

COMPASSION, ACCEPTANCE, RESPONSIBILITY, FORGIVENESS, TRUST

## **SEN&D Policy**

This policy is written by River Collaboration Group of local schools and based on the Kent model policy.

This policy is written in line with the requirements of:-

Children and Families Act 2014

SEN Code of Practice 2014

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer

Equality Act 2010

Schools Admissions Code, DfE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

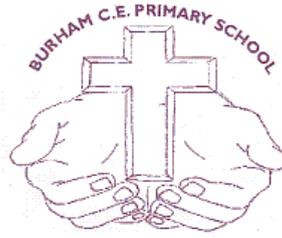
SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies :

[Behaviour Policy](#), [Equalities Policy](#), [Safeguarding Policy](#), [Attendance Policy](#), [Complaints Policy](#) and [Supporting Pupils in school with medical conditions policy](#).

This policy was developed with members of the Senior Leadership Team and with SENCOS within our River AEN Collaboration group. It has been previewed by the Governing Body. It has been sent to every parent with a child on the SEN register . Their comments have been taken into consideration and have helped to shape the policy.

**This Policy will be reviewed annually.**



### **Definition of SEN**

A child 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.

A child of compulsory school age or a young person has a learning difficulty if he or she:

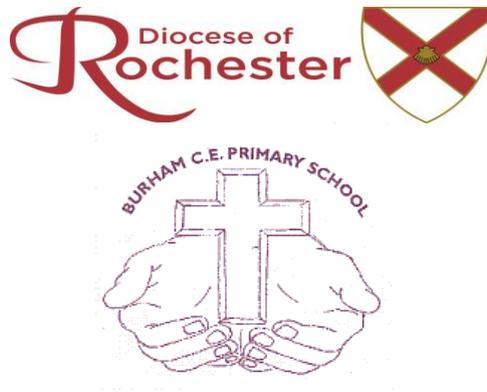
- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. *SEN Code of Practice (2014, p 4)*

### **Definition of disability**

Many children and young people who have SEN may also 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' *SEN Code of Practice (2014, p5)*

*A child under compulsory school age has special education needs if they fall within the definition at (a) or (b) above or would do so if special education provision was not made for them.*

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



### **1 The kinds of special educational need for which provision is made at the school**

At Burham CE Primary School we can make provision for every kind of frequently occurring special educational need without an Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, Asperger's syndrome, learning difficulties and behaviour and emotional difficulties.

There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority.

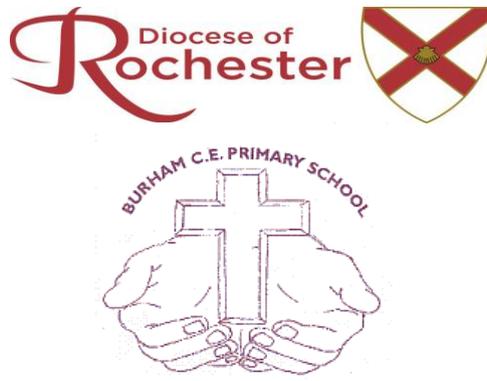
The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

### **2 Information about the policy for identification and assessment of pupils with SEN**

At Burham CE Primary School, we monitor the progress of all pupils six times a year to review their academic progress. We also use a range of assessments with all the pupils at various points including Y1 phonics screening, mock SATs test; end of unit tests, Superwriting and in-year and end of year benchmarking.

Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up.

Some pupils may continue to make inadequate progress, despite high-quality teaching and provision targeted at their areas of weakness. For these pupils, and in consultation with parents, we will consult with the Local Inclusion Forum in order to identify any further strategies or support. For a few individuals it may be deemed necessary to have an assessment carried out by an Educational Psychologist.



We have access to external advisors who are specialised in a variety of assessment tools. These include Educational Psychologists, Behaviour Support Services, Specialist teachers for Cognition and Learning and Communication and Language.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a SEN support plan and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used. All Special needs interventions will be defined on the class Provision Map.

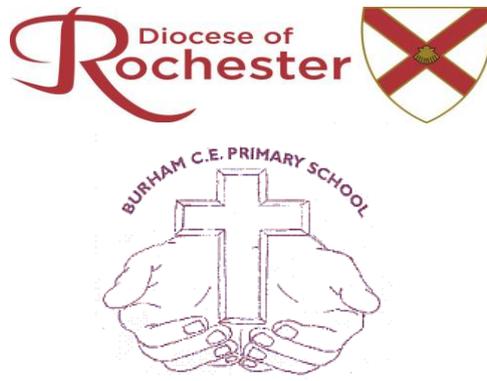
### **3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans, including**

#### **3a How the school evaluates the effectiveness of its provision for such pupils**

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2014, 6.17)* describes inadequate progress thus:

