

**WEST DEAN C OF E PRIMARY SCHOOL**  
**SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**  
**POLICY**  
**(SEND)**

<b>Policy Review Information</b>	
<b>Reviewed By</b>	<b>Head Teacher, SENCO and Governing Board Working Party</b>
<b>Ratified By</b>	<b>Governing Body</b>
<b>Review Frequency</b>	<b>1 year</b>
<b>Policy Reviewed and Agreed</b>	<b>January 2024</b>
<b>Next Policy Review Due</b>	<b>January 2025</b>

We are a community committed to providing positive learning opportunities for all within a framework of Christian values and practice. We achieve this through providing a broad, rich and engaging curriculum that has our school values of 'Love, Peace Joy, Hope and Faith' deeply rooted within them.

## **Compliance**

This policy has been written in consultation with staff, governors and parents/carers of children with SEND, it complies with the statutory requirements in the Special Educational Needs and Disabilities Code of Practice 0 – 25 (January 2015).

This policy has a been written with reference to the following guidance and documents:

- Children and Families Act 2014
- Equality Act 2010
- The Special Educational Needs and Disability Regulations 2015

The SEND Policy should be read in conjunction with West Dean CE Primary School's SEN Information Report which can be found on our school website: [http://www.westdean.w-sussex.sch.uk/web/sen\\_policy\\_and\\_send\\_information\\_report/314163](http://www.westdean.w-sussex.sch.uk/web/sen_policy_and_send_information_report/314163)

## **Introduction**

We recognise that every child is an individual with different needs. This policy provides information about the ways that all staff at West Dean CE Primary School work to ensure that a child's special educational needs and/or disabilities (SEND) are effectively met through a four step; assess, plan, do and review cycle.

## **Aims and Objectives**

At West Dean CE Primary School, we aim to support all our children to enable them to realise their full potential through our vision: **To do our best in all we do, with God's love.** 'Love one another. As I have loved you, so must you love one another. By this everyone will know that you are my disciples, if you love one another.' John 13:24-25

We believe that all children have the right to a broad and balanced curriculum matched to meet their individual needs. We are committed to promoting the inclusion of all children and celebrating their successes regardless of ability, gender or ethnic background. We recognise that every teacher in our school is a teacher of every child including those with SEND.

We recognise the importance of parents/carers in helping children to achieve their potential and so they will be valued and treated as partners who are encouraged to play an active role in their children's education. We aim to raise the aspirations of and expectations for all pupils with SEND.

The specific objectives of our SEND policy are to:

- Identify children with SEND, as early as possible
- Regularly assess, monitor and track the progress of children with SEND
- Raise the aspirations and expectations for all children with SEND
- Enable children to have a voice in their learning and support
- Provide appropriate support tailored to meet each child's individual needs
- Monitor and evaluate the effectiveness of additional support
- Ensure that every child experiences success in their learning
- Improve attainment of children with SEND
- Work in partnership with parents/carers
- Work closely with external support agencies that provide specialist support, resources and interventions for children with SEND
- Provide appropriate training and support for all staff
- Work with the Governing Body to enable them to fulfil their statutory monitoring roles with regard to SEND

### **Identification of Special Education Needs**

The SEND Code of Practice (2015) defines a child or young person as having a Special Educational Need if they have a learning difficulty or disability which calls for special educational provision to be made for them, additional to the support normally provided in the classroom and educational setting.

The SEND Code of Practice identifies four broad categories of need:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical Needs

We also recognise that there are other factors that may impact on progress and attainment but are not considered SEND:

- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL)
- Being a Looked After Child (LAC)
- Being a child of serviceman/woman
- Being in receipt of the Pupil Premium
- 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 SEND)

## **A Graduated Approach to SEN Support**

Class teachers are continually monitoring children's learning. If they are concerned that a child is making less than expected progress, they will seek to identify a cause or barrier for learning. The progress of every child in the school is regularly assessed, progress is monitored and tracked at termly Progress Meetings with the Head Teacher and SENCo.

