

# Westhead Lathom St. James C.E. Primary School



## SEND Policy

Last Reviewed Date: Autumn 2023

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Version	Date	Author/Editor	Revision Notes
1	11 <sup>th</sup> March 2006	Pauline Roughley	Original Policy documents copied into new format, with header, footer and version control. Policy reviewed and updated to ensure reflects current policy and practice
2	22 <sup>nd</sup> January 2007	Alison Albion	Revisions made to Targets in Objectives, Roles, Access For Disabled, Resources, Curriculum, Complaints.
3	November 2007	Alison Craven	Policy amended to reflect change of SEN Governor to Mr. John Shaw
4	Apr 2008	Alison Albion	Policy amended to include information relating to ESAP funding & statements John Shaw removed – New SEN Governor to be advised. Glossary added
5	June 2008	Alison Albion	Policy amended to reflect new SEN governor, Mr. M. Walmsley
6	September 2009	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice: Amendment to p9: frequency of IEP reviews
7	Summer 2011	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice: minor amendments to reflect discontinuation of ESAP funding & SENCO visits to secondary schools
8	Autumn 2012	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice: minor amendments e.g. new arrangements for statutory assessment/new name for Inclusion & Disability Support Service (previously Lancashire Education Inclusion Service)
9	Spring 2014	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice
10	Summer 2015	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice- minor alterations
11	Spring 2016	Alison Albion	Policy reviewed and updated to ensure reflects current policy and practice- minor alterations
12	Spring 2018	Alison Albion	Policy reviewed in line with updated systems
13	September 2019	Sharon Cusick	Policy renewed
14	September 2020	Sharon Cusick	Policy renewed to ensure it reflect current policy and practice
15	September 2021	Sharon Cusick	Policy renewed – (CAF to Early Help Assessment)
16	September 2022	Sharon Cusick	Policy renewed
17	September 2023	Helen Clark	Governors updated

## Vision Statement: Our Vision for the Future

***'A curriculum that is challenging, inspiring and engaging; in which all pupils flourish spiritually, creatively and academically to become confident young people.'***

***'With God's power working in us, God can do much, much more than anything we can ask or imagine.'*** Ephesians 3:20 New Century Version (NCV)

### Introduction

Our Whole School Policy for the Inclusion of Children with Special Educational Needs and Behavioural Difficulties, is called the Special Educational Needs (SEND) Policy and has been drawn up using guidance from the Special Educational Needs Code of Practice (2014) and based on principles that reflect the values and beliefs in our Mission Statement above, as a Church of England Voluntary Controlled School.

This is a Church of England (VC) Primary School.

Our school ethos is one of praise and encouragement. Staff have high expectations of all pupils both in work and behaviour. We aim to create an environment where every child is valued and has the ability to develop educationally, personally and socially as far as they are able. Our staff are committed to fulfilling the potential of each child in a caring and supportive environment.

The 2014 Children and Families Act, Section 3:20 states that a child has *special educational needs* if they have a *learning difficulty* which calls for *special educational provision* to be made for them.

A child has a *learning difficulty* if they:

- (a) have a significantly greater difficulty in learning than the majority of children of the same age; or
- (b) has a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in mainstream schools.

*Special educational provision* means:

Educational provision which is additional to, or otherwise different from, the educational provision made generally for children of the child's age.

A child's special needs may be either long or short term. In most instances a child's needs' will be met by a combination of "quality first teaching", good classroom practice and additional support within the school. In some cases support from outside agencies will also be provided, for example Speech and Language, specialist teacher services, Educational psychologists

In our mixed-age classes, we are able to differentiate our teaching to suit a range of ability levels and learning styles. If a child is not able to access the curriculum without additional or different support we will assess whether s/he has a special educational need.

Pupils who have learning, physical, communication, sensory, and/or medical needs may require extra help or flexible arrangements to access the curriculum. Children who have behavioural, emotional and social needs may also need additional support to facilitate their learning.

