

Community Academies Trust
Birchwood Primary School Policy

SEND Policy



This policy was drafted by E. Webb. It was presented in draft version to the full staff compliment for discussion and revision. The final version was presented to Governors for consideration, approval and adoption.

Date adopted by Governors:	December 2023
Date for policy review:	December 2025
Person responsible for review:	SENDCO
Signed by Chair of Governors	December 2023

1 Introduction

We believe that 'children have special educational needs if they have a learning difficulty or disability, which calls for special educational provision to be made for them'.

Children have a learning difficulty if they:

- have a significantly greater difficulty in learning than the majority of children of the same age: or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority
- are under compulsory school age and fall within the definition of one of the above or would do so if special educational provision was not made for them

Special educational provision means:

- for children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the Local Authority, other than special schools, in the area.
- for children under two, educational provision of any kind. (Education Act 1996)

When organising additional support it is very important that we provide children with Special Educational Needs with a broad and balanced curriculum with regular access to all subjects and areas of learning. We believe that children with Special Educational Needs should not be routinely segregated from their class teachers and peers but included as much as possible within their class.

We will ensure that teachers and teaching assistants (TA's) are prepared for dealing with the challenges and complex difficulties posed by children with Special Educational Needs by providing structured training and professional development on a variety of Special Educational Needs issues. We believe teachers are responsible for children's learning and that teaching assistants will be used effectively to provide the necessary support for children with Special Educational Needs within the classroom.

We wish to work closely with the School Committees and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

2 Aims and Objectives

It is the aim of this school to provide every child with the best education possible. Our objective in setting out the school's Special Educational Needs policy is to make everyone aware that we want all pupils to benefit as fully as possible from the education provided within the school.

We cater for pupils who experience difficulties in: -

- communication and interaction
- cognition and learning
- social, emotional and mental health
- sensory and/or physical needs and medical conditions

The school has full provision for pupils who are disabled

We aim:

- To identify pupils with special educational needs as early as possible and that their needs are met.
- To have in place systems whereby teachers are aware of such pupils.
- To provide all our children with a broad and balanced curriculum that is differentiated to the needs and ability of the individual.
- To be sympathetic to each child's needs by providing a strong partnership between children, parents, governors, Local Authority and outside agencies.
- To ensure all pupils make effective progress and realise their full potential.
- To ensure all pupils take a full and active part in school life.
- To work with other schools to share good practice in order to improve this policy.

3 Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Special Educational Needs and Disabilities Co-ordinator;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- to ensure that provision of special educational needs is of a high standard;
- to have regard to the Code of Practice when undertaking its responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Committees in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the SENDCO and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that the daily management of special educational needs provision is effective;
- work closely with the SENDCO, the link governor and the teaching and support staff;
- keep the Governing Body informed of all matters relating to its responsibilities for the provision of special educational needs;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff; (working closely with the SENDCO)

- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Special Needs Co-ordinator (SENDCO)

The SENDCO will:

- work with the Headteacher to lead and manage the day to day provision for pupils with special educational needs within the school;
- lead the development of special educational needs throughout the school;
- provide guidance and support to all staff;
- work with the Headteacher and assistant Headteachers to organise and manage the team of TA's;
- inform parents when special educational needs provision has been made for their child;
- work alongside class teachers to prepare and keep up to date Individual Education Plans, known as Pupil Profiles, that reflect the full range provision that support the child's needs;
- track the progress of children with special educational needs;
- organise training for school personnel;
- keep up to date with new developments and resources;
- liaise with parents;
- organise annual reviews;
- meet with outside agencies;
- work with feeder or transition schools;
- review and monitor;
- report to the Governing Body on the success and development of special educational needs on a termly basis

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the SENDCO;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of Class Teachers

Class teachers must:

