

Special Educational Needs and Disabilities (SEND) Policy

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Our beliefs and values: To Identify children who have special educational needs and provide appropriate help, support, challenge and resources.

'Every teacher is a teacher of every child or young person including those with SEN'.

This document was written with reference to the Children and Families Act 2014 and associated regulations, the revised Special Educational Needs Code of Practice: 0-25 years January 2015, the SEN & Disability Act 2010 and the Special Educational Needs and Disability Regulations 2014 (See Appendices for links)

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Section 1

Aims and Objectives

We believe that all children and young people are entitled to an education that enables them to make progress so that they:

- Achieve their best
- Become confident individuals living fulfilling lives
- Make a successful transition into adulthood, whether into employment, further or higher education or training (0 to 25)

Every school is required to identify and address the SEND of the pupils that they support and work within the guidance provided in the SEND Code of Practice 0-25 years 2014.

Our school will:

- Aim to identify needs at the earliest point and make effective provision
- Use our best endeavors to make sure that a child with SEND gets the support she or he needs - this means doing everything that we can do to meet a child's or young person's SEND
- Ensure that children and young people with SEND engage in the activities available in school alongside pupils who do not have SEND
- Identify the roles and responsibilities of staff including a designated teacher to be responsible for coordinating SEND
- Ensure that parents/carers play their part in supporting their child's education and informing parents/carers when the school is making special educational provision for a child
- Ensure that our children have a voice in this process.

Section 2

Identifying Special Educational Needs

Definition

The definition of Special Educational Needs and Disabilities, as outlined in the SEND Code of Practice 2014: Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children fulfil this criterion if they:

- Have significantly greater difficulty in learning than the majority of children of the same age
- Have a disability that prevents or hinders them from making use of the educational facilities that are provided for children of the same age
- Have emotional or behavioral difficulties that interfere with their ability to learn

Children must not be regarded as having a SEND needs solely because of:

- A disability
- Attendance and punctuality
- Health and Welfare
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman
- The language of their home is different from the language in which they will be taught
- Slow progress or low attainment
- Persistent disruptive or withdrawn behaviors

Assessment

All children who join us have attended a previous educational setting and will have sometimes had their needs assessed already. Transition meetings are encouraged with professionals who may already be involved.

The school will assess each pupil's current skills and levels of attainment on entry, building on information from the previous setting and Key Stages as appropriate. Class and subject teachers, supported by the senior leadership team, will make regular assessments of progress for all pupils, linked to the four broad areas of need; Communication and interaction, Cognition and learning, Social Emotional and Mental Health difficulties and Sensory and Physical needs. We believe that the purpose of identification of SEND is not to fit a pupil into a category but to work out what action we need to take as a school. Our school considers the needs of the whole child.

For some children, SEND can be identified at an early age. However, for other children and young people difficulties become evident only as they develop. Working in partnership with parents/carers and the children themselves is an essential part of this process.

Factors that can impact on progress and attainment but is not an SEND

Persistent disruptive or withdrawn behaviors do not necessarily mean that a child or young person has SEND. The school works closely with parents to identify possible causal factors such as undiagnosed learning difficulties, difficulties with communication or mental health issues. If it is thought housing, family or other domestic circumstances may be contributing to the presenting behavior, a multi-agency approach may be appropriate. In all cases, early identification and intervention can significantly impact on outcomes. Professionals will be alert to other events that can lead to learning difficulties or wider mental health difficulties, such as bullying or bereavement. Such events will not always lead to children having SEND but it can have an impact on well-being and sometimes this can be significant. The school will ensure that appropriate

provision for a child's short-term needs is made in order to prevent problems escalating. Where there are long-lasting difficulties the school will consider whether the child might have SEND. Further guidance on dealing with bullying issues can be found on the GOV.UK website and in the school's Anti-Bullying policy (follow the link below) http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html.

