



***Middlefirth Church of England  
Primary School***

<b>Special Educational Needs Policy</b>	
Written By	Mrs Nichola Allton
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*Let Your Light Shine - Matthew 5:16*

Through the Special Educational Needs Policy the school will promote and teach the values we learn based on the example of the Christian faith:

- Forgiveness
- Respect for self and others
- Reconciliation and redemption
- Truth and honesty
- Trust and fairness
- Tolerance and compassion
- Self-discipline
- Respect for property and the environment
- Politeness

Such values, in turn, promote not only the Christian ethos and aims of Middleforth Church of England Primary School, but assist in the preparation of the children for the responsibilities and duties of adult life.

### **Vision**

As a caring, Christian community, we aspire to 'let our light shine'. We will open up the world to celebrate God's wonderful creation and foster a sense of awe and wonder. We will nurture our God given talents to ensure that everyone reaches their full potential academically, socially and spiritually.

**'Let your light shine Matthew 5.16'**

### **Aspiration**

At Middleforth C of E Primary School, every member of our community is committed to valuing the individuality of all of our children. We give all of our children every opportunity and encouragement to achieve the highest standards. We aim to raise the aspirations and expectations of all pupils in school, including those with SEN. We do this by respecting and taking account of pupils varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. We provide a focus on outcomes for children in the school through carefully planned teaching and intervention work.

We believe that every pupil has an entitlement to develop to their full potential. Experiences are provided which develop pupils' achievements and recognise their individuality. Diversity is valued as a rich resource which supports the learning of all. In the school, inclusion recognises a child's right to a broad, balanced, relevant and challenging curriculum which is appropriate to their own abilities, talents and personal qualities.

We seek to remove any barriers to learning and participation that can hinder or exclude any child or group of children.

The Governing Body recognises its statutory duties as laid down in the 2015 Code of Practice and will:

- ensure the necessary provision for any pupil who has special educational needs
- ensure that, when informed by the LEA that a pupil has special educational needs, those needs are made known to the staff who are likely to teach that pupil
- ensure that teachers in the school are aware of the importance of identifying and providing for those pupils who have special educational needs
- consult the LEA and the governing bodies of other schools to ensure co-ordinated special educational provision in the area as a whole
- review the Special Educational Needs policy and its effectiveness annually
- report annually to parents on the school's policy for pupils with special educational needs as outlined in the SEN Information Report
- ensure that the pupil joins in the activities of the school with pupils who do not have special educational needs, so far as is reasonably practical and compatible with the pupil receiving the necessary special education provision, the efficient education of other children in the school and the efficient use of resources
- adhere to the Code of Practice when carrying out their duties towards all pupils with special educational needs
- ensure that the school informs the parents of children with special needs about their progress and actions taken by the school

The Governing Body endeavours to ensure all children follow a broad and balanced education in accordance with the National Curriculum, and that no pupil is excluded from any aspect of school life because of learning difficulties or disabilities. The Special Educational Needs Policy reaffirms the school's positive attitude to children with special educational needs, and it will be an important contributory factor in encouraging and helping all children to realise their potential whilst at school.

Our aims are:

- To ensure that all pupils with SEND have their needs identified in order to support academic progression and continued good physical and mental health and wellbeing.
- To ensure that every child is protected from harm and neglect and that every effort is made to enable them to learn and grow independently.
- To ensure all children can access a balanced curriculum, differentiated and adapted where appropriate.
- To ensure that all pupils with SEND are able to fully access the curriculum by providing extra support or additional resources where appropriate and by removing their barriers to learning.
- To develop a close working relationship with parents.

## Identifying special educational needs

We follow the guidelines as set out in the 2015 Code of Practice which describes four broad areas of need (Pg. 97, section 6.28 onwards, in the SEND Code of Practice 2015, details these categories.) These four areas give an overview of the range of needs that should be planned for.

Middleforth C of E Primary will identify the needs of pupils by considering the needs of the whole child not just the special educational needs of the child or young person.

