibly having SEN they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- b) The child's class teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
- c) The SENCO will be consulted as needed for support and advice and may wish to observe the pupil in class and/or carry out a more detailed assessment of the child's needs.
- d) Through (b) and (c) it can be determined which provision the child will need going forward.
- e) If a pupil has recently been removed from the SEN register they may also fall into this category as continued monitoring will be necessary
- f) Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.
- g) The child is recorded by the school as being under observation due to concern by parent or teacher but this does not automatically place the child on the school's SEN register. Any concerns will be discussed with parents informally or during parents' evenings.

#### **SEN Support**

If a child has been identified as having a special educational need, they will be placed upon the Special Educational Needs Register. Action will be taken to remove barriers to learning and effective special educational provision will be put into place. The school follows the guidance contained in the Special Educational Needs Code of Practice (2014). This recommends a graduated approach to SEN

support. The 'pathway' to SEN support can be found in the appendices section. The support provided consists of a four part process:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

### **Assess**

This involves clearly analysing the pupil's needs using the class teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. More detailed assessments may be administered by the SENCO and where relevant, advice from external support services may be sought. Barriers to learning should be clearly identified at this stage

### **Plan**

Planning will involve consultation between the teacher, SENCO, parents and where appropriate, outside agencies to plan the interventions, strategies and support required to overcome learning barriers. Difficulties and strategies will be recorded on a class 'Provision Map'. If a child has a high level of need or receives extra funding from the Local Authority, clear, achievable targets will be set and recorded on an individual education plan (IEP). Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home. All those working with the pupil, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

### **Do**

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class teacher. They will work closely with teaching assistants to plan and assess the impact of support and interventions and links with classroom teaching. The SENCO will provide strategic support during this stage.

### **Review**

Reviews of a child's progress will be made termly. The review process will evaluate the impact of interventions and adjustments. This review will be recorded on the class Provision Map or, if applicable, a child's IEP. An IEP review will also take account of the views of the pupil and parents. The class teacher, in conjunction with the SENCO will revise the type and level of support and, if necessary, the cycle will begin again.

Occasionally a pupil may need more expert support from an outside agency such as the Learning Support Service, Speech and Language therapy, etc. A referral will be made, with parental consent and forwarded to the most appropriate agency. After a series of assessments, a programme of support is usually provided to the school and home.

If a child's needs are complex or severe we may suggest that we ask the local authority for a statutory assessment which may lead to an Education and Health Care Plan (EHC Plan). This document will describe a child's SEN and the provision recommended. EHC plans can involve the Local Authority (LA) providing extra resources to help a child. These could include money, staff time, special equipment or attendance at a specialist school. This additional provision is reviewed annually or sooner if required and would include parents, class teacher, SENCO, LA representatives and other professionals as required

## **Roles and Responsibilities**

### **SENCO's Role**

Currently the SENCO is Miss Powell who has gained the qualification National Award for SEN coordination (PgCert). The SENCO is responsible for co-ordinating the provision of special educational needs throughout the school. This will involve:

- overseeing day to day operation of the SEN policy;
- managing individual pupil records;
- checking class provision maps and IEPs
- regularly updating the SEN register;
- coordinating and overseeing provision for children with SEN;
- working alongside staff to assist them in identifying, assessing and planning for children's needs and ensuring that children make progress;
- liaising with designated teacher where a Looked-after Child has SEN;
- advising on graduated approach to SEN Support;
- advising on use of delegated budget/ other resources;
- liaising with parents of children with SEN;
- liaising with other education settings and outside agencies;
- liaising with potential next providers of education;
- ensuring that SEN records are up to date;
- contributing to and, where necessary, leading the continuing professional development (CPD) of staff.

### **Class Teachers**

Teachers are responsible and accountable for the progress and development of the pupils in their class, including pupils who access support from teaching assistants and/or specialist staff. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have, or may have SEN.

Teachers should have high aspirations for every pupil. With advice and support from the SENCO, class teachers are responsible for producing and reviewing class Provision Maps and IEPs as directed by the SENCO. Teachers should seek practical advice, teaching strategies, and information about the types of special educational need from the SENCO. The views and aspirations of parents and children should be sought and regular updates on progress provided.

#### **All staff can access:**

- the Sutton Oak CE Primary School SEN Policy;
- guidance on identification of SEN in the Code of Practice (2014);
- information on individual pupil's Special Educational Needs and/or Disabilities, including pupil records, outside agency reports, targets set and copies of Provision Maps IEPs;
- practical advice, teaching strategies, and information about types of special educational needs and disabilities;
- information available through St Helens' Local Offer at <http://www.sthelens.gov.uk/localoffer>.

In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements, which will enable them to provide for the individual needs of all pupils. This policy is made accessible to all staff and parents in order to aid the effective coordination of the school's SEN provision.

### **Headteacher**

It is the Headteacher's responsibility to;

- ensure that the SENCO is able to influence strategic decisions about SEN;
- put in place arrangements to ensure parents are regularly engaged in discussions about the progress of their child (at least three times a year);
- ensure a process is in place for involving parents and children in reviewing provision and planning for pupils identified with SEN.