Children are identified and discussed if, despite quality first teaching, they are:

- Making little or no progress in specific areas
- Continuing to work significantly below age related expectations
- Experiencing persistent emotional or behavioural difficulties
- Experiencing significant sensory and/or physical needs that are impacting on their learning
- Has an ongoing communication or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning

In addition to this:

- Concerns may be raised by parents/carers, teachers, teaching assistants, the child's previous school or healthcare professionals
- There is a change in a child's behaviour or attitude
- A child asks for help

## **SEN Monitoring**

A child who is identified as making less than expected progress, or having a change in social or emotional well-being is then placed on the SEN Monitoring Register. The class teacher will discuss these concerns with parents/carers either at the termly parent consultation evening or ask for an additional meeting. The SENCo, class teacher and teaching assistants will work together to identify a cause/area of need and any number of the following may be put in place:

- Targeted intervention either individually or in a small group
- Further assessments to identify gaps in learning
- Access to adapted learning materials or specialist equipment
- Staff development and training to introduce effective strategies
- Access to outside agencies for advice on strategies or interventions

If after two terms, a child does not begin to make sufficient progress further discussions will be held to decide whether the child has a special educational need that requires further support that is 'additional to and different from' quality first teaching. If this is the case, the child will be added to the SEN Support register and an Individual Support Plan (ISP) will be written. Parents will be kept informed of their child's needs and the additional provision made for them.

## **SEN Support**

The aim of formally identifying a child with SEND is to help the school ensure that effective provision is put in place to remove barriers to learning. The support provided consists of a four-part cycle.

- Assess
- Plan
- Do
- Review

This is an ongoing cycle of support which helps us to learn more about the child and what helps them to make progress, it enables our provision to be refined as our understanding of a child's needs grow.

**Assess:** We continue to assess the needs of the child; we listen to the child's views and the views of their parents/carers. A one-page profile is written with the child recording their interests, strengths, what they enjoy about school, what they find difficult about learning and what helps them to learn.

**Plan:** Information from assessments and discussions will be used to write an Individual Support Plan (ISP) for the child, showing the additional provision that will be offered and targets for progress.

**Do:** Class teachers, with the support of the SENCo, will be responsible for overseeing the implementation of a child's ISP. Interventions may be delivered through targeted support in the classroom or through out of class intervention groups. There will be regular liaison and feedback with the staff delivering interventions so that any required refinements of the support can be managed promptly.

**Review:** Pupil Progress Meeting are held each term with class teachers as part of the assess, plan, do, review cycle to ensure children are making progress or to discuss whether further advice/support is needed from outside agencies. The impact of additional support will be reviewed and if progress is being made the intervention will continue but if not, an alternative approach will be discussed.

One Page Profiles and Individual Support Plans will be shared at least termly with parents/carers.

## **Involving Outside Agencies**

When there is evidence that the child is still making insufficient progress despite significant support and intervention, further advice and support may be sought from outside agencies such as the Speech and Language Team, Autism and Social Communication Team, Learning Behaviour Advisory Team or Educational Psychologist. The school will not seek advice from outside agencies without the knowledge and consent of parents/carers.

Professionals will meet with the SENCo and/or class teachers, they may also meet with parents/carers to discuss areas of concern and give advice on strategies and resources to support a child. They may complete additional assessments if appropriate.

### **Statutory Assessments: Education, Health Care Plan**

If a child continues to make very little or no progress, the school, through the Headteacher and SENCo or the parents/carers, may request that the Local Authority (LA) consider carrying out a statutory assessment of the child's SEND. If the LA agrees, it will collect information from all the people who have been involved with the child. From this the LA decides whether the child would benefit from an Education Health and Care Plan (EHCP) or whether their needs can be met with SEND support.

The school and parents/carers may consider applying for an EHCP if:

- the child's achievements are so far below their peers that it is likely the child will always need significant support with learning and/or may at some point benefit from special school provision
- the child is looked after, and therefore additionally vulnerable
- the child has a lifelong disability which means that they will always need support to learn effectively.