Slow progress and low attainment do not necessarily mean that a child has SEND and should not automatically lead to a pupil being recorded as having SEND. However, this may be an indicator of a range of learning difficulties or disabilities. Equally, it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability. Some learning difficulties and disabilities occur across the range of cognitive ability and, left unaddressed, may lead to frustration which may manifest itself as disaffection, emotional or behavioral difficulties.

Identifying and assessing SEND for pupils whose first language is not English requires particular care. The school will look carefully at all aspects of a pupils performance in different areas of learning or subjects to establish whether lack of progress is due to limitations in their command of English or if it arises from SEND. Difficulties related solely to limitations in English as an additional language are not SEND.

Section 3

Managing pupils needs on the SEN register

Quality first teaching

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.

Our first step in responding to pupils who have difficulty in accessing the curriculum is high quality teaching differentiated for individuals. Additional intervention and support cannot compensate for a lack of good quality teaching. Information from a wide range of sources including discussion with the pupil, their parents/carers, teacher and/or the Special Needs Coordinator (SENCO) will be gathered to determine the needs and provision for the child.

We ensure that the quality of teaching for all pupils is carefully and consistently reviewed. Teacher's understanding of strategies to identify and support vulnerable pupils and their knowledge of SEND is reviewed where necessary.

Deciding whether to make special educational provision

If a pupil has received differentiated, high quality teaching and is continuing to have difficulty in making adequate progress which is in line with their age, meetings are then held between the pupil's teacher, parent and SENCO to discuss whether that pupil

requires special educational provision. All information about the pupil's progress will be gathered and considered during this meeting before a final decision is made. If it is decided that special educational provision is required, that pupil will be categorised as "SEN Support" in the school's register.

A Graduated Approach to SEN Support

If a pupil is placed on the school's register as SEN Support, the support they receive will take the form of a cycle named 'The Graduated Approach'. 'The Graduated Approach' which is detailed in the SEND Code of Practice 2014, suggests a four-part cycle - Assess, Plan, Do and Review.

Assess

The first part of the cycle is to use all the information gathered about the pupil from the initial meetings to detail what specific difficulties the pupil has. This may involve the SENCO carrying out more specific assessments or involving external agencies to provide assessments and support. The pupil's teacher and if necessary the SENCO, will meet with the pupil and their parent to discuss: the results of any assessments carried out, previous strategies used, the pupil's strengths, interests and any other external factors that may impact on the child's learning.

Plan

Together, the pupil, their parent and teacher will create a 'Personal Plan' for the pupil, which would incorporate: the Parents' views, the pupil's views, the teacher's and SENCO's professional advice and if appropriate, the advice of external agencies. Ultimately, this would underline strategies to support the pupil in meeting long and short term outcomes. A maximum of three short-term outcomes are made on any one Personal Plan to ensure that the pupil and the pupil's teacher is not overwhelmed with various strategies and interventions. Each short-term outcome is planned to be specific, measurable, achievable, realistic and time-sensitive (SMART). A 'Personal Plan' will also specify how school staff and parents will know if the pupil has met their outcomes set. This will be referred to in the next meeting where the cycle starts again. A date to review progress for the next term (or sooner) would be set during this meeting.

Do

Strategies will make full use of all available classroom and school resources. The pupil's teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. It is the teacher's responsibility to ensure that the strategies on the pupil's Personal Plan are used and that records of the pupil's progress against their short-term outcomes are kept throughout this process. Strategies within Personal Plans may be required to change during the 'Do' process due to varying circumstances; however parents are always informed of these changes.

Review

After a term (or less) of following the strategies stated in the pupil's Personal Plan, a

review meeting is held. During this meeting, the teacher, parent and the pupil discuss what has worked well with the strategies that have been put in place and if there were any challenges during this process. The cycle begins again and the pupil's teacher's ongoing formal and informal assessments will also be discussed during this meeting to gain a greater understanding around the child's progress along with any information from external agencies. Together, this information will form the basis for the next steps for the child. SEND support will be adapted or replaced depending on how effective it has been in achieving the agreed outcomes.

For children on the school's register as having 'SEN support', this Graduated approach cycle will repeat at least three times a year (once every term) and it is the SENCOs responsibility to ensure this is enforced.

