



# SEND Policy 2017



## **Redfield Edge Primary School**

**SEND/CO/ Inclusion Leader: Lisa Robinson**

Experienced SENDCO  
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**SEND Governor: Mrs Kelly Field**

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*At Redfield Edge Primary school we ensure that all children; including those identified as having a special educational need have a common entitlement to an accessible, broad and balanced academic and social curriculum and are fully included in all aspects of school life.*

*We believe that every teacher is a teacher of every child including those with SEN.*

*This policy has been developed by SENDCOs in the school alliance. It reflects the recent changes to the SEND Code of Practice 0-25 guidance 2014.*

### **Aim**

All children in school are accepted equally, encouraged, respected and valued regardless of their ability and/or behaviour. Our aim is to provide children with the best possible outcomes in preparation for life-long learning. We endeavour to raise the aspirations and expectations of all pupils, including those with SEND by working collaboratively with parents and carers and listening to the voice of the pupil.

### **Objectives**

- To identify at the earliest opportunity those children with special educational needs and/or additional needs.
- To provide, monitor and review personalised provision as appropriate and set realistic and challenging targets.
- To work within the guidance provided in the SEND Code of Practice 2014.
- To ensure that every aspect of a child's development is taken into consideration and provided for within a whole school, inclusive ethos.

- To heighten awareness that every teacher is a teacher of every child including those with SEND.
- An appropriately qualified/ experienced SENDCO will be provided by the school to ensure that all of the points in this policy are upheld.
- To provide support, advice and facilitate training for all staff working with pupils with SEND.
- To develop and maintain partnership and high levels of engagement with parents and effectively liaise with outside agencies.
- To adhere a graduated approach to interventions following a four part cycle of assess, plan, do, review.

### **Admissions Policy for pupils SEND**

Our school admissions process is managed by South Gloucestershire Council and all arrangements are conducted by them. The council is aware that the school is accessible and therefore is able to welcome pupils with a wide range of needs. In certain circumstances, in discussion with South Gloucestershire Council and parents, it may be agreed that Redfield Edge Primary Scholl is not the appropriate setting in which case we will follow guidance and procedures from the 0-25 service when seeking an alternative placement. Through implementation of our Accessibility Plan the school seeks to continually enhance its provision for pupils with SEND.

### **Identifying Special Educational Needs**

*“A pupil is deemed to have SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.”*  
**(Children and Families Act 2014, para 6:15 p 83)**

Children’s needs may be categorised into four broad areas, these include;

- 1. Communication and Interaction**
- 2. Cognition and Learning**
- 3. Social, Emotional and Mental Health**
- 4. Sensory and/or Physical**

These four categories broadly identify the aspects of SEND needs for pupils at our school however we will also identify the needs of pupils by considering the whole child, which will include not just the special educational needs of the child or young person.

Other issues that may impact on progress and/or attainment but are not solely SEND include;

- Disability
- Attendance
- Punctuality
- Gifted and Talented
- Underachievement
- Health and Welfare
- English as an additional language (EAL)
- Being in receipt of Pupil Premium
- Being a looked after child

Being a child of a serviceman/ woman  
Unexplained behaviour difficulties

Although these do not constitute SEND themselves, the school will have systems and procedures in place to support these children where appropriate.

## **A Graduated Approach to SEND support**

### **Assess**

A clear understanding of a child's needs is a critical precondition to planning effective strategies, creating appropriate provision and influencing the adjustments to teaching that will lead to at least good progress and improved outcomes.

Assessment of need starts with a whole school approach that can quickly identify where a child is not making adequate progress despite high quality teaching. Information that teachers may draw upon include;

- Teachers' assessment and experience of a pupil
- Pupil progress attainment and behaviour
- The individual's development in comparison to their peers
- The views and experience of parents
- Pupils own views
- Advice from external support services

### **Plan**

Once the need for SEND support has been identified the code is quite clear that the first step in responding to a pupil's identified need is to ensure that high quality teaching, differentiated for individual pupils, is in place.

Teachers will adapt their teaching and provision to overcome the barriers of learning and make changes to ensure full accessibility to the curriculum with the support of the SENDCO.

We believe that parents and pupils are an integral part of the planning process and are invited to contribute their thoughts and ideas during regular meetings throughout the year.

Advice will be sought and followed from various outside agencies as required.

In addition to the above, the process of planning for a child with a statement or an Education Health Care Plan (EHC) will take account the statutory requirements from their statement/ EHC Plan.

### **Do**

The teacher is at the centre of day to day responsibility for working with all pupils including those with identified SEND. It is imperative that the teacher works closely with all adults involved with 1:1 provision or any teaching away from the class as the teacher is ultimately responsible for assessing the impact of targeted interventions.

### **Review**

As mentioned, teachers are continually reviewing the progress of all pupils on a daily basis through marking, feedback, observations and regular meetings with support staff. This happens for all pupils throughout the year both formally and informally. In addition to this, for pupils with recognised SEND the progress of meeting planned outcomes is assessed and reviewed regularly, at least three times a year.

Teachers consider the following when discussing the progress of pupils identified with SEND;

Have the pupils met their expected targets?

Are the pupils on track to meet their end of year/ key stage target?

Is there an improvement in the previous rate of progress?

Is the gap narrowing (attainment and progress) between pupils with SEND and all pupils?

## **The role of Parents/ Carers and Children in the graduated approach**

In the new code of practice there is a stronger emphasis on improving the parent/carer voice and that of the SEND child. To facilitate this, three meetings annually will be organised for parents, carers and children to contribute to the plan, do and review process to ensure that the needs of the child are truly reflected in the provision being provided by the school.

