



## Special Education Needs and Disability Policy

### Our Ethos

We aim for the school to be a happy, exciting and nurturing place to learn where children and adults feel safe and valued by all. All individuals should be respectful and supportive towards others within a fair and consistent environment that is welcoming and friendly. We aim for the school to be unified by its inclusive and positive approach. We promote confidence via a child centred approach to lifelong learning and aim for every child to achieve their best and to always aim high.

### Our Values

Our values are embedded in being inclusive, celebrating everyone's successes, respecting others and treating others as we would wish to be treated. We embrace teamwork and understand that we will be stronger if we work together with a common set of aims and values. We value honesty, trust, flexibility, consistency and good manners. Adults will support each other alongside the children and aim to communicate well and with integrity.

### Definition of SEN and Disability (SEND)

At Spring Grove Primary School we use the definition for SEN and for disability from the SEND Code of Practice (2014). This states:

SEN: A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age**. Special educational provision means **educational or training provision that is additional to, or different from,** that made generally for others of the same age in a mainstream setting in England.

Disability: Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is “...a **physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.**”

## Key Roles and Responsibilities

The SENDCo has day-to-day responsibility for the operation of the SEND policy and co-ordination of specific provision made to support individual pupil with SEND, including those who have EHC plans or Statements. The SENDCo also supports some children with SEND in small groups. The SENDCo is Kully Sunda. She is a fully qualified teacher with experience of teaching Infant and Junior pupils. She has also completed a Masters level qualification with the University of Roehampton in Special Educational Needs. Mrs Sunda can be contacted via the school office.

The SEND Governor is Farzana Mansoor. She has responsibility for monitoring SEND and liaising between the SENDCo and the Governing Body.

## Identification of Needs

The identification of SEND is embedded in the whole school process of monitoring the progress and development of all pupils. We recognise the benefits of early identification and making effective provision in improving the long term outcomes for children with SEND. The purpose of identification is to work out what action the school needs to take, not to fit the child into a category. It is also important to identify the full range of needs, not simply the primary need of an individual pupil.

The Code of Practice (2014) refers to four broad areas of need:

Communication and Interaction – these children have difficulty in communication with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication.

Cognition and learning – children with learning difficulties learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs from moderate learning difficulties (MLD) to children with profound and multiple learning difficulties (PMLD). Specific learning difficulties (SpLD), affect one or more specific aspects of learning, such as dyslexia, dyspraxia and dyscalculia.

Social, emotional and mental health difficulties – children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolates, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect an underlying mental health difficulty such as anxiety or depression, self-harming, eating disorders or physical symptoms that are medically unexplained. Other children may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder.

Sensory and/or physical needs – some children require special educational provision because they have a disability which prevents or hinders them from making use of the

educational facilities generally provided. Many children with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning.

## A Graduated Approach to SEN Support

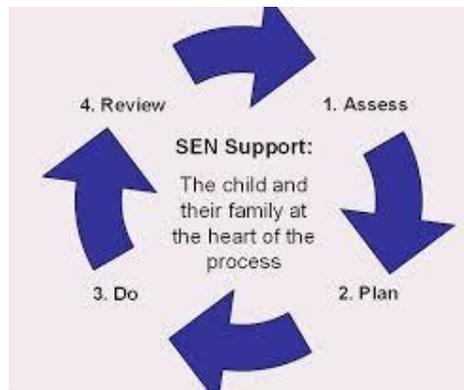
### How the school decides whether to make special educational provision

A process of on-going teacher assessments and termly pupil progress meetings with the leadership team and the SENDCO identifies those pupils making less than expected progress given their age and individual circumstances. The school's first response is highly targeted teaching by the class teacher. Where progress continues to be less than expected the teacher will discuss their concerns with the SENDCO, completing the internal SENDCO referral form giving as much detail as possible. During this stage high quality interventions may be put in place as a pupil's response to such support can help to identify their particular needs. Particular care is taken when identifying and assessing SEN for children whose home language is not English.

Where the pupil continues to show less than expected progress despite the intervention and therefore have a higher level of need, with parental permission the school may seek advice from external agencies. These agencies include:

- Educational psychology
- Speech and Language Therapy
- Behaviour support
- Physical/Sensory support
- Child and Adolescent Mental Health Service (CAMHS)
- School nurse/Paediatric health team
- Children's services
- Education welfare officer

When a pupil is identified as having a higher level of need the SENDCO will discuss the child's needs and difficulties at the termly multi professional meeting at which representative from the list above are invited to attend. If the external professions agree that external support is required, a Child and Family Assessment/Notification (CFAN) form is completed and discussed with the parents. At this point the pupil will be placed on the SEN register as SEN Support (Code K). The school, with support of the external professionals, will seek to remove barriers to learning and put effective special education provision in place. This begins a cycle of assess, plan do, review with the pupil and their family at the centre of the process.



Assess - clear analysis is made of needs based on:

- The views of the pupil and their parents / carers
- teacher assessments and observations
- pupil's current attainment
- pupil's previous progress and attainment
- tracking of progress and comparisons with national data
- assessments by external agencies if appropriate.

