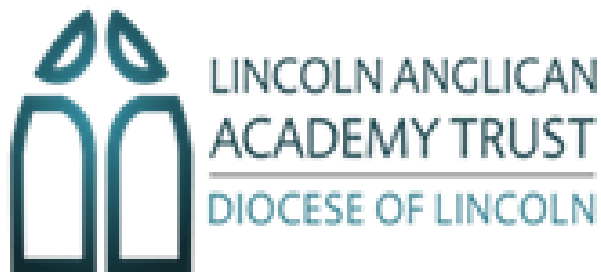


# Special Educational Needs and Disability (SEND) Policy

**September 2023**

To be reviewed Sept 2024

*Every teacher is a teacher of every pupil including those with Special Educational Needs and/or disability.*



*Church schools serving their communities through excellence, exploration and encouragement within the love of God.*

*The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every pupil is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.*

## Our legal responsibilities

This policy complies with the statutory requirements laid out in the **Special Educational Needs and Disability Code of Practice 0-25 (amended January 2015)** **DfE/DoH** which requires all schools to 'have regard to the Code of Practice' and has been written with reference to the following guidance and documents:

**Children and Families Act 2014 (Part 3):** Children and young people in England with special educational needs or disabilities

**Equality Act 2010:** the School has a statutory duty not to directly or indirectly discriminate against disabled children and young people and must make 'reasonable adjustments', including the provision of auxiliary aids and services for them, and the school must have an 'anticipatory duty' towards disability.

**Equality Act 2010: Advice for Schools (updated June 2014):** non-statutory advice from the DfE to help schools understand how the Equality Act affects them and how to fulfil their duties under the Act.

**Working Together to Safeguard children (2018):**

Statutory guidance from the Department for Education, which sets out what is expected of organisations and individuals to safeguard and promote the welfare of children.

**Reasonable adjustments for disabled pupils (2012):** Technical guidance from the Equality and Human Rights Commission.

**Supporting pupils at school with medical conditions (2015) (updated August 2017):** statutory guidance from the Department for Education.

**The Mental Capacity Act Code of Practice: Protecting the vulnerable (2005)**

This policy has been written in light of our Safeguarding Policy and has direct links to our policies on behaviour, anti-bullying, medical and curriculum. It was written in consultation with the Governing Body, Head of School, Executive Head Teacher, current school staff and parents. It should be read in conjunction with our Disability Equality Scheme and the SEND Information Report as required by the Special Educational Needs and Disability Regulations (Schedule 1 Regulation 51) as published on our school website.

The SEND Policy will be reviewed every three years, in line with DfE requirements. However, if there are significant changes to context or personnel, this will be amended sooner. The SEN Information regulations, published on the school website, will be updated annually as required by current legislation.

**The SENCo at Canon Peter Hall CofE Primary is Mrs R Brown**

**The SEND Governor is Mrs W Prestwood**

**The Designated Safeguarding Officer is Mrs S Fawn**

## Definition of Special Educational Needs and Disability

The Special Educational Needs and Disability Code of Practice (0-25 years) 2015 states that: *'A pupil 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'* (Section 1: xiii).

*A pupil of compulsory school age 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 educational facilities of a kind generally provided for others of the same age in mainstream schools or post 16 institutions'* (Section 1: xiv).

*'A pupil under compulsory school age has SEN if he or she is likely to fall within the definition above when they reach compulsory schools age or would do so if special educational provision was not made for them'*. (Section 1: xvi)

Many children and young people who have SEN/D may have a disability under the Equality Act 2010 – that is *'... a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day to day activities'*. This definition provides a relatively low threshold and includes more children than many realise: *'long-term'* is defined as *'a year or more'* and *'substantial'* is defined as *'more than minor or trivial'*. (Section 1: xviii)

This definition includes pupils and young people with sensory impairments and long term medical conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN/D, but where a pupil requires special educational provision over and above the adjustments, aids and services required by the Equality Act 2010, they will additionally be covered by the SEN/D definition. In addition, we are required to also have regard to statutory guidance regarding supporting pupils with medical conditions.

## Inclusion Statement

At Canon Peter Hall C of E Primary we believe every pupil should have the opportunity to experience success in learning at the highest possible standard. We do this, within the context of Christian belief and practice, by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievement, attitude and well-being of every pupil matters, and inclusion is the responsibility of every person within our school community. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.