Children may have special educational needs throughout their school career or for a shorter period. They may have one difficulty or difficulties in several areas. Their strengths will be assessed and praised. This policy is to ensure that the ethos of the school, its curriculum planning and assessment take into account and address the special educational needs of individual pupils.

### **Aims of the SEND Policy**

At WLSJ CE Primary School we aim to identify and provide for children with special educational and disability in order to allow them to participate in all aspects of school life to the best of their ability through the following:.

- create an environment which is warm, caring and open, where children see each other as unique and valued members of the school and wider community;
- enable all children to be aware of their own strengths and develop the confidence to achieve their maximum potential;
- create an environment where children can develop the skills, self-esteem and motivation
- raise staff awareness of individual children's needs and provide them with the skills and knowledge necessary to fulfil their role in identifying and supporting the needs of individual children;
- cater for the individual learning needs of every child whilst also recognising the need for specialised provision
- Create a learning environment that benefits all learners.

### **Objectives**

In order to meet the special educational needs of our children at WLSJ CE Primary School we will:

- Assess and identify children with special educational needs as recommended by the Code of Practice 2014. This approach recognises that there is a continuum of SEND.
- Identify as soon as possible all children with SEND and place them on a confidential discretionary Special Educational Needs Register within school. This register will be under review as each child is assessed, monitored and reviewed.

To ensure that all staff recognise their responsibilities for pupils with SEND.

- Enable access to the National Curriculum for pupils with SEND within mainstream classrooms, using a variety of teaching and learning styles whilst giving due regard to the Children and Families Act 2014, The Equality Act 2010 (including 2021 amendments) and the SEND and Disability Regulations 2014, which prevents discrimination against disabled people in their access to education
- Develop manageable procedures for recording and monitoring pupils progress, as recommended by the SEND Code of practice 2014;
- Assess and record the progress of *all* children including those with SEND.
- Develop resources across the curriculum for enabling access to the National Curriculum for children with SEND.
- Liaise with outside agencies for advice and support for our SEND children.
- Promote a strong partnership between the parents of SEND children and the school in the best interests of their children.

## **Access and Integration**

The SENDCo is Mrs. Cusick

Our aim is for all children to have access to a broad and balanced curriculum, meeting their educational, emotional, social and spiritual needs. All children will have access to all National Curriculum subjects at the appropriate stage and programme of study.

Some children may need access arrangements during national tests and assessments (SATS). School will apply these where necessary and in consultation with parents and the pupil.

All children within WLSJ CE Primary School are encouraged to be involved in the wider aspects of school life, where individual skills, self-esteem and respect are promoted. All children need to celebrate both their successes and those of others. We encourage a culture of mutual tolerance and respect. Staff lead by example; modelling respect and care towards children, parents and each other.

## **DES and Accessibility Duty**

The School has a Disability Equality Scheme (DES is within the Equality Scheme) and Accessibility Plan that outlines areas for improvement to include

- Increased access to the curriculum
- Access to communication and information (children and adults)
- Physical access to school buildings and environment for staff with disabilities and the wider community

## **Local Offer**

WLSJ C of E Primary School has a published "Local Offer/Information Report" on its school's website. This is a report of the School's arrangements and admission of children with Special Educational Needs and Disabilities. It shows the steps being taken to prevent disabled children from being treated less favourably than others and the facilities provided to enable access to the school for disabled children. This is in compliance with the SEND Code of Practice 2014.

## **Inclusion**

As a school, we understand that children are individuals. We recognise that inclusion celebrates diversity and removes barriers to learning. Age, ability, gender, ethnicity, language and social background.

Children have different educational needs: they require a range of strategies to support learning and may acquire skills and knowledge at different rates. Teaching arrangements are flexible, in order to make best use of the skills and resources available in meeting the diverse needs of our pupils.

In recognising the needs of all children, the school differentiates to accommodate requirements of SEND pupils.

