



## Dolphinhholme Church of England Primary School

### Policy for Special Educational Needs and Disability

We at Dolphinhholme C E Primary School are committed to making our best endeavours to meet the special educational needs of pupils and ensuring that they achieve the best possible outcomes.

In line with our mission statement the school is committed to support every pupil in reaching their full potential. Each child's progression through the school will prepare them for life.

#### **MISSION STATEMENT**

'With God at the heart of everything we do,

We educate by encouraging a sense of wonder, praise and mutual respect.

We offer every child opportunities for success,

making them confidently equipped for life's journey.'

Every teacher is a teacher of every child, including those with Special Educational Needs and Disability (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 SEN Information Report Regulations (2014)

This policy has been updated by the school's headteacher Mrs D Cross, and is to be used initially for consultation purposes 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 each 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 academic, social and practical experiences. This will allow all children to experience success regardless of SEND, 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 fellow pupils.
- 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.
- 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:

- Adopt a graduated response for the identification and assessment of children with special educational needs as recommended by the Code of Practice 2014. This approach recognises that there is a continuum of SEN.
- Identify as early as possible all children with SEN and place them on a confidential discretionary Special Educational Needs Register within school. This register will be under review as each child will be assessed, monitored and reviewed.
- To be aware that any pupil at some time in their education may have Special Educational Needs.
- To promote self-worth and enthusiasm by encouraging independent learning at all age levels.
- To ensure that all staff recognise their responsibilities for pupils with SEN.
- Enable access to the National Curriculum for pupils with SEN within mainstream classrooms, using a variety of teaching and learning styles whilst giving due regard to the Children and Families Act 2014, The Equality Act 2010 and the SEN and Disability Regulations 2014, which prevents discrimination against disabled people in their access to education.
- To develop effective and manageable procedures for recording and monitoring pupils' progress, as recommended by the SEN Code of practice 2014;
- Assess and record the progress of *all* children including those with SEN.
- Develop resources across the curriculum for enabling access to the National Curriculum for children with SEN.

- Liaise with outside agencies for advice and support for our SEN children.
- Promote a strong partnership between the parents of SEN children and the school in the best interests of their children.

## 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, not to 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 Child Looked After (CLA)

Where this is the case, appropriate provision will be made, but this does not automatically necessitate the child receiving Special Educational Provision (SEP).

## A Graduated Approach to SEN 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 or specialist staff. Teachers' ongoing assessment will provide information about areas where a child is not progressing satisfactorily. These observations may be supported by formal assessments such as Baseline Assessment, SATs or the use of PIVATS. Teachers will then consult the SENDCO to consider what else might be done – the child's learning characteristics; the learning environment, the task and the teaching style should always be considered. Progress for children will be achieved by focusing on classroom organisation, teaching materials, teaching style and differentiation. If subsequent intervention does not lead to adequate 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 SEN 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 SENCO, whilst the class teacher is responsible for carrying out the process of assessing, planning, doing and reviewing. Where external agencies are involved, the SENDCO will be responsible for liaising with those agencies. The SENDCO will also provide advice and guidance throughout the process, and may carry out some additional assessment. The SENDCO will update all records of provision and the impact of that provision. The teacher will maintain the personalised plans and keep them updated. Full records will be kept in the SEN file in the school office.

**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 will include 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, 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 using person-centred tools to discover what is important to the pupil and how best we can support them.

**PLAN** – Pupils and parents will be involved in the planning process as much as possible. Person-centred tools 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. A review date will also be set.

**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 and SEN Information Report can be found on the school website:

[www.dolphinholme.lancs.sch.uk](http://www.dolphinholme.lancs.sch.uk)

This indicates the type of provision the school currently offers to pupils with SEN 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 SENDCO records the cost of provision made through provision mapping.

## Statutory Assessment of SEN

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 SEN 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, documentation in relation to the child's SEN 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 Education Plans (ILP/IEP).
- 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 <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>

## Annual Review of the EHC Plan

The LA has a three year period in which to legally make the transition between existing Statements of SEN, and EHC Plans.

All Statements/ EHC Plans must be reviewed at least annually. The SENDCO initiates 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 person (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 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 themselves 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;

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>

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

The school is committed to working closely with parents. Teachers meet with parents of children who are experiencing learning difficulties to discuss progress, strategies to help learning and share success, more frequently than the termly organized parent /teacher events that the school organizes. Parents are encouraged to make appointments to discuss progress as we recognize that working in partnership is very important. Parents are made aware of 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 plans. Some home activities may be provided. 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 school's website informs all parents of changes to the SEN Policy and of the 'Local Offer' for the coming year.

Medical issues 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.

If a teacher is concerned about the welfare of a child they should consult the SENCO/ Headteacher as Safeguarding DSL. The school has access to advice from the local authority as required.

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 Safeguarding Lead is **Mrs D Cross**.

The School's SEN Governor is **Mr G Troughton**.

The School's Safeguarding Governor is the Chair, **Rev Cindy Rigney**.

## Admissions

Pupils with special educational needs will be admitted to Dolphinholme C E 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. In the case of a pupil joining the school from another school, Dolphinholme C E 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 they will make their best endeavours to collect all relevant information and plan a relevant differentiated curriculum. 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 SEN records and the needs of the individual pupils. An invitation will be issued for a representative of the receiving school to attend the 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 (SEN) 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.