## **Managing pupil's needs on the SEND register**

Under the new Code of Practice 0-25 2014, there are two ways in which a child with SEND might have their needs categorised; **SEN Support** or **Education Health Care Plan (EHC)**. The main difference between the two categories are that those with an EHC have their statutory rights protected by law whereas those categorised as SEND support will be met through in house arrangements according to personalised, specific needs (see Assess section on the Graduated Approach to SEND Support).

An SEND register will be kept and updated at least three times a year, following data analysis and pupil progress meetings.

Using the plan, do, review process teachers will try and provide for the emerging needs of each child using the skills and expertise both within the classroom and across the school. However, on occasions, following the review and assessment process, school may seek additional support and specialist services. If this happens, parents and carers are fully involved in the process by contributing and consenting to the referral.

Parents and carers will be consulted by teachers when it is felt necessary to place a child on the SEND register. At this point, parents will be fully included in the planning process.

If, following a review meeting it was felt that a child had made significant progress and no longer required to be on the SEND register, then in consultation with the parents, an agreement will be made to remove the child from the register.

There are other processes in school that may support a child with SEND and would be used as and when appropriate for specific circumstances.

The level of provision decided is based upon individual needs in consultation with the child, appropriate professionals, teachers and parents. For more information please see ***Frequently Asked Questions*** located on the school website.

As a school if we identify that we are unable to fully meet the needs of a child we will

- Request advice from the appropriate agencies and follow any recommendation that are made to meet individual needs
- Carefully track and monitor support progress and attainment
- Liaise with other settings to develop support for a child.
- Request a statutory assessment in order to put in place an EHCP.
- Work closely as an alliance to maximise expertise and resources
- Involve parents and carers throughout this process, at all stages

The school is responsible to provide adequate resources through the budget assigned to SEND and this is monitored closely by the Senior Leadership Team (SLT).

For pupils eligible for funding through a Statement/EHC this is also tracked and monitored through SLT and reviewed annually through the review process within the school and then the SEND case panel (South Gloucestershire). The panel will then identify if the statement/EHC will require any adjustment.

There are clear guidelines for the statement/EHC process.

### **Training and Resources**

Training needs for all school staff can be identified in the following ways:

- Audit of staff expertise and training needs
- Recognising specific needs for individual pupils and how staff can be trained to support that child.
- The SENCO has regular training on updates in SEND issues/developments both nationally and locally.
- Elements of the school improvement/development plan to be addressed through training.

Resources are purchased as and when they are required.

### **Roles and Responsibilities**

The **SENDCO** will:

- \*Liaise with outside agencies, Early Years providers, other schools, health and social care providers as well as the Local Authority.
- \* In conjunction with the class teacher, take responsibility for overseeing and coordinating the completion of each pupil's Support Plan.
- \* take responsibility for the completion of outside agency referrals as well as paperwork relating to the EHCP.
- \*Liaise with the relevant Designated Teacher when a Looked After pupil has a SEND.
- \*In conjunction with the class teacher, liaise with the parents and carers of children who have SEND.
- \*Evaluate and report on the provision for children who have SEND to the Governing Body in conjunction with the SEND Governor.
- \*Liaise with the local secondary schools, so that relevant information is passed on to the Year 7 teachers and support is provided for year 6 pupils as they prepare to transfer to Key Stage 3.
- \*Liaise with the parents of pupils transferring to a new school, or phase of their education. This will ensure parents are informed about their options and to ensure a smooth transition is planned.
- \*Advice on the deployment of the schools designated budget and other resources to meet pupil's needs effectively.
- \*Regularly observe and support intervention group work to ensure it is high quality targeted provision and will monitor the progress of children undertaking intervention.

\*Ensure the school keeps the records of all pupils who have SEND up to date.

\*Work alongside the Head teacher and the Governing Body to ensure the school meets its responsibilities under the Equality Act of 2010 with regards to reasonable adjustments and access arrangements.

The **SEND governor** will offer support and challenge to the school SENDCO. They will meet at least three times a year to discuss strategic changes and developments using the SEND action plan as a guide. The SEND governor will then report back to the Full Governing Body regularly.

The **Teachers** will work closely with the SENDCO to plan appropriate provision for the pupil's in their care. They will set targets and review progress of interventions and ensure that SEND pupils access appropriate support in class to meet their personalised needs. Teachers are responsible for setting up and maintaining a 'Support plan' for each child with SEND. Teachers meet regularly with parents to discuss progress, review targets and discuss next steps in terms of the provision needed to best support the child.

All **teaching assistants** have a line manager within the school. Their role is to ensure that under the guidance of the class teacher they are providing rich and varied learning opportunities for the children in their care and are giving appropriate feedback on progress and future needs. In some cases a teaching assistant will be allocated to an individual child.

Teaching Assistants are invited to attend and contribute to a child's Annual Review process.

### **Storing and Managing Information**

All documentation linked to children on the SEND register is securely stored with access only to the school SENDCO and members of SLT. Documents are handed to new settings during transition and copies are held in school for a period of time. Any documentation no longer required is shredded.

### **Dealing with complaints**

Positive home school relationships often mean that concerns and complaints can usually be dealt with between parent's carers and school staff. However, when a more formal complaint is made this needs to be in accordance with our schools complaints policy.

### **Reviewing the policy**

The SEND policy will be reviewed on an annual basis by the senior leadership team alongside the governing body and ratified accordingly. The policy will also be reviewed alongside schools in the Alliance. Opportunities will be given to parents to respond to the policy and share their thoughts with a member of staff.

Date to be reviewed            July 2018