



The Active Learning Trust



Westwood Primary School & Grove Primary School

Special Educational Needs Policy

SENDCO (Special Educational Needs Disabilities Co-ordinator)

- Mrs S Bayfield (member of SLT) - SENDCO
- Mrs C Kippen –Assistant SENDCO
- Mrs R Kounnas- Grove: Head of School
- Mrs L Barnes – Westwood: Head of School
- Mrs R Aldous – Executive Headteacher (SENDCO Support)

This Policy takes account of the Special Educational Needs and Disability Code of Practice 0 - 25 years June 2014 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014

Introduction

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

Aims

Our aims are to raise aspirations and expectations for all pupils with SEND. This Policy focuses on the learning and progress of those children who have needs relating to:

- Communication and Interaction
- Cognition and Learning
- Social, emotional and health,
- Sensory and/or physical Medical

Every pupil with SEND and disability in this inclusive school has an entitlement to fulfil his/her optimum potential. This is achieved by ensuring the well-being of all pupils in relation to **being healthy, staying safe, enjoying and achieving, social and economic well-being.**

Objectives

- To operate a whole pupil, whole school approach to the management and provision of support for special educational needs
- To identify and provide for pupils who have special educational needs, disabilities and additional needs
- To work within the guidance provided in the SEND Code of Practice, 2014
- To provide a Special Educational Needs Co-ordinator (SENCO) who will work with the SEND Inclusion Policy
- To provide support and advice for all staff working with special educational needs pupils
- To develop and maintain partnership and high levels of engagement with parents
- To ensure access to the curriculum for all pupils

Identifying Special Educational Needs

We recognise the four broad categories of need in the Code of Practice. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. A range of evidence is collected through the school's assessment and monitoring arrangements.

If this indicates that the child is not making expected progress the SENCO may be consulted in order to decide whether additional and/or different provision or further assessment is necessary.

Other factors which may impact on progress and attainment are- disability, attendance and punctuality, health and welfare, EAL, being in receipt of Pupil Premium Grant, being a Looked After Child, being a child of a Serviceman/woman, but are not necessarily SEND. Management of Pupils with SEND:

- The class teacher is responsible and accountable for the progress of all pupils in their class.
- This will be reviewed as part of an Assess, Plan, Do, Review Cycle with the SENCO and Head of School in Pupil Progress Meetings held termly.
- Support and training may be offered to the class teacher to improve their understanding of strategies to support specific pupils. · Where progress does not improve despite planned provision a child may be placed on the school's SEND Register.
- The school, pupil and parents work together in setting appropriate targets and provision for the child.
- It may be decided to place the pupil on a planned SEND Support Programme which may be recorded on an IEP, one-page profile or Provision map.
- Referrals to outside agencies could be made for further support and guidance.
- Where the needs of the child are broader or more complex and/or a family may

want to access specialist schooling a child may be put forward for an Education and Health Care Plan (EHC).

- Refer to School's Contribution to the Local Offer on the school website.

Criteria for Exiting the SEND Register

Where specific planned provision results in accelerated progress and pupil is working within national expectations, they should be removed from the SEND Register and placed on a watching brief to monitor ongoing progress.

Supporting Pupils and Families

Refer to School's Offer on the school website

The Individual Education Plan

The IEP is a planning, teaching and reviewing tool. It underpins the process of planning intervention for the individual pupil with SEND.

IEP's are teaching and learning plans setting out:

- The short-term targets set for or by the pupil
- 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

Pupil Involvement

The IEP is concerned with targets and support to help the pupil move forward with their learning. It is essential that pupils are actively involved in their IEP. This means pupils must know and understand their targets and know what to do to achieve them, and who will help them achieve them.

Parent/Carer Involvement

- The involvement of parents and carers in their children's learning is vital to success. Parents and carers need to be informed when concerns arise.
- Staff ensure parents are fully aware of IEP's and planned provision and are consulted regarding reviews. These are shared termly.
- Parental views need to be actively sought and recorded.
- Copies of IEP's, one-page profile and planned support programmes and reviews are made available for parents/carers
- We offer the Early Help Assessment support process where appropriate and signpost to other outside agencies through our Pastoral Team.
- Access to Pastoral Support Team.

Supporting Pupils at school with Medical Conditions

- The school recognises that pupils at school with medical conditions should be properly supported so they have full access to their education, including school trips and physical education
- Some children will have their medical conditions recognised by their Education and Health Care (EHC) plan .
- 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. School Medical Conditions Policy (February 2024) available from the school office

Monitoring and Evaluation of SEND

To ensure the quality of our SEND Provision, the school conducts regular audits involving the SEND Team, Head of School, SEND Governor and Executive Headteacher. This will involve:

- Lesson observations
- Book scrutiny
- Data analysis
- Feedback from pupil progress meetings
- Feedback from parent/pupil views
- Monitoring staff training
- Data analysis of intervention programmes
- Termly SENCO network meetings

Training and Resources

- SEND provisions are funded through Notional Funding from the Government Funding Agreement and Suffolk High Needs Funding (HNF) for the most complex needs.
- The training needs of staff are identified through the School Development Plan, Performance Management Reviews and Individual Pupil Needs. · The SENCO will access CPD as required and attend Network meetings. · All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENCO to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.
- The school has developed strong links with Alternative Provisions, Specialist Education Services (SES), the Speech & Language Service, Occupational Therapy Service, School Nursing and the Alternative Tuition Service
- We work closely with the Educational Psychology Service and professionals within the Active Learning Trust who provide further support with training needs.

Storing and Managing Information – Confidentiality

- Information collected about a pupil's SEND is confidential and will only be communicated to involved persons with the knowledge and agreement of the pupil's parents, the Head teacher and/or the SEND team.
- Information regarding a pupil's SEND is stored on our computer systems and platforms, any hard copies are kept in locked cabinets in the SEND office and staff may have copies of some pertinent information such as IEPs or healthcare plans within their class.

Accessibility

- See Accessibility Statement/Plan on school website

Complaints

- The Executive Headteacher and all staff are committed to providing the very best education for all children. However, there may be occasions when a parent is not satisfied with their child's provision for SEND.
- They should first request a meeting with SENDCO where the issues can be discussed, if necessary the Executive Headteacher and the Head of School will be asked to join the meeting.
- A copy of our complaints procedure is available on the school website.
- Referrals to outside agencies could be contacted for further guidance.
- Where the needs of the child are broader or more complex and/or a family may want to access specialist schooling a child may be put forward for an Education and Health Care Plan (EHC).
- Refer to School's Contribution to the Local Offer school website.

- **Criteria for Exiting the SEND Register**
- Where specific planned provision results in accelerated progress and pupil is working within national expectations they should be removed from the SEN Register and placed on a watching brief to monitor ongoing progress.
- ***Date Policy Agreed: September 2023***
- ***Reviewed Date: Sept 2024***
- ***Next Review September 2025***