- 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 rate of progress
- Widens the attainment gap



For pupils with an Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

**3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs**

Every pupil in the school has their progress tracked six times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use are cited in Section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

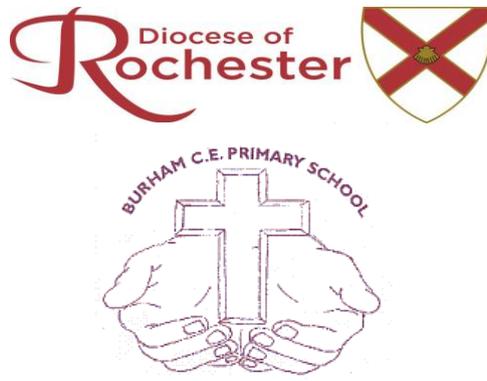
Provision Maps are formally reviewed three times a year alongside pupils progress meeting and linked to data. However they are intended to be working documents and teachers should adjust them as appropriate if a provision is not working.

**3c the school's approach to teaching pupils with special educational needs**

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2014, 6.37)*

**Mainstream Core Standards.**

We follow the Mainstream Core Standard advice developed by Kent County Council to ensure that our teaching conforms to best practice.



In meeting the Mainstream Core Standards the school can employ some additional teaching approaches, as advised by internal and external assessments e.g. one to one intervention/ mentoring, small group teaching, use of ICT software learning packages.

**3d how the school adapts the curriculum and learning environment for pupils with special educational needs**

At Burham CE Primary School, we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

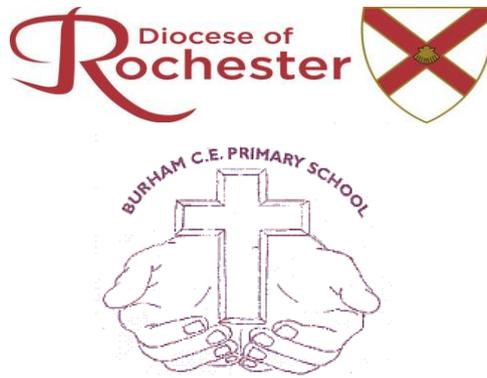
As part of our requirement to keep the appropriateness of our curriculum and learning environment under review, the Governors continue to make improvements as part of the school's accessibility planning and continue to identify which aspects need to be improved.

**3e additional support for learning that is available to pupils with special educational needs**

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and the interventions we can offer are on our provision maps. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs, and above that amount the Local Authority should provide top up to the school. This is accessed by applying for High Needs Funding.

**3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs**

All clubs, trips and activities offered to pupils at Burham CE Primary School are available to pupils with special educational needs either with or without an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity.



### **3g support that is available for improving the emotional and social development of pupils with special educational needs**

At Burham CE Primary School, we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance through S.E.A.L, Collective Worship and Social Skills groups and indirectly with every conversation adults have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following: access to counselling, mentor time with member of staff, time out space for pupils to use when upset or agitate; external referral to CAHMs and/or Specialist behaviour support.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

Should a pupil exhibit needs in terms of their emotional development the school has bought into the 'steps' resource. This is a small group with a high level of specialist adult support. The aim is to facilitate the child to manage their own feelings and behaviour.

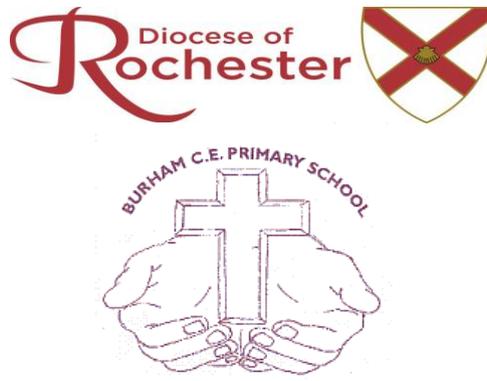
### **4 The name and contact details of the SEN Co-ordinator**

The SENCO at Burham CE Primary School is our headteacher, Miss Grima, has many years of experience and training in the field of SEN including the following training specialisms :

- \*Child Protection Officer Training
- \* CAF and TAF Training
- \* Manual Handling Training
- \* Makaton
- \* T.E.A.C.C.H
- \* Extensive training in Autistic Spectrum Disorder

Miss Grima is available on 01634 861691 or via: [office@burham.kent.sch.uk](mailto:office@burham.kent.sch.uk)

### **5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured**



All staff are committed to professional development and as such attend a wide range of training . A list of current staff qualifications and training is available from our school office. You may request this in person or by emailing the office : [office@burham.kent.sch.uk](mailto:office@burham.kent.sch.uk)

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are, Grange Park & Ridge View Schools, Educational Psychologist, Behaviour specialists. The cost of training is covered by the notional SEN funding.