## **Governors**

The governing body of a voluntary controlled school must ensure that:

- the necessary provision is made for any child who has special educational needs;
- where the SENCO, the Headteacher or the appropriate governor has been informed by the LA that a child has special educational needs, those needs are made known to all who are likely to teach them;
- teachers in the school are aware of the importance of identifying and providing for those children who have special educational needs;
- parents/carers are notified of a decision by the school that SEN provision is being made for their child;
- the Special Educational Needs Code of Practice (2014) is adhered to when carrying out its duties towards all children with special educational needs, providing strategic support to the headteacher;
- the SEN policy is published on the school website;
- a qualified teacher is designated as SENCO;
- arrangements are in place to support children with medical conditions;
- information regarding the arrangements for the admission of disabled children is published, including the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and their accessibility plans
- the name of the person responsible for co-ordinating SEN provision is published in the school prospectus.

The Governors of Sutton Oak C.E. Primary School are responsible for entrusting the Headteacher, Mr Iwan Williams to monitor Safeguarding and Child protection procedures. In a support and challenge role the Governors ensure that the school is as inclusive as possible and treats all children and staff in an equitable way. They monitor and review the SEN policy and all other statutory policies as defined by the DfE.

## **Supporting pupils and families**

At Sutton Oak, we believe that a close working relationship with parents is vital in order to ensure:

- early and accurate identification and assessment of SEN leading to appropriate intervention and provision;
- continuing social and academic progress of children with SEN;
- personal and academic targets are set and met effectively.

We aim to involve parents in important decisions regarding their child's education. Parents are actively encouraged to contribute their opinions. This may be through:

- discussions with the class teacher;
- liaison with the Pastoral Team;
- parents evenings;
- discussions with the SENCO or other professionals;
- the IEP write and review process. Parents are encouraged to comment on their child's IEP with possible suggestions that could be incorporated.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENCO may also signpost parents of pupils with SEN to the Local Authority Parent Partnership service where specific advice, guidance and support may be required.

In accordance with the Equality Act (2010), parents can access the school's SEN Information Report at <http://www.suttonoak.co.uk/images/webfiles/SENlocaloffer.pdf> for further details of what Sutton Oak CE Primary school offers with regards SEND provision.

## **Supporting pupils with medical needs**

At Sutton Oak we recognise that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and PE. Some children with medical

conditions may also have disabilities and where this is the case the school will comply with its duties under the Equality Act (2010).

If a pupil has a medical need then a detailed Health Care Plan is compiled with support from the school nurse in consultation with parents/carers. These are discussed with all staff who are involved with the pupil. When a Health Care Plan is implemented we would also look at any staff training that may be needed. Where necessary and in agreement with parents/carers medicines are administered in school but only where a signed Medicine Consent Form is in place to ensure the safety of both child and staff member.

### **Evaluating the success of provision**

Pupil progress will be monitored on a termly basis in line with the SEN Code of Practice.

The success of SEN provision and interventions for children on the SEN register are recorded on class Provision Maps or an individual Education Plan (IEP), which is updated on a termly basis. This helps to identify whether provision is effective.

In order to make consistent continuous progress in relation to SEN provision, the school encourages feedback from staff, parents and pupils throughout the year. This is done in the form of an annual parent questionnaire, informal discussion and through meetings with parents.

### **In service training (CPD)**

We aim to keep all school staff up to date with relevant training and developments in relation to the needs of pupils with SEN. Relevant SEN focused external training opportunities are made available to all teaching and support staff where appropriate.

The SENCO regularly attends relevant SEN courses, network meetings and family SEN meetings, disseminating relevant information to staff and the Headteacher.

### **Complaints procedure**

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the Headteacher or SENCO, who will be able to advise on formal procedures for complaint. Please refer to the school's Complaint Procedure for further information;

<http://www.suttonoak.co.uk/home/suttonoak/D9W6HT22/htdocs/images/webfiles/policy/School%20Complaints%20Procedure.pdf>

### **Bullying**

This school will not tolerate harassment or bullying of children with SEN or disabilities. We believe that all children have a fundamental right to non-discriminative education, free from bias and disadvantage. The school will make every effort to eliminate all forms of discrimination and inequality. Please refer to the school's Anti-Bullying Policy for further information;

<http://www.suttonoak.co.uk/home/suttonoak/D9W6HT22/htdocs/images/webfiles/policy/Anti-Bullying%20Policy.pdf>

### **Accessibility Plan**

The Accessibility Plan is currently under review.

### **Admission arrangements**

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010.

### **Transition arrangements**

Many strategies are in place to enable a pupil's smooth transition to and from Sutton Oak, as well as transition between year groups and key stages. These include:

- discussions between the previous or receiving schools/teachers prior to the pupil joining/leaving;
- all pupils attend a transition session where they spend some time with their new class teacher;
- additional visits are also arranged for pupils who need extra time in their new school/class;



- Miss Powell (SENCO) and Mrs Bradshaw (Pastoral Manager) are always willing to meet parents/carers prior to their child joining the school;
- Miss Powell and Mrs Bradshaw liaise with the SENCOs from the secondary schools to pass on information regarding pupils with SEND.

### **Funding**

The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual child's needs. Requests for funding resources are made to the SENCO or Headteacher who then scrutinise such requests. Should it be felt that a child requires more than 15 hours per week support, an application for additional funding is made to the local Authority's Provision Agreement Panel. Children who receive additional funding from the Local Authority are reviewed annually as stated in their Provision Agreement. The school then makes recommendations to the Local Authority, but it is a panel of professionals appointed by the Local Authority who ultimately make such allocations.

### **Date of Review**

This policy will be reviewed in April 2018

**Date:**.....

**Signed:**.....**(Chair of Governors)**