Planning for pupils with SEND will be integral to all planning. Classroom approaches will follow the requirements of the new National Curriculum and the 2014 SEND Code of Practice to include:

- High expectations for every pupil
- Consideration for different learning styles of pupils
- Assessing to set targets which challenge yet are achievable.
- Breaking difficult tasks down into small steps so that pupils can experience success

- Using practical work where possible
- Using co-operative work for pupils to develop learning and social skills
- Emphasising conversation and discussion in learning
- Use of visual material
- Effective use of additional staff

### **Behaviour Modification:**

By using behaviour modification strategies teachers can help children with emotional and behavioural difficulties to achieve realistic goals and build a positive self-image.

At WLSJ CE Primary school we reward individual behaviour by using:

- a) Dojo points, stickers, ink stamps, tokens etc. for immediate reward
- b) Verbal praise from teachers/ staff or the head teacher.
- c) Star of the Week, Head Teacher's Award for special achievement.
- d) Golden book achievements celebrated.
- e) Christian Values Bear

Although it is important to provide positive reinforcement, particularly for pupils with SEN, the need for sanctions is also recognised. Details of these can be found in the school's Behaviour and Anti-bullying Policy.

## **IDENTIFICATION, ASSESSMENT AND PROVISION**

### ***Identification***

The importance of early identification, assessment and provision for any child who may have special educational needs cannot be over-emphasised. The earlier action is taken, the more responsive the child is likely to be, and the more readily intervention and appropriate provision can be made.

Any of the following may trigger a concern:

- Parents/carer
- Child
- Class teacher assessment
- Concerns raised by external agencies
- Records from previous school
- Base line assessments
- SAT results
- In- house assessments
- Pupil tracking

WLSJ CE Primary School has adopted a graduated response to the identification and assessment of special educational needs in line with the DfES Code of Practice 2014.

All teachers have a key role in monitoring all aspects of pupil performance and, in particular, the identification of pupil needs.

Parents will be kept informed and are encouraged to work in partnership with school for any SEND provision for their child.

The school-based elements of the graduated response are as follows: -

## Special Educational Needs Provision

“SEN Provision” is used to describe children who have been identified as having special educational needs and the class teacher is providing interventions that are **additional to or different from** those provided as part of the school’s usual differentiated curriculum.

The triggers for intervention could be the teacher’s or others’ concern, underpinned by evidence, about a child who despite receiving differentiated learning opportunities:

- makes little or no progress even when teaching approaches are targeted particularly in a child’s identified area of weakness
- shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas
- presents persistent emotional or behavioural difficulties which are not ameliorated by the behaviour management techniques usually employed in the school
- has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment
- has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum.

If despite receiving an individualised programme the child continues to make little or no progress in the areas of concern, the school will request help from external agencies.

If enough evidence has been collated by the school and the child’s family, external support services, both those provided by the LA and by outside agencies. The external specialist may advise teachers/parents on new strategies, provide more specialist assessment, give advice on the use of new or specialist materials, and in some cases provide support for particular activities.

Parents are always fully involved in the decision making process if it is deemed necessary for any external agencies to become involved. At this point the new Early Help Assessment may be initiated to identify areas of need and an action plan for moving forward with the continuum of need. This will help you to gain a better understanding of what is happening for the family, create a **Plan** to address their needs and through delivering the support within the plan, enable positive change.

To service the school's effective implementation of these school based elements of the graduated response, a series of systems are employed. These include:

1. In-house Initial Concern and referral forms.
2. Discussion with the parents takes place in order for them to share their expertise and views.
3. Discussions with the pupil to gather their views.
4. A discretionary SEN concerns register.
5. Intervention programmes.
6. Referral to external agencies e.g. Family and well-being service, CAMHs
7. Reviews of individual pupil's progress.

Where a child’s needs cannot be met solely by the arrangements described above, the school will request a Local Authority Assessment of education, health and care needs (EHC Plan). Where a request for such an assessment is made by the school to the LA, the child will have demonstrated significant cause for concern. These assessments would usually act as a follow on from planning already undertaken with parents and teachers.