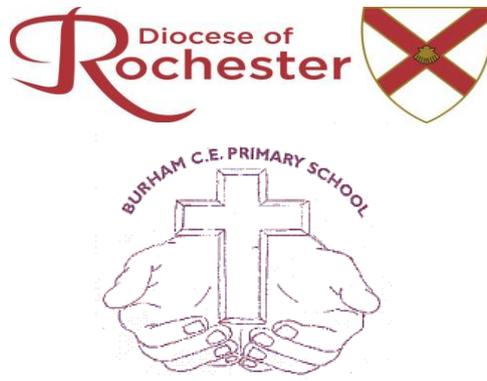
**6 Information about how equipment and facilities to support children and young people with special educational needs will be secured**

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

**7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education**

All parents of pupils at Burham CE Primary School are invited to discuss the progress of their children on 2 occasions a year and receive a written report once a year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map which will be shared with and given to parents twice a year.

If following this normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.



In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

**8 The arrangements for consulting young people with special educational needs about, and involving them in, their education**

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

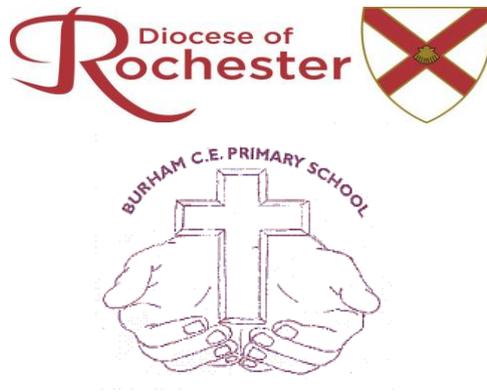
**9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school**

The normal arrangements for the treatment of complaints at Burham CE Primary School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with Class teacher, Assistant Headteacher or SENCO/Headteacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an Education Health Care Plan where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by 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 pupils with special educational needs and in supporting the families of such pupils**



At Burham CE Primary School the Governor responsible for SEN is Mr Tim Hill. He can be contacted via the school office . ( 01634 861691 or [office@burham.kent.sch.uk](mailto:office@burham.kent.sch.uk))

The SENCO governor meets with the SENCO 3 times a year to ensure provision is appropriate and meets the needs of identified pupils. To foster good links with the Governing Body the SEN Governor will report back to the Governors the outcomes of the meeting. The SENCO will report to the Governing Body three times a year. The Governing Body can engage with the following bodies whenever necessary:

- LIFT – for access to specialist teaching and learning services
- Referrals to Educational Psychology, Therapy Services/Occupational Therapy Services/Physiotherapy Services for pupils with requirement for direct therapy or advice.

**11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)**

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on

**HELPLINE:** 03000 41 3000

**Office:** 0300 333 6474 and

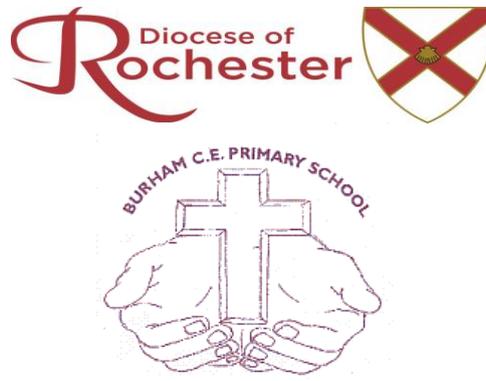
**Minicom:** 0300 333 6484

**E-mail:** [kentparentpartnershipservice@kent.gov.uk](mailto:kentparentpartnershipservice@kent.gov.uk)

<http://www.kent.gov.uk/kpps>

**12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living**

At Burham CE Primary School, we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer is a seamless as possible . This can include Transition meetings, visiting Nursery settings, SENCO and TAF meetings.



We also contribute information to a pupils' onward destination by providing information to the next setting. This includes phone/face to face meeting with receiving SENCO and setting up Vulnerable Transfer Meeting to ensure information is shared appropriately.

**13 Information on where the local authority's local offer is published.**

Local offer is all about making it easier for people to find out about services available to 0-25 year olds with special educational needs and disabilities. The local authority's local offer is published on [www.kent.gov.uk](http://www.kent.gov.uk) and further information regarding this can be found on our website: [www.burham.kent.sch.uk](http://www.burham.kent.sch.uk) (click on School Information and follow link to Special Educational Needs and Disability Support). Parents without internet access should make an appointment with the SENCO for support to gain the information they require.

Approved by the GB on .....

Next review on .....

- September 2014
- September 2015
- March 2016
- Reviewed April 2017