



## *Berkswell C of E School Special Educational Needs Policy – April 2015*

### **SEND Policy**

In Solihull all schools are encouraged to provide appropriate support for those children with special educational need and disabilities (SEND) who live in their area.

### **Rationale**

At Berkswell we are committed to working for quality and equality of opportunity. This policy is an integral part of the schools' broader development of maximum inclusion of educational opportunity for all pupils and states our commitment to providing an environment in which all pupils are enabled to realise their potential.

### **Inspire to Shine**

At Berkswell Primary School, children are at the heart of our curriculum. We believe every child is unique and special and we have therefore designed a curriculum which:

- Promotes a sense of high expectation and pride in themselves as learners, achievers and individuals
- Inspires a love of learning, a sense of curiosity and enquiry
- Develops lifelong learning skills
- Nurtures pupils' academic, artistic and creative talents and potential
- Engages pupils in active and practical learning experiences
- Encourages pupils to be safe, active and healthy
- Supports Christian values including friendship, respect and compassion
- Cultivates pupils' spiritual, moral, social and cultural development

Every child will be encouraged to achieve their full potential through a curriculum that is both inspirational and aspirational. Our vision for all our children is that they become secure, independent and knowledgeable young people ready to use their love of learning to make their way in the world with confidence.

## **Aims and Objectives**

The school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or group of pupils. This means that equality of opportunity must be a reality for our children. We make this a reality through the attention we pay to the different groups of children within our school and consider the following:

- Children with special needs.
- Children with disabilities.
- Gifted and talented children.
- Racial Equality.
- Children with English as an additional language.
- Equal opportunities.

The school recognises that the responsibility for identifying and supporting pupils with special needs rests primarily with the class teacher, within the framework of a whole school approach, and with the support of external professionals e.g. Educational Psychologist, Pupil and School Support teacher and Specialist Support Service (SISS).

Click here for a link to Solihull Specialist Inclusion Support Service.

<http://www.solihull.gov.uk/Resident/Schools-learning/educationalsupport/SISS>.

It is also recognised that a partnership with parents is central to the successful outcome of special needs intervention and that the pupils' views are important and should be sought and respected.

We achieve educational inclusion by continually reviewing what we do, by asking ourselves these key questions:

- Do all our children achieve their best?
- Are there differences in the achievement of different groups of children?
- What are we doing for those children who we know are not achieving their best?
- Are our actions effective?

This special educational needs policy should be read in conjunction with our school's local offer (also called the SEN Information Report) and our accessibility plan. This policy will be reviewed annually and was ratified by the Governing Body in June 2015.

## Special Educational Needs and Disability (SEND) Policy

**Berkswell Primary School**

**Date the policy was agreed by Governors: June 2015**

The aims of our special educational needs and disability policy and practice in this school are;

1. To ensure that children and young people with SEND engage in the full range of activities offered by the school alongside pupils who do not have SEND.
2. To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum and the environment.
3. To make every effort to secure special educational provision for pupils for whom this is required, that is 'additional to and different from' that provided within the differentiated curriculum.
4. To ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development.
5. To work in partnership with the Local Authority and outside agencies including health professionals.
6. To work in partnership with parents/carers and children in order to help them to be the best they can be.

### **What are special educational needs (SEN) or a disability?**

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014). This states:-

*"SEN: A child or young person has special educational needs if he or she has a learning difficulty or a disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age.** Special educational provision means **educational or training provision that is additional to, or different from,** that made generally for others of the same age in a mainstream setting in England.*

*Disability: Many children and young people who have SEN may have a disability under the Equality Act 2010 - that is **'...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day to day activities.'** This definition includes sensory impairments such as those affecting sight or hearing and long-term health conditions such as asthma, diabetes, epilepsy and cancer.*

*(<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>)*

**How does our school know if children have special educational needs and need extra help?**

**We know children need help if;**

Concerns are raised by parents/carers, teachers or the child's previous school or setting, or from information from the Local Authority or outside support agency regarding a child's level of progress or inclusion.

A pupil asks for help.

Observation of the pupil indicates that they have additional needs in one or more of the four broad areas of need as described in the code of practice for SEND:

1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. Sensory/physical

For further information about the four broad areas and the provision provided to meet needs please refer to the school's local offer which can be found on the School's home page, under the 'School' drop down menu and SEND option. Please visit the school website at (<http://www.berkswellschool.org.uk/>)

Whole school tracking of outcomes indicates concern about progress or general well-being.