The EHC assessment may indicate ways in which the school can sufficiently meet the needs of the pupil without an EHC Plan. The EHC Plan will only be actioned by the Local Authority if the child’s needs are sufficiently complex and require a whole package of services across education, health and social care.

The majority of children identified as having SEND will not pass through all school-based elements of assessment and provision. Their needs will be met adequately through high quality teaching.

**WLSJ C of E Primary School follows a four part cycle (as recommended by SEN Code of Practice 2014) of Assess, Plan, Do, and Review.**

## **Assessment**

Assessment is central to our planning for all pupils. In assessment we should:

- 1 Analyse the child's learning difficulty
- 2 Clarify the child's needs for different kinds of approaches or resources
- 3 Provide for those needs whilst continually assessing the child's progress.

Assessing special educational needs is not an end in itself but a first step to understanding and providing for the child's needs and monitoring the child's progress. It is vital to develop measures of progress for SEN pupils that are sufficiently sophisticated to recognise pupils' achievements, rather than emphasising their difficulties or disabilities.

Particular use is made of teacher assessment as well as:

- PIVATS – to assess progress of children working below National Curriculum levels/expectations.
- Reception Baseline Test
- EYFS Profile completed and reported to parents in July of the Reception year.
- Provision map and/or Individual Education Plans
- Phonics test year 1
- SATS Years 2 and 6
- Attainment tracked termly-Reading, Writing and Maths
- Specific SEN assessments.
- Assessments by outside agencies e.g. Educational Psychology Service

Assessment data is used to set pupil targets and to manage performance and achievement. Setting challenging, but realistic targets is essential to raising the attainment of SEN pupils. Assessment data will be analysed to monitor SEN provision and to plan for curricular improvements.

## **Plan**

Parents are *formally* notified, and in collaboration with the pupil, class teacher and SENDCo, agree on appropriate interventions or provision and expected outcomes.

## **Do / Monitoring**

The class teacher, head teacher and SENCO monitor the achievement of SEND pupils through data analysis, lesson observation, collection of work samples, discussion with teaching staff, children's voice and discussions with parents etc.

## **Review Procedures**

For all pupils on the SEND Register, there will be one review per term which parents are invited to attend (this is additional to parent meetings).

Provision maps will be written and reviewed termly by the class teacher. These should focus on targets and should include information about:

- The short term targets set for or by the pupil
- The teaching strategies to be used
- When the targets are to be reviewed
- Outcomes- recorded when the Progress report is reviewed

The SENCO will monitor the effectiveness of the targets in addressing the child's identified difficulties.

Where a pupil has a statement of SEND or an EHC Plan, in addition to termly provision maps, parental termly meetings, the school in conjunction with the LEA, carries out a statutory annual review. Parents and external agencies are encouraged to attend.

Where Early Help Assessment has been initiated and multi-agency involvement is required, a Team Around the Family (TAF) will be set up and reviews arranged to monitor progress and provision.

## **Partnership with Parents**

Partnership with parents plays a key role in promoting a culture of co-operation between parents, school and other agencies. This is important in enabling children and young people with SEND to achieve their potential.

Parents are valued and their contribution in terms of identification and support for pupils with special educational needs is fully recognised.

Parents are to be kept fully informed when their child is identified as having special educational needs. They will be encouraged to attend reviews, support the development of individual approaches to their child and provide help at home wherever possible. Parents are encouraged to work with the class teacher, the child and SENDCo.

WLSJ CE Primary school is a vital part of the village community. We recognise that parents play an important part in the education of their children and we aim to build positive relationships with parents and carers. Parents are always welcome to discuss any matter relating to their child, either with the class teacher, the SENDCo or the Head Teacher.