It should be noted that having a diagnosis (e.g. ASD, ADHD or dyslexia) does not mean that a child needs an EHCP.

The LA may decide that the degree of the child's difficulties and the nature of the provision necessary in school is such that the child requires an EHCP. This then becomes a statutory document and any funding received by the school will be used to support the child to achieve the objectives set out in the EHCP. An EHCP remains in place until the child is 25 years of age.

An EHCP will not automatically qualify a child for a named 1:1 teaching assistant however additional support and targeted intervention linked to the EHCPs long term objectives will form an integral part of the child's provision.

Each year the school must hold an Annual Review with the parents and all the outside agencies involved with the child to assess the child's progress. A representative from the LA may attend these reviews.

### **Working in partnership with parents**

Parents/carers are consulted and kept informed of the provision being made to support their child. They are encouraged to discuss any concerns about their child with the class teacher and/or SENCo at any time to help plan steps forward for their child. The school will always ask permission of parents/carers before approaching other professionals and outside agencies for information about their child.

## **Accessibility:**

Every school must have an accessibility plan, which shows how they plan to improve accessibility for children and adults with SEND and when these improvements will be made. Our accessibility plan be found on our school website:

[http://www.westdean.w-sussex.sch.uk/web/accessibility\\_plan/321460](http://www.westdean.w-sussex.sch.uk/web/accessibility_plan/321460)

## **Roles and Responsibilities**

All staff and members of our school community are responsible for identifying, teaching and supporting children with SEND.

## **The Governing Body**

The governing body should have regard for the SEND Code of Practice when carrying out their duties towards all children with SEND. This enables them to:

- Ensure that children with SEND are effectively identified and supported by staff
- Work with the Headteacher and SENCo to determine the strategic development of the SEND policy and and provision for children with SEND
- Ensure that teachers are aware of the importance of identifying and providing for those children with SEND
- Ensure that parents are fully informed with regards to the needs and provision for their child
- Ensure that children with SEND are fully integrated into the normal activities of the school so far as is reasonably possible
- Ensure a current update of SEND is reported each term to the Full Governing Body meetings
- Consult with the Local Authority and governing bodies of other schools, when appropriate, in the interests of co-ordinated SEND provision in the area

The appointed SEND Governor is Mrs Margaret Emery.

## **The Head Teacher will:**

- Ensure that the school meets statutory requirements in relation to SEND provision
- Evaluate the impact of SEND provision on raising standards within the school
- Have overall responsibility for the provision and progress of learners with SEND
- Deploy the school's delegated SEN budget to meet children's needs effectively
- Work with the SENCo and SEND governor to determine the strategic development of the SEND policy and provision in the school

## **The SENCo will:**

- Oversee the day to day operation of the school's SEND policy and the co-ordination of specific provision for children with SEND, including those with EHC plans
- Review and update the SEN Support register and SEND Monitoring register with staff on at least a termly basis

- Monitor one page profiles and individual support plans to ensure these are kept up to date
- Organise the annual reviews of children with EHC plans
- Ensure the records of all children with SEND up to date, using CPOMS to store information
- Identify and ensure that the training needs of staff are met in relation to SEND and contribute to the in-service training of staff
- Make referrals and liaise with external agencies, especially the local authority and its support services
- Liaise with parents of children with special educational needs, informing them of proposed referrals and intervention groups involving their child
- Monitor and evaluate the effectiveness of SEND provision
- Analyse the school data to monitor the progress of children with SEND
- Regularly report to the Headteacher and Governors
- Ensure that all relevant transition arrangements and information for all children on the SEN Support register is passed onto the next class teacher or secondary school

Mrs Emma Bowman is the school's SEND co-ordinator (SENCo), who completed the National Award for SEN Co-ordination in 2016.