Referral for external agencies

If the child needs support from only one agency then a 'Single Service Referral' is completed, however, if advice is required from more than one agency then a 'Common Assessment Framework, (CAF)' is completed. Following the completion of the e-CAF, professionals from the various agencies involved will set up 'A Team around the Child'. The parents will select a Lead Professional from the team members. In most cases children will be seen in school by the External Agency professionals and meetings will be held within the school.

Educational Health Care Plan (EHCP)

Where, despite taking relevant and purposeful action to identify, assess and meet the SEND of the pupil, the pupil has not made expected progress, the school or parents / carers may consider requesting an Education, Health and Care needs assessment (see Chapter 9 of the Code of Practice June 2014 for further details).

Section 4

Criteria for exiting the SEN register

During the 'Review' stage of the Graduated Approach cycle, it may be decided by the pupil, their teacher, parent and the SENCO that the pupil has achieved their long-term outcomes and is now working at a level that is in line with their age group and national expectations. Following this, it may then be decided that the pupil no longer requires special educational provision and can exit the Graduated Approach cycle. With the parent's permission, the pupil will then come off of the school's register as having 'SEN Support' and will continue to access support through differentiated, high quality teaching. If at any stage after exiting the Graduated Approach the pupil again shows signs of having difficulties in making progress, the cycle can begin once again.

Section 5

Supporting pupils and families

SEND support will include planning and preparation for the transitions between phases of education and preparation for adult life (see Chapter 8 of the Code of Practice June 2014, Preparing for adulthood from the earliest years) this includes within school transitions.

External links:

- Local Authority Local offer - <http://directory.hertsdirect.org/kb5/hertfordshire/directory/localoffer.page>
- School 'SEN Information Report' and - http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html
- Information about admission arrangements and transition can be found on the school's Information report
- Hertfordshire grid for learning - SEN - links with other agencies <http://www.thegrid.org.uk/learning/sen/index.shtml>

Section 6

Supporting pupils at school with medical conditions

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 (Please ask in the school's office for a copy of the school's 'Supporting pupils with Medical Conditions Policy')

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 and disabilities (SEND) and may have a statement, or (EHCP) which brings together health and social care needs, as well as their special educational provision whereby the SEND Code of Practice (2014) is followed.

The school will make arrangements to support pupils with medical conditions. Individual care plans and/or (EHCP) will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have SEND, their provision will be planned and delivered in a co-ordinated way alongside their care plan. Schools are required to have regard to statutory guidance 'Supporting pupils at school with medical conditions'.

Section 7

Monitoring and evaluation of SEND

It is the school's practice to carefully and regularly monitor and evaluate the quality of provision we offer to all pupils. This is achieved through regular audits, sampling of parent's views (written views are collected annually), pupil's views (voiced at various times during the year such as during school council meetings and a one-to-one meetings with their teacher) and staff views. The evaluation and monitoring arrangements, promote an active process of continual review and improvement of provision of all pupils.

Section 8

Training and resources

Please refer to section 5 of the school's 'Information report' for information about staff training and section 10 for information about the allocation of resources.

http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html

The school's SENCO attends regular Local Authority SENCO network meetings and courses in order to keep up to date with the local and national updates in SEND alongside with Nasen membership.

Section 9

Roles and responsibilities

(in-line with the recommendations in the SEND Code of Practice 2014)

The Governing Body ensures that:

- The school follows the SEND Code of Practice 2014 when carrying out its duties toward all pupils with Special Educational Needs and Disabilities
- The necessary provision is made for any pupil identified as having SEND and ensures that all teachers are aware of the importance of providing for these children
- It consults the Local Authority and other schools, when appropriate, and reports annually to parents on the success of the school's policy for children with SEND
- Parents are notified of a decision by the school that SEND provision is being made for their child
- There is an identified governor who has specific oversight of the school's provision for pupils with SEND. This governor liaises with the school and reports back to the governing body
- The SEND provision, including the deployment of funding, equipment and personnel is reported back to the full Governing Body