#### **The kinds of SEND for which provision is made at the school**

Children and young people with SEN have different needs, but all children with SEND are welcome at our school, in line with the school admissions policy. If a place is available, we will undertake to use our best endeavours, in partnership with parents, to make the provision required to meet the SEND of pupils at this school.

For children with an Education, Health and Care Plan (EHCP), parents have the right to request a particular school and the Local Authority must comply with that preference and name of the school or college in the Education, Health and Care Plan unless;

- It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

Before making the decision to name our school in an EHCP, the local authority will send the governing body a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made. In addition, the local authority must also seek the agreement of school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through direct payment (personal budget). Parents of a child with an EHCP also have the right to seek a place at a special school if they consider that their child's needs can be better met in specialist provision.

### **How will the school support a child with SEND?**

All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners.

Pupils with a disability will be provided with reasonable adjustment to overcome any disadvantage experienced in schools and increase their access to the taught curriculum.

At Berkswell we will assess each child's current levels of attainment on entry in order to ensure that they build upon the pattern of learning and experience already established during the child's pre-school years. If the child already has an identified special educational need, this information may be transferred through *SEN Support* from the Early Years setting. The SEN Coordinator and the child's class teacher will use this information to:

- provide starting points for the development of an appropriate curriculum.
- identify and focus attention on action to support the child within the class.
- use the assessment processes to identify any learning difficulties.
- ensure on-going observation and assessment provides regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.
- involve parents in implementing a joint learning approach at home.

Details about the provision for SEND can be found in the local offer on the school's website. [local offer](#)

### **Monitoring children's progress**

Our school's system for observing and assessing the progress of individual children will provide information about areas where a child is not progressing satisfactorily. Teachers are responsible and accountable for the progress and development of pupils in their class. Where a pupil is not making adequate

progress, teachers and the SEN Coordinator working with the parents will collaborate to plan support and teaching strategies for the individual.

**Action relating to SEND support will follow an assess, plan, do and review model:**

1. **Assess:** Data on the pupil held by the school will be collated by the class teacher in order to make an accurate assessment of the pupils needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.
2. **Plan:** If review of the action taken indicates that 'additional to and different from' support will be required, then the views of all involved including the parents and the pupil, will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class teacher with advice from the SENCO.
3. **Do:** SEN support will be recorded on a plan that will identify a clear set of expected outcomes, which will include stretching and relevant academic and developmental targets that take into account parents aspirations for their child.
4. **Review:** Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.

As a result of the review process we may decide to involve outside agencies for specialist support. This is where a specific learning difficulty or barrier to learning has been identified and the process becomes more personalised and specific.

The range of agencies that come into school can be found in the schools local offer (SEND information report).

The school will involve external agencies as appropriate including health and social services, community and voluntary organisations for advice on meeting the needs of pupils with SEND and in further supporting families.

For a very small percentage of pupils, whose needs are significant and complex and the SEND support required to meet their needs cannot be provided from within the schools own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care Plan (EHCP) being created. From September 2014 the education, health and care (EHC) plan will replace new statements and there will be a programme to ensure conversion so that all children and young people who previously had a statement will have been transferred to an EHC plan by 2017. The aim is to start with conversions at key transition points. All parents and young people with an EHC plan will be able to request a personal budget for some services. This is an option for all of them to consider.

### **How will the curriculum be matched to each child's needs?**

The benefits of early identification are widely recognised; identifying need at the earliest point and then providing good interventions, improves long-term outcomes for the child or young person.

The identification of SEN is built into the schools approach of assessing and reviewing attainment and progress. Where pupils are falling behind or making inadequate progress given their age and starting point they should be given extra support.

Adequate progress can include progress which:

- is similar to that of peers starting from the same baseline;
- matches or betters the child's previous rate of progress;
- closes the attainment gap between the child and their peers;
- prevents the attainment gap growing wider.

Where pupils continue to make inadequate progress the school will assess whether the child has a learning difficulty. Where SEN is identified appropriate evidence-based interventions will be put in place. These will be provided as part of a graduated approach, which includes regular reviews of the progress made and adaptations to the support provided as required.