#### **Class Teachers will:**

- Provide quality first teaching for all children
- Assess children's needs and plan reasonable adjustments and additional support to ensure all pupils can access the national curriculum
- Complete a one-page profile and individual support plan for each child on the SEN Support register
- Ensure intervention support is consistently completed as detailed in provision maps
- Record and analyse pupil progress using INSIGHT
- Work closely with teaching assistants to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Work with the SENCo to review each child's progress and decide on any changes to provision
- Report regularly to parents about progress, attainment and next steps

#### **Admission Arrangements**

In line with current Local Authority admissions policy, a place at West Dean CE Primary School is available to a child with SEND provided that:

- The parents/carers wish the child to attend the school
- The child's special educational needs can be met by the school
- Other children will not be disadvantaged
- Resources will be used efficiently



## **Transition**

We aim for all children, including those with SEND, to have a positive experience when they start at a new school, whether they are starting West Dean Primary School or at a secondary school, and try to ensure that children settle quickly and happily into their new environment.

## **Starting School**

For all children starting with us in Early Years, we have a transition programme which prepares the teachers, parents and the children for a successful start to school:

From Pre-school to Reception

- A comprehensive and nurturing transition programme takes place during the second half of the summer term for children starting school with us in September.
- Reception teachers meet with pre-schools to discuss each child and gather information about any additional needs children may have. Reception teachers visit pre-school settings to meet each child and gather more information about children through conversations with staff.
- All children are invited into school for three 'Stay and Play' afternoons in the classroom, initially accompanied by their parents. During the second of these sessions, parents meet with the Headteacher and Reception teachers to find out more about the school and are given an opportunity to get to know each other.
- During the first week of September, Reception teachers visit each child at home to start building relationships with families.
- An advisory teacher from The Early Years SEND Transition team may organise meetings with parents, pre-school settings, Reception teachers and the SENCo to provide advice and guidance on how best to support a child's transition into Reception.
- Children with SEND may benefit from additional visits to school which are arranged between staff and parents at a mutually convenient time. Parents or the school may feel the need for additional transition meetings in order to help prepare for a successful start to school.
- Reception teachers meet each child at the classroom door every day providing parents with an opportunity to share any concerns they may have.
- Every child is given a Home School Diary as a way of communicating between home and school.

## **Transfer to Secondary School**

During the summer term Year 6 teachers complete a Children's Learning and Well-Being Audit (CLAWBA) for every child moving to a secondary school within our locality. The CLAWBA provides a comprehensive summary of each child highlighting areas of need and enabling secondary schools to identify pupils who require additional support.

- All children visit their new school on common transfer day, usually the first Wednesday of July. Some children, including those who are vulnerable, anxious or

have additional needs may benefit from extra visits which are discussed with parents before being arranged with the SENCo.

- Year 7 staff from each secondary school visit West Dean to meet with children to discuss their transition and answer any questions they may have. Year 6 staff and the SENCo also have the opportunity to discuss children at this meeting.
- The SENCo at West Dean contacts the SENCo of each secondary school to pass on information about the needs of children with SEND.
- All relevant paperwork is transferred to the secondary school SENCos.
- Opportunities to work with local secondary schools are actively encouraged so that children are familiar with them.
- All SEND records and reports are transferred to the secondary schools at the end of KS2 or to the receiving school if a child leaves before this.

The Headteacher or the SENCo are always willing to meet with parents/carers when children join West Dean CE Primary School in order to find out more about SEND and any specialist support they may require or agencies already working with them.

### **Complaints**

The school works, whenever possible, in partnership with parents/carers to ensure a collaborative approach to meeting children's needs. All complaints are taken seriously and are heard through the school's complaint policy and procedures which can be found on our school website:

[http://www.westdean.w-sussex.sch.uk/web/complaints\\_policy/285064](http://www.westdean.w-sussex.sch.uk/web/complaints_policy/285064)

### **Policy Review**

The policy will be reviewed by the Governing Body, Headteacher and SENCo on an annual basis.