Special Educational Needs and Disability Code of Practice (2015) states that *'All children and young people are entitled to an appropriate education, one that is appropriate to their needs, promotes high standards and the fulfilment of potential. This should enable them to:*

- ❖ *achieve their best*
- ❖ *become confident individuals living fulfilling lives, and*
- ❖ *make a successful transition into adulthood, whether into employment, further or higher education or training.'* (Section 6:1)

## Policy Principles

In line with the Code of Practice (2015) and the Children and Families Act (2014), Canon Peter Hall C of E Primary is committed to the following key principles:

- **Pupils with Special Educational Needs/Disabilities** must have their needs routinely met.
- Early identification and early intervention are essential for ensuring better outcomes for pupils.
- Raising the achievement of PWSEND is a whole school responsibility.
- All pupils are encouraged and supported to be active partners in the decision making about their education.
- Active, respectful involvement of parents/carers as equal partners in the education of their pupil has a positive impact on the learning and well-being of their pupil.
- PWSEND should have the opportunity to learn alongside their mainstream peers in a fully inclusive environment.
- All pupils benefit from 'Quality First Teaching': this means that all teachers are expected to assess, plan and teach all pupils at a level which allows them to make progress.
- Collaborative working with external partners and services is essential to ensure we effectively meet our pupil's needs.
- Effective transition arrangements must be in place across all phases of education (and indeed into adult life) to ensure positive outcomes for the pupil and their family.
- Resources allocated to SEN/D must be effectively used to secure maximum impact and value for money.
- Systems for monitoring and evaluating developments in SEN/D support improvement in pupil's learning and provide appropriate challenge.

### **Our objectives are:**

- To identify, at the earliest possible opportunity, barriers to learning and participation for all pupils and make an early, accurate identification of those who may have SEN/D.
- To work in partnership with parents/carers.
- To value and encourage the contribution of all pupils to the life of the school enabling each pupil to live life in all its fullness.
- To ensure that every pupil experiences success in their learning and achieves to the highest possible standard.
- To enable all pupils to participate in lessons fully and effectively.
- To work with the Local Board to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEN/D.
- To work closely with external support agencies, where appropriate, to further support the needs of individual pupils.
- To ensure that all staff has access to training and advice to support quality teaching and learning for all pupils.

## **Executive Head/Head of school**

- The Executive Head/Head of school are responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn.
- The Executive Head/Head of school and the governing body will delegate the day-to-day implementation of this policy to the Special Educational Needs Coordinator (SENCo).
- The Executive Head/Head of school will be informed of the progress of all vulnerable learners and any issues with regard to the school's provision in this regard through:
  - Analysis of the whole-school pupil progress tracking system.
  - Maintenance and analysis of a whole-school provision map for vulnerable learners as supplied by the SENCo.
  - Pupil progress meetings with the SENCo and individual teachers.
  - Regular meetings with the SENCo.
  - Discussions and consultations with pupils and parents.

### **Special Educational Needs Coordinator (SENCo)**

In line with the Special Educational Needs and Disability Code of Practice (2015) and the mandatory standards identified within National SENCo Award training, the SENCo has *'an important role to play with the head teacher and governing body in determining the strategic development of SEN policy and provision. They will be most effective in that role if they are part of the school leadership team (Section 6:87)*. The SENCo will oversee the day- to-day operation of this policy in the following ways:

- Maintenance and analysis of whole-school provision map for vulnerable learners.
- Identifying on this provision map a list of pupils with special educational needs – identifying those in receipt of additional SEN/D support from the schools devolved budget, those in receipt of High Needs funding and those with current statements of Special Educational Need or Education Health and Care plans (EHCP).
- Co-ordinating provision for pupils with special educational needs.
- Liaising with and advising teachers; offering professional support.
- Contributing to the in-service training of staff.
- Managing other classroom staff involved in supporting vulnerable learners.
- Overseeing the records on all pupils with Special Educational Needs and/or disability.
- Implementing a programme of Annual Review for all pupils with a current Education Health and Care Plan. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review.
- Carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN/D support from devolved budget), that a pupil may have an on-going special educational need which will require significant support.