There is no need for pupils to be registered or identified as having special educational needs unless the school is taking additional or different action. Pupils who have disabilities but no special needs will be recorded on the school's medical register. The new code of practice provides guidance which promotes child- and - pupil centred approaches to recording individual needs, targets, interventions and outcomes.

At Berkswell provision/action that is additional to or different from that available to all, will be recorded on an 'Intervention Group' plan, however, children who have been identified as having a specific barrier to learning will have an IEP/Needs based plan. This will be written by the class teacher in consultation with the SEN Coordinator, pupils, parents and carers. It may also involve consultation and advice from external agencies. Plans for the use of support should relate to a clear set of expected outcomes and the progress towards these outcomes should be tracked and reviewed regularly.

The IEP/Needs based plan will set targets for the pupil and will detail:

- the short-term targets set for or by the child
- the teaching strategies to be used
- the provision to be put in place
- when the plan is to be reviewed
- success and/or exit criteria

This will be reviewed termly and the outcomes will be recorded. Pupils will participate in the review process according to their age and abilities. Parents / carers will also be invited to participate in the target-setting and review process.

### **What should parents do if they think their child may have special educational needs?**

If parents have concerns relating to their child's learning these need to be discussed initially with the child's class teacher. This then may result in a referral to the school SENCO.

All parents will be listened to. Their views and aspirations for their child will be central to the assessment and provision that is provided by the school. Parents are encouraged to arrange an appointment to discuss their child's progress with the class teacher, the SENCO, a member of the senior leadership team at any time when they feel concerned or have information they feel they would like to share that could impact on their child's success. Please contact the school office who will arrange this appointment for you. The contact number is 0167532141.

### **What support will there be for children's overall well-being?**

The school offers a wide variety of pastoral support for children. These include:-

- An evaluated Personal, Social, Health and Economic (PSHE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Pupil and Parent voice mechanisms are in place and are monitored for effectiveness by the Governor responsible for this area.
- Small group evidence led interventions to support pupils' well-being are delivered to targeted pupils and groups by our Community Liaison staff member, Mrs Went. This intervention aims to support improved interaction skills, emotional resilience and well-being.

- The school has gained Healthy Schools status which evidences the work undertaken within the school to support pupil's well-being and mental health.

For information about pupils with medical needs please refer to the 'Medicines in School Policy', which can be found on the school's website.

### **What training do staff supporting children and young people with SEND undertake?**

See School's Local Offer for an up to date list of training and INSET:-

[www.berkswellschool.org.uk/uploads/SEND\\_intervention\\_plan.pdf](http://www.berkswellschool.org.uk/uploads/SEND_intervention_plan.pdf)

The teacher's standards state that teachers should;

#### **Adapt teaching to respond to the strengths and needs of all pupils**

*'have a clear understanding of the needs of all pupils, including those with special educational needs, those of high ability, those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.'*

*(Teachers Standards p11)*

#### **Core Standards:**

**C10-** *Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential.*

**C19-** *Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.*

Please refer to the school's information report which is more school specific (Berkswell's Local Offer) [local offer](#)

### **How will my child be included in activities outside the classroom including school trips?**

- Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities.
- The school ensures it has sufficient staff expertise to ensure that no child with SEND is excluded from any school provided activity.

### **How accessible is the school environment?**

The following adaptations have been made to the school environment:-

- One toilet has been adapted to ensure accessibility for visitors with a disability.
- All classrooms are on one level so that they are accessible to all.

Our Accessibility Plan (statutory requirement) describes the actions the school has taken to increase the access to the environment, the curriculum, and to printed information is available via the school website.

### **How will the school prepare/support my child when moving classes or joining or transferring to a new school?**

- Planned pupil progress meetings 3 times a year to track progress and attainment.
- IEP and intervention records are working documents that are updated as an on-going process to inform future teaching and learning for children with SEN.
- Transition meetings across phases and year groups. Prior to the end of an academic year the teachers and SENCO will meet to discuss the IEP/Needs and assess plans for those children with a SEND.
- Review meetings with parents and teachers from different phases at the end of a key stage.
- Links with local secondary schools for transition for SEN and vulnerable children.
- EYFS1 - Home visits and a programme of induction activities to enable children to settle quickly into school and to initiate relationships between school and home.
- Links with pre-school and other early years childcare providers.
- If pupils are transferring from another setting, the previous school records will be requested immediately and a meeting set up with parents to identify and reduce any concerns.
- The annual review in Y5 for pupils with a statement or EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.

