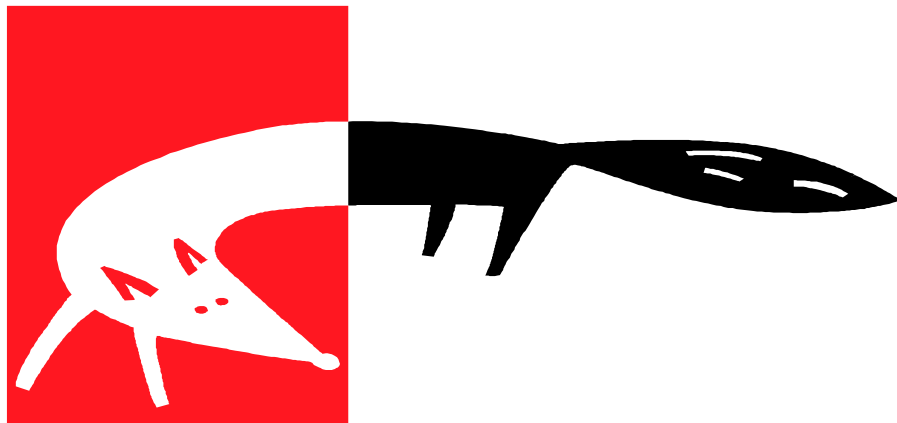


# Sandfield Close Primary School

## SEND Policy



Last reviewed on: 7<sup>th</sup> January 2019

Next review on 7<sup>th</sup> January 2020

Written by Zainab Master, SENDCo

Approved by:

\_\_\_\_\_ Headteacher

\_\_\_\_\_ Governor

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## 1. Aims

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for children with special educational needs and disabilities (SEND)
- Explain the roles and responsibilities of everyone involved in providing for children with SEND

Our school Special Educational Needs Co-ordinator (SENDCo) is Zainab Master

At Sandfield Close Primary School, we believe each child is special and that they all have unique talents, interests and strengths. As a school, we promote our Sandfield values which are dedicated to respect and form our golden rules. We strive to enable all children to develop their independence and individuality. We recognise their particular strengths and limitations, setting goals accordingly.

We endeavour to make every effort to achieve maximum inclusion of all children, including those with SEND, whilst meeting children's individual needs.

Teachers work in an inclusive manner, provide learning opportunities for all the children within the school environment and provide materials appropriate to children's interests and abilities. This ensures that all children have full access to the National Curriculum.

We believe that all children should be equally valued in school. We aim to engender a sense of community, to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We will support learners in ways which take account of their varied life experiences, social, emotional, mental, physical and academic needs.

### **At Sandfield Close we aim to:**

- Work within the guidance provided by the 2014 SEND Code of Practice 0 - 25
- Have high expectations of all children whatever their prior attainment
- Have a partnership with parents, forming a clear dialogue between a child with SEND and their parents/carers in order to involve them in stages of their child's educational, emotional and medical needs. This includes supporting them in the understanding of SEND procedures and practices
- Work on a clear, whole school graduated approach to identification of SEND needs
- To ensure equality of opportunity for all and to eliminate prejudice and discrimination against children with special educational needs and disabilities

- Work on a whole school approach, to regularly monitor the progress of all children in order to identify SEND needs, provide provisions and monitor progress
- Provide appropriate provision as early as possible to overcome all barriers to learning and ensure children with SEND needs are provided for
- Allow children to have full access to the National Curriculum, through reasonable adjustments, differentiated planning and precise intervention
- Create a school environment where pupils can contribute to their own learning
- Work with, and in support of, outside agencies when children's needs cannot be met by the school alone. Some of these services include:
  - Leicester City Council Special Educational Needs and Disability Support Service
  - Leicester City Council Educational Psychology Service
  - Speech and Language Therapy Service
  - Children and Adult Mental Health Service
  - Health Together 0-19 Team

## 2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for children with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND Co-ordinator (SENCo) and the Special Educational Need and Disability (SEND) information report

## 3. Definitions

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## **4. Roles and responsibilities**

### **4.1 The SENDCo**

The SENDCo, Mrs Master, can be contacted through the school office by:

Telephone: 0116 2660333

Email [office@sandfieldcose.leicester.sch.uk](mailto:office@sandfieldcose.leicester.sch.uk)

The SENDCo will:

- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual children with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that children with SEND receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEND support
- Be the point of contact for external agencies, especially the Local Authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the Headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

### **4.2 The SEND governor**

The SEND Governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this
- Work with the Headteacher and SENDCo to determine the strategic development of the SEND policy and provision in the school

### **4.3 The Headteacher**

The Headteacher will:

- Work with the SENDCo and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability

#### 4.4 Class Teachers

Each class teacher is responsible for:

- The progress and development of every child in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each child's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy

### 5. SEND information:

#### 5.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- **Communication and interaction**, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- **Cognition and learning**, for example, dyslexia, dyspraxia,
- **Social, emotional and mental health difficulties**, for example, attention deficit hyperactivity disorder (ADHD),
- **Sensory and/or physical needs**, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- **Moderate/severe/profound** and multiple learning difficulties

#### 5.2 Identifying children with SEND and assessing their needs

We will assess each child's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all children and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the child and their parents or carers. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

### **5.3 Consulting and involving children and parents**

We will have an early discussion with children and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the children's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the children's record and given to their parents.

We will formally notify parents when it is decided that a child will receive SEN support.

### **5.4 Assessing and reviewing children' progress towards outcomes**

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class teacher will work with the SENDCo to carry out a clear analysis of the children's needs. This will draw on:

- The teacher's assessment and experience of the child
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The child's own views
- Advice from external support services, if relevant

All teachers and support staff who work with the child, will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required.