- be aware of the school's policy for the identification and assessment of pupils with special educational needs and the provision it makes for them
- provide quality first teaching for pupils with SEND;
- deliver the individual programme for each special educational needs pupil as set out in their Individual Education Plans;
- develop Individual Education Plans, known as Pupil Profiles, for special educational needs pupils by working closely with the SENDCO and support staff;
- comply with all aspects of this policy
- undertake appropriate training;

Role and Rights of Parents

We encourage parents:

- to work closely with the school in order to develop a partnership that will support special educational needs pupils.(see Partnerships)
- to take part in the review of Individual Education Plans, known as Pupil Profiles;
- to attend annual reviews

Role and the Rights of Pupils

We encourage pupils with special educational needs to understand their rights and to take part in:

- assessing their needs;
- contributing to their Individual Education Plan, known as a Pupil Profile;
- setting learning targets through their pupil voice questionnaire;
- contribute to the annual review through their pupil voice questionnaire.

4 Admissions

We will:

- treat all applications equally and we will not discriminate against pupils with special educational needs and disabilities;
- admit those children with special educational needs but who do not have a statement;
- not refuse admission to children with special educational needs because we feel that we will be unable to provide the necessary support

5 Teaching and Learning

The school aims to provide for all pupils: -

- a rich, broad and balanced curriculum for all pupils
- a curriculum which is differentiated to their needs
- quality first teaching for all, using a range of teaching strategies to meet their needs

Where appropriate, pupils with SEND will additionally have Individual Education Plans, known as Pupil Profiles, which, using the 'assess, plan, do, review' cycle, set a small number of targets, closely matched to the pupil's needs

Monitoring pupil progress is vital and regular assessment undertaken in line with the school's assessment policy. Additional assessment may also be undertaken to inform the 'assess, plan, do, review' cycle and support pupils individual needs.

6 Celebration of Achievements

We will regularly celebrate the achievements of all children not just in the core subjects i.e English, maths and science but in all curriculum areas and in all aspects of school life through for example celebration assemblies and our dojo rewards system which rewards home learning, effort & achievement, consideration & respect.

7 Range of Provision

The school aims to provide a variety of provision by way of:

- in-class support either individually or in small groups with teachers and/or teaching assistants;
- withdrawal support either individually or in small groups with teachers or teaching assistants

8 Identification, Assessment and Level of Intervention

The school adopts the levels of intervention as described in the SEN Code of Practice. The Code of Practice advocates a graduated response to meeting pupils' needs.

If the school decides, after consultation with parents, that a pupil requires additional support to make progress, the SENDCO, in collaboration with teachers, will support the assessment of the pupil and have an input in planning future support and add the pupil to the SEND Register. The class teacher will remain responsible for planning and delivering individualised programmes. Parents will be closely informed of the action and results.

Placement of a pupil on the SEND Register will be made by the SENDCO after full consultation with parents at an Individual Education Plan review. External support services may advise on targets for a new Action Plan and provide specialist inputs to the support process.

Individual Education Plan intervention will usually be triggered when despite receiving differentiated teaching and a sustained level of support, a pupil:

- Still makes little or no progress in specific areas over a long period
- Continues to work at a level assessed as considerably lower (usually at least one year lower) than expected for a pupil at a similar age
- Continues to experience difficulty in developing core skills in English and maths.
- Has social and/or emotional problems that substantially impede their learning
- Has sensory or physical needs requiring additional specialist equipment or visits/advice from specialists.
- Has communication or interaction problems that impede the development of social relationships, thus presenting barriers to learning

Parental consent is sought before any external agencies are involved. The resulting Individual Education Plan, known as a Pupil Profile, may incorporate specialist strategies. These may be implemented by the class teacher but involve other adults.