- Overseeing the smooth running of transition arrangements and transfer of information for all pupils who transfer from one phase of education to another.
- Monitoring the school's system for ensuring that specific learning plans, **where it is agreed they will be useful for a pupil with special educational needs and/or disability**, have a high profile in the classroom and with pupils.
- Evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs).
- Meeting **at least** termly with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map.
- Meeting **at least three times a year** and consulting sensitively with parents and families of pupils on the SEN/D register, keeping them informed of progress and listening to their views, in conjunction with class teachers; ensuring SEN/D pupils receive appropriate support and high quality teaching.
- Attending area SENCo network meetings and training as appropriate.
- Liaising with the school's SEN/D Governor, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs and/or Disability (nationally, locally and within school).
- Liaising closely with a range of outside agencies to support vulnerable learners.
- Ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners and ensure value for money.

### **Class teacher / subject teacher**

A class teacher or subject teacher will liaise with the SENCo to agree:

- Which pupils in the class are vulnerable learners by following the Flow Chart for the Identification of PWSSEND and Cause for Concerns form.
- Which pupils are underachieving and need to have short term additional interventions monitored as Cycle 1 learners, – but do not have special educational needs.
- Which pupils require additional support because of a special educational need and need to go on the school's SEN/D register. A 'My Support Plan' will be in place where necessary and advice/support may be sought from outside professionals if required (this will include pupils with Education Health and Care Plans).

A class teacher or subject teacher will secure good provision and good outcomes for all groups of vulnerable learners by:

- Providing a broad range of teaching and learning opportunities, including scaffolded work for any EAL pupils, which reduces linguistic difficulty whilst maintaining cognitive challenge.
- Ensuring there is adequate opportunity for pupils with special educational needs to working on agreed targets which are genuinely '*different from or*

*additional to that normally available to pupils of the same age' as part of the differentiated curriculum offer and strategies available to each pupil. (Special Educational Needs Code of Practice 2015, Section 6:15).*

## SEN/D Governance

To meet the statutory requirements of the Code of Practice (2015) and Children and Families Act 2014 (Section 69), there must be a member of the governing body or a sub-committee with specific oversight of the school's arrangements for PWSSEND.

- The governing bodies of maintained schools and academies **must** publish information on their websites about the implementation of the governing body's policy for pupils with SEN/D. ***The information published should be updated annually*** and any changes to the information occurring during the year should be updated as soon as possible. The information required is set out in the **Special Educational Needs and Disability Regulations 2014** and **must** include information about:
  1. The kinds of SEN/D that are provided for.
  2. Processes for identifying PWSSEND and assessing their needs.
  3. Information about the school's policies for making provision for PWSSEND, whether or not they have an EHCP, including:
    - a) How the school evaluates the effectiveness of provision.
    - b) The school's arrangements for assessing and reviewing the progress of PWSSEND.
    - c) The school's approach to teaching PWSSEND.
    - d) Adaptation to the curriculum and learning environment for PWSSEND.
    - e) Additional support for learning available for PWSSEND.
    - f) How PWSSEND are enabled to engage in activities (including physical) together with pupils who do not have SEN/D.
    - g) Support that is available for improving the emotional, mental and social development of PWSSEND.
  4. The name and contact details of the SENCo.
  5. Information about the expertise and training of staff in relation to pupils and young people and how specialist expertise will be secured.
  6. Information about how equipment and facilities to support PWSSEND will be secured.
  7. The arrangements for consulting parents of PWSSEND and involving them in their pupil's education.
  8. Arrangements for consulting PWSSEND and involving them in their education.
  9. Arrangements by the governing body (Local Board) or proprietor relating to the treatment of complaints from parents of PWSSEND concerning the provision made at the school.
  10. How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of PWSSEND and in supporting their families.

11. The contact details of support services for parents and PWSSEND in accordance with Children and Families Act 2014 (Section 32).
12. The school's arrangements for supporting PWSSEND in a transfer between phases of education or in preparation for adulthood and independent living.
13. Information on where the local authority's local offer is published.

In accordance with Children and Families Act 2014 (Section 69), schools have a duty to publish information about:

- The arrangements for the admission of disabled persons as pupils at the school.
- The steps taken to prevent disabled pupils from being treated less favourably than other pupils.
- The facilities provided to assist access to the school by disabled pupils; the Equality Act 2010 further requires schools to '*make reasonable adjustments*' and have '*an anticipatory duty*'.
- The accessibility plan prepared by the governing body or proprietor (under paragraph 4 of Schedule 10 of Equality Act 2010).