## **Children's Views**

Pupils are included in discussions about their Individual progress and targets at a level appropriate to their age and in their Annual Statement Reviews/ EHCP reviews. This is to prepare them for taking on some responsibility for their own learning in the future. Learning strengths and areas of achievement are also discussed and celebrated

## **Transfer to High School**

In order to maintain good SEND provision we arrange for pupils and their parents to meet the SENCO of their high school. Transition arrangements for children with Statements of Special Educational Needs are begun in the autumn term of Year 6. Arrangements for extra transitional visits can be made in order to ensure a smooth transition to high school during the Summer Term.

SEND records are forwarded to the transfer school. Pupils' strengths and interests are communicated as well as areas of difficulty. SENDIASS (SEND Information and Advice Support Service) offers advice for parents of pupils with special educational needs during school transition. Extra preparations for transferring to high school are made when parents of a pupil or staff feel this will be of benefit to the child.

## **Support Services and External Advice**

When required we call on outside agencies for their expert advice. School is able to contact specialist advisers from SEND Services, who offer expertise in:

- Sensory Impairment
- Communication
- Significant Learning Difficulties
- Emotional and Behavioural Difficulties
- Pupil Counselling.

Before school calls upon external agencies, we consult parents and ask for their written permission.



The Educational Psychological Service allocates some Educational Psychologist (EP) consultancy time to school. The EP does not work with individuals without full support and written consent of parents. The work of the EP can be very helpful in understanding, assessing and planning for an individual's special needs. Usually, the EP will meet the child's parents to discuss any assessment carried out.

School also works closely with other professionals:

- Speech and Language Therapist (SLT)
- Occupational Therapist (OT)
- Education and Welfare (EWO)
- Pupil Attendance Support Team (PAST)
- Child and Adolescent Mental Health Service (CAMHS)
- Specialist Teachers
- Medical professionals

## **Support for Families of Children who have SEND**

School informs parents of pupils with SEND about the local authority's local offer, who can give advice, information and support, via a link on the school website, to Lancashire's Local Offer. Information about other support services for families is kept readily available at school.

## **Roles and Responsibilities**

### ***The Governing Body***

The school's governing body, in co-operation with the head teacher, will determine the school's general policy and approach to meeting pupils' special educational needs for those with and without statements or EHCPs. They will establish the appropriate staffing and funding arrangements and maintain a general oversight of the school's work.

The Governing Body has decided that children with special educational needs should be admitted to the school in line with the school's agreed Admissions Policy.

The Governing Body reports annually about the effectiveness of the school's SEND provision so that parents are kept informed. Pupil confidentiality is maintained.

Our appointed **Special Educational Needs Governor, Louise Westhead** is kept informed whenever local or national changes to the SEND Policy are introduced. For the school year 2023-24 the School Governor with responsibility for Special Needs is Louise Westhead.

### ***The Head Teacher***

The head teacher, **Miss Helen Clark**, has responsibility for the day-to-day management of all aspects of the school's work, including provision for children with SEND. The head teacher works alongside the SENCO and reports each term to the full Governing Body about the provision made for children with special educational needs.

### ***Teaching and non-teaching staff***

All staff will be involved in the development of the school's SEND policy and be fully aware of the school's procedures for identifying, assessing and making provision for pupils with SEND.

The SENCO and head teacher work closely with the teachers and TAs and will be closely involved in the strategic development of the SEND policy and provision. The SENCO has responsibility for the day-to-day operation of the school's SEND policy and for co-ordinating provision for SEN pupils.

## **Arrangements for co-ordinating provision for pupils with SEND**

The Special Educational Needs Co-ordinator's role includes:

1. Overseeing the day-to-day operation of the school's SEND policy
2. Coordinating specific provision made to support individual pupils with SEND, including those who have EHC Plans.
3. Liaising with the relevant Designated Teacher where a looked after pupil has SEND
4. Advising on the graduated approach to providing SEND support
5. Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
6. Liaising with parents and pupils with SEND
7. Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
8. Being a key point of contact with external agencies, especially the local authority and its support services
9. Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
10. Working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
11. Ensuring that the school keeps the records of all pupils with SEND up to date
12. Providing support and training to staff.