We will also consider what is NOT SEN but which may impact on progress and attainment:

- Disability (the Code of Practice outlines the “reasonable adjustment” duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/Woman

Identifying behaviour as a need is **not** an acceptable way of describing SEN. Any concerns relating to a child or young person’s behaviour should be described as an underlying response to a need, which as a provider, we will be able to recognise and identify clearly as we will know the child well.

## A Graduated Approach to SEN Support

Our approach to SEND support is based on a continuous cycle. This is a four-part cycle (assess-plan-do-review) through which earlier actions are revisited, refined and revised with a growing understanding of the pupils needs and of what supports the pupil in making good progress and securing good outcomes.

The process by which we identify and manage pupils with SEN: In recording pupils needs on the SEN register, our criteria for ‘entering’ a pupil will include;

- What work has to be done before, by whom?
- Quality first teaching in our school and the role of the class teacher/subject specialist teacher in providing for all pupils.

The Code of Practice suggests that pupils are only identified as SEN if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching. It also suggests that *‘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 or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- 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.

Teachers are responsible and accountable for the progress and development of all the pupils in their class, including where pupils access support from teaching assistants or specialist staff. High quality teaching, differentiated work for individual pupils and adaptive teaching practices are the first steps in responding to pupils who have or may have SEN (Pg.95 Section 6.19 onwards). Additional intervention and support cannot compensate for a lack of good quality teaching. Our school regularly and carefully reviews 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. When our school decides whether to make special educational provision this involves the teacher and SENCO considering all of the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress. This includes high quality and accurate formative assessment, using effective tools and early assessment materials. For higher levels of need, our school will draw on more specialised assessments from external agencies and professionals e.g. SEND Traded Services and/or Lancashire E.P services.

Children are placed on the register by using the following steps (in line with the 2015 Code of Practice):

**ASSESS** – We will, in consultation with parents/carers and the child, conduct a thorough assessment of the areas of need. All points of views will be listened to and discussed. Sections 6.45 – 6.56: Improving Outcomes.

**PLAN** – A 'Individual Education Plan (IEP)' will be drawn up, in consultation with parents/carers/child and the class teacher / SENCO / support staff who work with the child.

**DO** – The class teacher, with the assistance of support staff / specialists if agreed, will deliver any interventions or strategies as documented on the IEP, monitoring the impact on a regular basis.

**REVIEW** - The effectiveness of the support / intervention will be evaluated in line with review date, along with the views of the pupil and their parents. This will feed back into the analysis of the pupil's needs. The class teacher, working with the SENCO, will revise the support in light of the pupil's progress and development, deciding on any changes and outcomes in consultation with the parent and pupil.

Key considerations: IEPs are only effective if they are a living record which tell us exactly:

- What needs have been identified
- How to remove key barriers to learning effectively i.e. What works; the clear outcomes to be achieved within an agreed time frame.

- Who is responsible for delivering, maintaining and updating the support plan.

The core expectation is that the teacher holds the responsibility for evidencing progress according to the outcomes described in the plan. The SENCO will keep this up to date and will review termly at pupil progress meetings. Our school contributes to the Local Offer – see website [www.middleforth.lancs.sch.uk](http://www.middleforth.lancs.sch.uk). If our school identifies we are unable to fully meet the needs of a pupil through our own provision arrangements, we will evidence this through support plans, pupil meetings, parental meetings and support from the Local Authority. The process for engaging additional support/engaging specialist services is monitored by the Head/ SENCO and 'costed' out. Parents/carers/children and young people are involved when placing a child on the support plan.

This system develops an integrated assessment and review process from birth to 25 years, leading to a single plan. This plan will involve Education, Health and Care services bringing together the range of support on which children, young people and their families can rely, referred to as the Education Health and Care Plan (EHC).

If a child has lifelong or significant difficulties they may undergo an Education, Health and Care Plan Assessment which is usually requested by the school but can be requested by a parent. This new system is an integrated assessment. The Local Authority will be given information about the child's progress over time and documentation in relation to the child's special educational needs. An assessment will occur when the Local Authority believes that the school has taken every step possible to support the child but is unable to provide the level of support needed alone.