## Identification of PWSSEND

In addition to the current criteria as identified within the Local Authority Local Offer, the school uses the following criteria for cognition and learning. Identification of PWSSEND is the responsibility of the school as a whole, particularly the class teacher and/or SENCo.

At Canon Peter Hall C of E Primary school, the identification of the SEN/D needs of pupils whose first language is not English requires particular care. The school will liaise with the EAL service to ascertain if the problem is due to limitation in the pupil's command of language or arises from SEN/D.

The school's system for observing and assessing the progress of individual pupils will provide information about areas where a pupil is not progressing satisfactorily. Under these circumstances, staff may consult the SENCo to consider what else might be done. This consultation may 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 evidence that current rates of progress are inadequate.

Adequate progress is defined in a number of ways. It might be progress which:

- Closes an attainment gap between the pupil and their peers.
- Prevents an attainment gap growing wider.
- Improves the pupil's previous rate of progress.
- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the pupil's behaviour.



## **SEN/D Support: Assess, Plan, Do, Review**

In line with the Code of Practice methodology of **Assess, Plan, Do, Review** - PWSSEND are identified as early as possible. Class teachers are continually aware of pupil's learning and the progress of every pupil is monitored termly. Where a pupil is identified (**assessed**) as not making progress, in spite of quality first teaching, he/she is raised as an initial concern with the SENCo. These concerns are shared with parents and an immediate **plan** of action is agreed.

Less than expected progress can be characterised by progress which:

- Is significantly slower than their peers from the same baseline.
- Fails to match or better the pupil's previous rate of progress.
- Fails to close the attainment gap between the pupil and their peers.

**There are four distinct categories of SEN/D need as identified within the Special Educational Needs Code of Practice 2015:**

- **Communication and Interaction**
- **Cognition and Learning**
- **Social, emotional and mental health**
- **Physical and sensory**

Once a pupil has been correctly identified with a special educational need or disability, initially the class teacher will meet regularly with the parents/carers to keep them informed of small steps of progress as part of the 'assess, plan, do, review' cycle. However, as part of the **review** process within the Code, regular reviews will be available with the SENCo. Normally these will be three times a year, but more frequent meetings might become necessary if there is a need to move from SEN/D Support towards a request for statutory assessment for an EHCP.

Wherever possible pupils will remain with their class/subject teacher, in the classroom as this is where they learn best, with the rest of their class. However, there are times when 'additional to, different from' interventions need to be offered to support pupils in their learning. When any additional support is allocated, whether it is delivered by a teacher, specialist teacher or teaching assistant, the focus of all intervention will be on outcomes. Our aim is to put in sufficient support to enable our pupils to reach challenging targets, but without developing a learned dependence upon an adult. All pupils on the SEN/D register will be supported, monitored and reviewed appropriately; internal assessments will be moderated to ensure validity and reliability. External advice will be acted upon and any additional training to meet needs will be sought, as necessary.

*At every stage of the SEND process it is our policy to work in partnership with our parents and their pupils to secure the best possible outcomes.*

## COMPLAINTS

- ❖ The school works, wherever possible, in full partnership with parents and carers to ensure a collaborative approach to meeting pupils' needs.
- ❖ However, all complaints are taken seriously and will be heard through the school's complaints procedure.
- ❖ In most instances complaints can be resolved at class teacher level. However, if this is not possible, complaints relating to SEN/D should be addressed to the SENCo and/or the Executive Head or Head of school.
- ❖ If a situation remains unresolved then a letter outlining your concern should be sent formally to the Clerk to the Governors at the school address:
  - The Clerk to Governors is: Charlotte Tomlinson
- ❖ If the normal Governance procedure fails to resolve a situation pertaining to a pupil with special educational needs and/or disability, then you would need to contact the Academy Head of Service for Additional Needs:
  - Head of Additional Needs  
**Mrs T Allen**  
Chestnut St,  
Ruskington,  
Sleaford  
NG34 9DL

## EQUAL OPPORTUNITIES

The school is committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring and non-judgmental attitude throughout the school.

## REVIEW FRAMEWORK

This policy will be reviewed every two years (or sooner in the event of any legislative change or change of personnel)

Signed: Sandra Fawn

Executive Head

Signed: Tracey Grove

Head of school

Signed: Wendy Prestwood

Chair of Governors

Date: 7.9.23