9.1 Request for Statutory Assessment

The school will request a Statutory Assessment (sometimes referred to as an EHCP assessment) from the Local Authority (LA) when, despite an individualised programme of sustained intervention within SEN Support the pupil remains a significant cause for concern. A Statutory Assessment might also be requested by a parent or outside agency. The school will have the following information available:

- Records from past interventions
- Current and past Individual Education Plans
- Records and outcomes of regular reviews undertaken
- Information on the pupil's health and relevant medical history
- Levels of current attainment across the curriculum
- Other relevant assessments from specialists such as support teachers and educational psychologists
- The views of parents
- Where possible, the views of the pupil
- Social Care/Educational Welfare Service reports
- Any other involvement by professionals

9.2 Education, Care and Health Plans (EHCP)

An EHCP will normally be provided where, after a Statutory Assessment, the LA considers the pupil requires provision beyond what the school can offer. However, the school recognises that a request for a Statutory Assessment does not inevitably lead to an EHCP.

An EHCP will include details of learning objectives for the child. These are used to develop targets that are:

- Matched to the longer-term objectives set in the EHCP
- Of shorter term
- Established through parental/pupil consultation
- Set out in an Individual Education Plan, known as a Pupil Profile
- Implemented in the classroom
- Delivered by the class teacher with appropriate additional support where specified

Reviews of an EHCP

EHCPs must be reviewed annually and it is the responsibility of the school to arrange these. The SENDCO will organise these reviews in line with Local Authority guidance:

- SENDAR informed of date 4 weeks prior to the meeting.
- The pupil's parent/s invited 4 weeks prior to the meeting and their views gathered.
- A representative of the SEN Inclusion and Assessment Team invited 4 weeks prior to the meeting.
- The pupil's views gathered 4 weeks prior and invited if appropriate
- Relevant teacher and teaching assistants invited 4 weeks prior and their views are gathered
- Any other person the SENDCO or parent/carer considers appropriate e.g. Educational Psychologist, Play Therapist, Speech & Language Therapist etc. is invited 4 weeks in advance.
- Information packs containing reports and views are sent out by the SENDCO to all stakeholders 2 weeks in advance.
- The completed Annual Review Documents to be sent into SENDAR within 2 weeks of the meeting being held.

The aim of the review will be to:

- Assess the pupil's progress in relation to the objectives on the EHCP
- Review the provision made to meet the pupil's need as identified in the EHCP
- Consider the appropriateness of the existing EHCP in relation to the pupil's performance during the year, and whether to cease, continue, or amend it
- If appropriate to set new objectives for the coming year

At Key Stage Phase transitions Reviews, receiving schools should be invited to attend in order to plan appropriately for the new school year. It also gives parents the opportunity to liaise with teachers from the receiving school.

Within the time limits set out in the Code, the SENDCO will complete the annual review forms and send it, with any supporting documentation to the LA. The school recognises the responsibility of the LA in deciding whether to maintain, amend, or cease an EHCP of SEN.

10 Partnerships

We believe that a close partnership with parents will enable children to progress. Parents have a key role to play in the partnership between home and school as they have an exclusive overview of the provision needed for the child.

Pupils with special educational needs will benefit from the school's close working relationship with the numerous external support agencies, which offer advice and support.

We feel that the provision for special educational needs in this school will benefit from the close links we have with other schools by the sharing of good practice and in making the transition between phases as smooth as possible for the pupils.

The SENDCO is always available at Parents evenings for parents to chat to, and parents are encouraged to contact them if they have any queries. They can also be contacted by emailing birchwoodparents@welearn365.com or contacting the main school office.

11. Complaints Procedure

Parents who have a grievance or complaint about the nature or amount of special needs provision that their child receives are encouraged to ask for a mutually convenient meeting with the school in order to resolve the issue.

The Local Authority must have in place 'arrangements with a view to avoiding or resolving disagreements between parents and certain schools about the special educational provision made for their child.' (SEN Code of Practice)

12 Continuous Professional Development

Identified Continuous Professional Development (CPD) will be undertaken in line with the school's Professional Development Policy.

We ensure all school personnel have equal chances of training, career development and promotion. Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning Special Educational Needs.

13 Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- Staff induction
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and termly newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body

14 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.