Please see the school's Medical Needs Policy (available from the Headteacher) for further information.

## Monitoring and evaluation of the Policy

This policy will be reviewed annually and updated in the light of new developments. Progress will be monitored and evaluated via the action plan. Progress on the annual targets will be presented in the annual SEN report to governors.

## Training and resources

Governors will ensure that there is a suitably qualified 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 time is allocated 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 in relation to needs if necessary.

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 will keep abreast of current research and thinking on SEN matters.

The SENDCO will be supported to enhance their knowledge, skills and abilities through courses or from the support of other professionals.

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



External agencies may be invited to take part in INSET.

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

## Roles and Responsibilities

### The Governing Body

The SEN Governor, Mr G Troughton, will support the Governors to fulfil their statutory obligations by ensuring:

- the Curriculum Committee receives a report at every curriculum meeting to update progress on SEN issues,
- the SEN policy is reviewed annually,
- the governors' annual report details the effectiveness of the SEN policy in the last year, any significant changes to the SEN policy, why they have been made and how they will affect SEN provision,
- 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 special educational needs provision made by the school. The Headteacher will work closely with the Special Needs Governor and Staff to ensure the effective day-to-day operation of the school's special educational needs policy. The Headteacher will identify areas for development in special educational needs and contribute to the school's improvement plan.

### The Special Educational Needs Co-ordinator (SENDCO)

Mrs Dianne Cross/Miss Emily Cragg is the school SENDCO and is responsible for:

- co-ordinating SEN provision for children.
- liaising with and advising teachers,
- maintaining the school's SEN 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 ILPs/IEPs 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 SEN. They work together with the SENCO to formulate and review ILPs and to maintain a class SEN 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 recognised at Dolphinholme C.E. Primary School. Hard copy files are stored in the school office, whilst electronic files are stored within the school's secure server. Some relevant pupil specific special needs data is also stored by the SENDCO on her password protected school business laptop.

## Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review in October 2018.

## 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. Dolphinholme C E Primary School publishes its accessibility plans within its Local Offer and its Inclusion policy. These can both be found on the website at;

[www.dolphinholme.lancs.sch.uk/](http://www.dolphinholme.lancs.sch.uk/)

## Complaints

Should a parent or carer have a concern about the additional provision made for their child then they should follow the school's complaints procedure. In the first instance parents are encouraged to discuss the issue with the class teacher. If the matter is not resolved satisfactorily parents have recourse to the following:

- discuss the problem with the Headteacher who will liaise with the class teacher.
- more serious on-going concerns should be presented in writing to Chairman of the Governors, who will work in liaison with the SEN Governor.

Parents are informed about Information Advice and Support Services (formerly Parent Partnership)

## Bullying

Bullying is taken very seriously at Dolphinholme CE Primary School. To view the school's policy on anti-bullying, see the school's website at;

Statistically, children with SEND are more likely than their peers to experience bullying. Consequently, staff and governors at Dolphinholme C E Primary School endeavour to generate a culture of support and care among pupils.

## **Statement of Day to Day Practice**

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

**1) Ensure that pupils participate in their learning and increase their responsibility for their learning and behaviour as they move through the school.**

**Pupil related** practice in this area will be:

- a) To ensure that, when appropriate, pupils are involved in the reviews of their ILPs/IEPs.
- b) To continue to use assessment for learning to support pupils in understanding their 'next steps'.

**2) Ensure good working relationships with parents, carers and the community.**

**Parent related** practice in this area will be:

- a) To continue to ensure all IEPs/ILPs are received by parents as well as providing the opportunity to attend review meetings.
- b) Additional parents' meetings are held when appropriate
- c) To review induction procedures to ensure that new parents are confident to share special educational needs information about their children and that this review is reflected in the school's prospectus.
- d)

**3) Ensure that the school offers a broad balanced and differentiated curriculum that is accessible to pupils with special educational needs and promotes high standards of attainment and achievement.**

**Curriculum related** practice in this area will be:

- a) To continue to build a resource bank to support SEN pupils in response to specific needs of the individual
- b) As part of whole school monitoring and evaluation, consider the effectiveness of the curriculum offered to pupils with special educational needs.

**4) Ensure that the learning needs of pupils with special educational needs are identified and assessed as early as possible, and their progress is closely monitored.**

**Assessment related** practice in this area will be:

- a) Work with Development Matters, PIVATS and P Scales when appropriate
- b) Use SATs, KLIPs, P Scales and PIVATS and the Lancashire Tracking Tool to monitor pupil progress and set improvement targets.

- 5) **Ensure all teaching and non-teaching staff are involved in planning and meeting the learning needs of special educational needs pupils.**

**Staff related** practice in this area will be:

- a) Revisit with all staff the SEN Code of Practice and changes in statutory requirements.
- b) TAs to continue to record their work with individual and groups of pupils as well as to contribute to IEP/ILP reviews and individual tracking sheets.

- 6) **Ensure that the school liaises with special schools, outside agencies effectively to meet the needs of staff and pupils**

**Liaison target related** practice in this area will be:

- a) Continue to match needs of pupils at action plus and with statements to the appropriate outside agency.

**October 2017**