The application for an Education, Health and Care assessment will combine information from a variety of sources including:

- Parents
- Teachers
- SENCo
- Health professionals
- Care professionals
- Outside Agencies

Information will be gathered relating to the current provision provided, action points that have been taken and the preliminary outcomes of targets set.

### **Criteria for exiting the SEN register**

In pupil reviews if a child has made sufficient progress and no longer needs to be on the SEN register / have a support plan the parents and children will be invited in to discuss progress and next steps. A letter which details the exit of SEN support will be provided to parents.

### **Supporting pupils and families**

We will guide parents/ pupils towards the LA local offer (Regulation 53, Part 4) Provide a link directly to the school's statutory requirement to provide a **SEN Information**

**Report;** Regulation 51, Part 3, section 69(3)(a) of the Act. Provide links with other agencies to support families and pupils.

Our admission arrangements can be clearly found on the school website: [www.middleforth.lancs.sch.uk](http://www.middleforth.lancs.sch.uk)

We ensure SEN children are able to access exams and other assessments by requesting the necessary support or extra time when needed via the Headteacher. Transition – from class to class, across key stages and to another school – including Secondary School is very carefully managed with meetings planned with transition schools and documentation shared. Our policy on managing the medical conditions of pupils can be found at [www.middleforth.lancs.sch.uk](http://www.middleforth.lancs.sch.uk).

### **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. 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 (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2015) is followed.

### **Monitoring and evaluation of SEND**

On a regular basis we carefully monitor and evaluate the quality of provision we offer all pupils. This includes audits, sampling of parent views, pupils' views, staff views and school governors. Evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all our pupils.

### **Training and resources**

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. 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 SEN provision and practice and to discuss the needs of individual pupils. The school's SENCO regularly attends SENCO network meetings in order to keep up to date with local and national updates in SEN. We link locally with other schools to train and provide support through the WRIST group.

### **Roles and responsibilities**

The school SENCO is Mrs Nichola Allton. The SEN Governor is Dr C Barrow. The SEN Teaching Assistants are managed by the class teacher, SENCO and Headteacher. Designated Teachers with specific Safeguarding responsibility are Mrs Pilkington (Headteacher), Mrs Allton (Assistant Headteacher ) and Mrs Stacey Knight (Family Support Worker). The member of staff responsible for managing PPG/LAC

funding is Mrs Allton. The member of staff responsible for managing the school's responsibility for meeting the medical needs of pupils is Mrs Pilkington.

### **Storing and managing information**

Documents are stored on the CPOMS electronic system. This sits in line with school policy on Information Management (this includes information on how long to store documents, when they should be destroyed, what should be kept, where, etc.) and our confidentiality policy.

### **Reviewing the policy**

The policy will be reviewed and agreed annually by the Headteacher and the governing body.

### **Accessibility**

#### **Statutory Responsibilities 2015**

The DDA, as amended by the SEN and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. Schools are required to produce accessibility plans for their individual school and LAs are under a duty to prepare accessibility strategies covering the maintained schools in their area. Accessibility plans and strategies must be in writing. Our local offer at [www.middleforth.lancs.sch.uk](http://www.middleforth.lancs.sch.uk) exemplifies the following:

Increased and promoted access for disabled pupils to the school curriculum. This covers teaching and learning and the wider curriculum of the school such as participation in afterschool clubs, leisure and cultural activities or school visits.

Improved access to the physical environment of the school.

Improvements to the physical environment of the school and physical aids to access education.

Delivery of written information to disabled pupils.

This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils.

Examples might include handouts, timetables, textbooks and information about school events. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable time frame. Parents and carers can contact key staff via the office every day.

### **Complaints**

Arrangements for parents, carers, families and pupils with SENs to make a complaint can be found in the policies section of our website.

### **Bullying**

School has an Anti-Bullying policy and steps are taken to ensure and mitigate the risk of bullying of vulnerable learners using innovative ways of educating our whole school. Our school prides itself on being fully inclusive. We safeguard the needs of pupils with



SEN and promote independence and build resilience in their learning whenever possible.

This policy was agreed by governors.

This policy has been developed and shared with stakeholders, all staff, including parents and families. It reflects the SEND Code of Practice 2015, 0-25 guidance.

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