### **How are the school's resources allocated and matched to children's special educational needs?**

The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:-

- (1) A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
- (2) The Notional SEN budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
- (3) The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are in the care of the Local Authority or whose parents are in the Armed Services.
- (4) For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEN Funding allocation. This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities.

The range of support offered is identified on the provision maps which are available to view on the school website. These target the 4 areas of need:-

- Cognition and learning
- Behavioural, emotional and social
- Communication and interaction
- Sensory and/or physical

If parents wish to discuss the options available for their child, they are welcome to make an appointment to see the class/subject teacher, SENCO or a member of the Senior Leadership Team.

### **How is the decision made about how much support each child will receive?**

- For pupils with SEND but without a statement of educational need/EHCP, the decision regarding the support provided will be taken at joint meetings with the SENCO, class teacher and parent.
- For pupils with a statement of educational need/EHCP, this decision will be reached in agreement with parents when the EHCP is being produced or at an annual review.

### **Who will I contact for further information or if I have any concerns?**

If you wish to discuss your child's special educational needs or are unhappy about any issues regarding the school's response to meeting these needs, please contact the following;

- Your child's class teacher

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- The SENCO
- The Head teacher

The governor with responsibility for SEN issues will monitor the effectiveness of the policy. The governor will work with the Head teacher and SENCO to ensure adequate provision is made to support the school's efforts to help every pupil to reach his or her full potential.

- The head teacher will provide feedback to the governing body on an annual basis on the effectiveness of this policy. The monitoring includes feedback from parents and children
- School performance information is evaluated in comparison with national data and LEA data to identify any patterns of underachievement.
- The governors will take into serious consideration any complaints from parents, staff or pupils regarding any aspect of inclusion.

For any complaints, please contact the School Governor with responsibility for SEND, Mrs J Fernando.

**Support Services for parents of pupils with SEN include:**

- *Parent Partnership Services (PPS) offer independent advice and support to parents and carers of all children and young people with SEND. The nearest PPS can be located via <http://www.parentpartnership.org.uk>*  
***Need Solihull's Contacts.***
- *The PPS will also provide information on how to access an Independent Supporter for those parents whose children are being assessed for an EHCP. Independent Supports aim to provide guidance to parents regarding the EHCP process. A FAQ fact sheet on Independent Supporters is located here <http://preview.tinyurl.com/ox2q3cv>*
- *For parents who are unhappy with the Local Authority or school responses to their child's SEND, parents may seek mediation from the regional mediation services. Information on this free service is located here <http://preview.tinyurl.com/qx5a8vq>*
- *Parents and carers can also appeal to the Government's SEND tribunal if you disagree with the Local Authority's decision about your child's special educational needs. You can also appeal to the tribunal if the school or council has discriminated against your disabled child. Information on this process is available here <http://preview.tinyurl.com/ovq4so3>*

Policy drawn up by: Mrs J Bannister

Date: April 2015

Link Governor: Mrs J Fernando

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Ratified by the Governing Body: June 2015

**Information on where the Local Authority's Local Offer can be found:**

Solihull's Local Offer can be found via this link:-

<http://socialsolihull.org.uk/localoffer/>

**Supporting Policy documents**

(These policies are available on the School SEN Local Offer or under [policies](#) on the school website):

- Disability and Accessibility Policy
- Equalities Policy
- Mental Health & Behaviour
- [www.gov.uk/government/publications Mental Health and Behaviour in Schools](http://www.gov.uk/government/publications/Mental-Health-and-Behaviour-in-Schools) - Departmental advice for school staff.

**(A glossary of terms is included in the appendices of the SEND Code of Practice)**

DfE: Department for Education

EHCP: Education, Health and Care Plan

IEP Individual Education Plan

LA: Local Authority

SA: School Action (Now SEN Support)

SA+: School Action Plus (The plus indicated the involvement of external agencies) - Now SEN Support

SEN: Special Educational Needs

SEND: Special Educational Needs and/or Disability

SENCo: Special Educational Needs Coordinator (also written as SENCO/Inclusion Coordinator)

SISS: Solihull Inclusion Support Service (SEMH- Social, Emotional & Mental Health)

Statement: Statement of Educational Need

PPS: Parent Partnership Services