We will regularly review the effectiveness of the support and interventions and their impact on the children's progress.

### **5.5 Supporting children moving between phases and preparing for adulthood**

We recognise that transitions can be difficult for a child with SEND, steps are taken to ensure that any transition is as smooth as possible. The transition for each child is tailored to suit the needs of the child, within an ethos of care, support and understanding for both children and families.

We support children with:

- Induction when they begin our school
- Transition into Early Years Reception
- Transition within school- moving year groups
- Transition into Secondary school

We will share information with the secondary school, or other setting the child is moving to. We will agree with parents which information will be shared as part of this.

### **5.6 Our approach to teaching children with SEND**

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to children who have SEND.

This will be differentiated for individual children support or interventions that may be:

- Delivered in the classroom or another quiet/larger space.
- Delivered by a teacher or a teaching assistant.

Some extra support in school may be provided in the form of:

- Planned interventions, which are precisely targeted to accelerate progress and raise attainment.
- Engaging in group sessions with specific targets to help raise more progress.
- Teaching assistant/teacher or outside professional providing a series of sessions guided to increase progress or emotional wellbeing
- 1-1 support may be given e.g. additional daily reads



Additional support is available for any child who has specific gaps in their learning in reading, writing or maths including those who are:

- Receiving a pupil premium (PP) grant
- A Looked After Child (LAC)
- Have English as an additional language (EAL)

### **5.7 Adaptations to the curriculum and learning environment**

Adaptions to the curriculum offered to each child with SEND is unique, tailored to meet the needs of the child. Our school adapts to suit the needs of the child, within an ethos of care, support and understanding for both children and families.

Some adaptations include:

- Differentiating our curriculum to ensure all children are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

### **5.8 Additional support for learning**

If there are concerns over progress or emotional wellbeing after such group interventions have been fully delivered and assessed, then further investigation, assessment or individual work will be put into place and planned.

This may include advice and support from outside agencies,

Education Psychologist

Community Pediatrician

Learning Communication and Interaction Team

Learning Communication and Interaction Team Autism Experts

Speech and Language Therapist Team

Early Years Support Team

Healthy Together 0-19 years Healthy Together Team

Occupational Therapy Team

Special Education Services

## **5.9 Expertise and training of staff**

Our SENDCo is dedicated to provide the best support and care, with an allocation of three days a week to manage SEN provision. The SENDCo is currently working towards the National Award Special Educational Needs Coordination (NASENCO) qualification. The SENDCo is activity involved with local schools in termly SENDCo meetings and is always seeking to attend new training opportunities for relevant staff members.

In the last academic year, staff have been trained in:

- First Aid Training
- Autism Education Training Level 2
- Oracy Project

We use specialist staff for:

- Emotional care and wellbeing
- 1:1, small group support
- Medical needs

## **5.10 Securing equipment and facilities**

The school can provide through its own budget and Element 3 funding:

- ICT facilities, motor skill difficulties or visual impairments
- Special multisensory resources
- Appropriate work stations
- Adapted chairs if necessary
- Necessary adaptations to toilet facilities
- Writing, reading, maths support equipment

## **5.11 Evaluating the effectiveness of SEND provision**

We evaluate the effectiveness of provision for children with SEND by:

- Reviewing children's' individual progress towards their goals each term
- Reviewing the impact of interventions
- Monitoring by the SENDCo
- Holding annual reviews for pupils with statements of SEND or EHC plans

## **5.12 Enabling children with SEND to engage in activities available to those in the school who do not have SEND**

All of our extra-curricular activities and school visits are available to all our children and we ensure all children:

- Have opportunities to be included in our after-school clubs

- Are encouraged to go on our local and residential trips including our special Sandfield Sleepovers with provisions being provided for
- Are encouraged to take part in sports day/school plays/special workshops, etc.

No child is ever excluded from taking part in these activities because of their SEND. Special arrangements are made for any child who has a disability that requires additional steps to be taken in order.

Our school encourages respect and inclusion so all staff are proactive in taking steps to ensure disabled children are not treated less favourably than other children.

We have an Accessibility Plan located on our school website.

### **5.13 Support for improving emotional and social development**

We provide support for pupils to improve their emotional and social development in the following ways:

- A designated social and emotional care teacher, Mr Bentley, who is committed to spending one morning a week delivering a positive relationship with children that have SEND needs in order to provide them with self-help strategies and advice to help the child independently make the right choices and help anxiety levels.
- Meet and Greet provision in place for them.
- Children with SEND are also encouraged to be part of fun club to promote teamwork/building friendships etc.

We have a zero tolerance approach to bullying.

### **5.14 Complaints about SEND**

At Sandfield Close Primary School we try our best to work with children, parents and carers to provide the best education and care. We encourage children, parents and carers to voice any worries at the earliest stage if they are not happy with anything related to school. We believe in a partnership and hopefully issues of upset can be resolved at the earliest point. Parent/ carers and school will always work together to resolve any queries or upset. However if parents/ carers are still unhappy they can talk to any member of the SLT, the SENDCo or the Headteacher via email or an appointment made through the school office.

Please look at our school complaints policy located on our key information section of the school website for more details.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their child. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

### **5.16 The Local Authority Local Offer**

Further information about the Leicester City Local Authority's Local Offer can be found at the link:

<https://families.leicester.gov.uk/send-local-offer/>

## **6. Monitoring arrangements**

This policy and information report will be reviewed by Zainab Master every year.

It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## **7. Links with other policies and documents**

This policy links to our policies on (all can be found on the school website):

- SEND Information Report
- Accessibility Plan
- Behaviour Policy

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