The key responsibilities of the SENCO include:

- Overseeing the day-to-day operation of the school's SEND policy
- Coordinating provision for children with SEND
- Liaising with the relevant Designated Teacher where a Child Looked After (CLA) has SEND
- Advising on the graduated approach to providing SEND support
- Liaising with parents of pupils with SEND
- Reviewing and setting new outcomes with teachers, parents and pupils
- Evaluating the quality and impact of the support and/or interventions along with the views of the pupil and parent/carer.
- Revising the support in light of the pupil's progress and development and deciding on any changes in consultation with the parent/carer and pupil.
- Liaising with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact with external agencies, especially the Local Authority and its support services
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- Working with the Headteacher and School Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- Ensuring that the school keeps the records of all pupils with SEND up to date

The Headteacher is responsible for:

- Informing and liaising with governors on SEND provision
- Managing the Special Educational Needs Policy on a day to day basis
- Giving and arranging practical help and training to members of staff on how to deal with special needs issues as advised by the SENCO
- Ensuring that complaints regarding SEND provision are dealt with in accordance with the Local Authority guidance for school-based complaints procedures
- Ensuring all staff are trained in SEND where appropriate to provide adequate support for SEND pupils and to allow for personal and professional development

The role of the Class Teacher

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. This includes:

- Identifying children with SEND.
- Devising and implementing learning strategies and support for individual children
- Reviewing and setting new outcomes with the pupil, their parents and the SENCO
- Liaising with the SENCO to ensure the needs of individual pupils are met through the implementation of the identified strategies/interventions.
- Implementing the school's Special Educational Needs and Disabilities Policy 2014.

- Undertaking any training suggested or supplied by the school.
- Remaining responsible for working with and supporting the pupil on a daily basis.
- Leading Teaching Assistants, Learning Support staff and specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

Section 10

Storing and managing information

All information about individual pupils with SEND is stored within school under lock and key. This information is kept securely for 7 years after the pupil has left the setting before being destroyed. Pupil's information sits in line with the school's 'Fair Processing Layer 2 and 3' documents. These documents can be found using the following link:

http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html

Section 11

Reviewing the policy

The SEND policy will be reviewed annually by the SENCO, Headteacher, Staff and Governors.

Section 12

Accessibility, Inclusion arrangements, dealing with complaints and bullying.

- For information about accessibility please refer to sections 2, 4, 6 and 7 on the school's 'Information report'.
http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html
- For information about inclusion arrangements please refer to the school's 'Inclusion Policy'. Please ask for a copy from the school's office.
- For information about dealing with complaints please refer to section 12 of the school's 'Information report' (follow the above link).
- For information about dealing with bullying please refer to the school's 'Anti-bullying' policy (please ask in the school's office for a copy of this policy).

Section 13

Appendices

Appendix 1

Definition of the broad areas of need:

Communication and Interaction

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Cognition and Learning

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Social, Emotional and Mental Health difficulties

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder. The school has clear processes to support children and young people, including how to manage the effect of any disruptive behaviour so it does not

adversely affect other pupils. The Department for Education publishes guidance on managing pupils' mental health and behaviour difficulties in schools

Sensory and/or Physical needs

Some children and young people require special educational provision because they have disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Information on how to provide services for deaf/blind children and young people is available through the Social Care for Deaf/blind Children and Adults guidance published by the Department of Health.

Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Appendix 2

Links to key documents:

- Hunsdon SEND Information report on school website:
http://www.hunsdon.herts.sch.uk/Essential%20Info/essential_info.html
- The Local Authority SEND Offer:
<http://directory.hertsdirect.org/kb5/hertfordshire/directory/localoffer.page>
- Special Educational Needs and disabilities Code of Practice - 0 - 25 years:
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- SEN & Disability Act 2010: <https://www.gov.uk/rights-disabled-person/education-rights>
- Special Educational Needs and Disability - in Hertfordshire:
<http://www.hertsdirect.org/services/healthsoc/childfam/specialneeds/>