### **Allocation of Resources**

The Resources Committee oversees the SEND budget. It is the responsibility of the Head Teacher, SENCO and the Governor with responsibility for SEND to monitor the use of resources for the delivery of SEND provision, thus ensuring that every child at WLSJ CE Primary School receives her/his full entitlement.

Staffing is looked at on a yearly basis by the head Teacher who assesses the needs of each class and organises the most effective use of support staff.

Resources are allocated as follows:

The SEN co-ordinator whose responsibilities include organisation of equipment, support for class teachers and liaison with parents and outside agencies. The SENCO attends local authority courses and business meetings and keeps staff informed about SEN matters.

Specific children may be allocated support from outside agencies e.g. Lancashire Education Inclusion Service.

Further resources:

- Teaching Assistant support.
- Intervention programmes.
- Materials and resources

For pupils with a current Statement of SEND, funding is delegated to the school from the LA. This funding is directed towards supporting the pupil to ensure that the provision specified in the statement is made, in fulfilment of governors' responsibilities.

### **Personal budgets**

- Families can request a personal budget as part of the planning process (of the EHCP or at an Annual Review)
- It can include funding for education provision
- School will ensure that any provision bought by the family, using a direct payment, will be provided on the school's premises (as stipulated by the SEN Code of Practice 2014 and Local Authorities).

## **Support for pupils with medical conditions**

- The Head teacher and the Governors will ensure that arrangements are in place for children with medical conditions. These arrangements will show an understanding of how these medical conditions impact on the pupil's ability to learn, as well as increase their confidence and promote self-care.
- Parents, children, Health and social care professionals are consulted in order to ensure that the needs of the child with medical conditions are effectively supported.
- Staff are trained to provide the support that the pupil will need.
- Governors will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Pupils with medical needs have full access to education, school trips and P.E.

## **Staff Training**

Staff will undertake in-service and local authority training. Further knowledge and advice about SEND is sought where appropriate. School also recognises the need to train learning support assistants who play a valuable role in supporting children in class. The SENCO keeps staff informed of current local and national developments. She attends the local authority termly Cluster Meetings and other appropriate training. INSET requirements and priorities are considered annually by the SENCO, in consultation with the Head Teacher and in line with the Performance Management and Professional Development Policies and the School Development Plan. All staff are consulted during policy reviews and useful discussions help to inform our policy and practice.

## **Complaints about SEN Provision**

The school encourages parental involvement in the education of their children. Every effort is made to ensure that the needs of pupils with special educational needs are met using a person centred approach taking the views of parents and children in any decision making. If parents are not happy with the way the school is dealing with their child's difficulties they should initially discuss the problem with the child's class teacher and/or the SENCO. The head teacher may also be involved.

If the problem cannot be resolved in this way recourse may be taken to the Governing Body of the school through the Governor with responsibility for Special Educational Needs in the school. If the problem persists after these actions have been taken the LA may become involved.

## **Evaluation of the success of the SEND Policy**

The current policy will be fully reviewed annually. In determining future policy and provision the success of the policy will be measured against the policy objectives and use will be made of the following indicators:

- Pupils with special educational needs are identified as early as possible. The majority of pupils with SEND will have been identified and placed on the SEND Register by the end of Reception year.
- Pupils with SEND gain full access to the National Curriculum. This will be verified through lesson observation by the head teacher, SENCO and subject co-ordinators; work sampling; discussion with class teachers etc.
- Pupils make good progress against individual targets.
- The progress of pupils with SEND is carefully assessed and recorded.
- Suitable and sufficient resources are available for pupils with SEND.
- Support staff are used effectively in school.
- Successful liaison occurs with outside agencies.
- The number of short-term exclusions is reduced.
- Pupils enjoy their schooling and are proud of their success.
- Parents express satisfaction with the special educational needs provision for their child.