Plan - following assessment, the teacher, SENDCo, parent / carers and pupil, agree on a plan of action to include:

- time limited outcomes for the pupil
- the adjustments, support and interventions to be put in place
- a date for review

All planning is pupil centred and outcomes are focussed and recorded.

Do - all the pupil's teachers and support staff are made aware of the plan and implement the adjustments, support and interventions. Teachers are responsible for:

- differentiating and personalising the curriculum
- delivery of 'additional and different' provision for a pupil with SEN
- planning, support and impact measurement of all group and 1:1 interventions delivered by support staff
- linking interventions to classroom teaching

The SENDCo supports teachers in the effective implementation of provision

Review - the quality, effectiveness and impact of provision is evaluated by the review date. This includes sharing information with pupil and parent/carers and seeking their views.

The cycle then starts again at assess with the updated needs of the pupil being considered before planning a continuation of or change to provision.

### Parents/carers and pupil involvement in the process

We believe in a person centred approach to information gathering and the cycle of assess, plan, do review. The SENDCo will meet with parents termly to discuss the pupil's progress and discuss targets. These targets are shared with the pupil and their successes are celebrated.

Parents of pupils with an EHC plan or a statement will have an annual review to discuss their targets and aims for the future. Each child will be asked to share their views of school and

their learning through differentiated activities. If the child is able to, they will attend part of the annual review to share their answers and discuss their aspirations for the future.

## SEN Provision

SEN support can take many forms. This could include:

- evidence based interventions
- extra help from a teacher or a learning support assistant
- making or changing material, resources or equipment
- working with a child in a small group
- maintaining specialist equipment
- observing a child in class or a playtime and keeping records
- helping a child to take part in the class activities
- making sure that a child has understood things by encouraging them to ask questions and to try something they find difficult
- helping other children to work with the child, or play with them at playtime
- supporting a child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing
- access to a nurture group
- an altered timetable

## Managing the needs of Pupils on the SEN Register

Each pupil with SEND is an individual and their learning is tailored to meet their particular needs. Targets are reviewed regularly with staff and parents. Decisions regarding the level of support provided are needs led, working within the constraints of the school budget.

The class teacher is responsible for:

- the progress and development of all pupils including those with SEND
- regular liaison with parents and the SENDCo
- effective deployment of additional adults
- identifying on class planning the provision they are making for pupils with SEND
- supporting the SENDCo in reviewing targets for pupils with SEND

Teaching assistants are responsible for:

- ensuring the day to day provision is in place for the pupils they support
- implementing agreed strategies and programmes and advice from specialists
- record keeping
- resources
- maintaining specialist equipment
- regular communication with the class teacher and the SENDCo

### The SENDCo is responsible for:

- the SEND policy and its implementation
- co-ordinating support for pupils with SEND
- updating the SEND register and maintaining individual pupil records
- monitoring the quality of provision and impact of interventions
- attending network meetings and updating staff
- referrals to and liaison with outside agencies
- liaising with and advising staff
- maintaining regular contact with parents/carers
- co-ordinating annual reviews
- supporting staff in identifying pupils with SEND
- maintain links and information sharing with receiving schools

### Criteria for removing pupils from the SEN Register

When a child has made sufficient and sustained progress towards achieving their personal targets and it is felt they are able to maintain this with quality first teaching, they may be removed from the SEN Register. The school will continue to monitor pupils recently removed from the register to ensure good progress is maintained.

### Requesting an Educational, Health and Care Plan (EHCP) assessment

A small number of pupils, whose needs are complex and long term, may require a greater level of support than that provided at SEN Support from the school's own resources. For these pupils a request will be made to Hounslow to conduct an assessment of education, health and care needs. This application will be made in conjunction with the parents/carers. This assessment may result in an Education, Health and Care Plan being provided. This brings together the pupil's health and social care needs as well as their special educational needs.

### Requesting an Education Support Plan (ESP) assessment

The process for applying for this is similar to the EHCP above, but can be used where there are no health or social care needs and the difficulties are purely educational and can be well met in the mainstream school with additional support.

This will include pupils who require speech therapy or occupational therapy in order to ensure access to the curriculum. It would not include pupils who require physiotherapy or CAMHS input.

An ESP may be appropriate for pupils who have special educational needs which can appropriately be provided for in mainstream schools and may include specific or moderate learning difficulties; behavioural difficulties; communication difficulties, including low level Autistic Spectrum Disorder

Further information can be found on the London Borough of Hounslow Local Offer.

<http://fsd.hounslow.gov.uk/kb5/hounslow/fsd/advice.page?id=1czBEiBPxtw>

## Supporting parents/carers and pupils

We provide support in the following ways:

- Spring Grove Primary School operates an open door policy for parents/carers seeking support and advice. A member of the senior leadership team or the SENDCo will always make themselves available to speak to a parent/carer.
- Individual arrangements can be made for phased entry into Reception classes
- Additional time and special arrangements can be made for SATs
- Emotional Literacy Support Assistants (ELSA)
- Support for transition between classes
- Transition visits for vulnerable year 6 pupils transferring to secondary school
- Inviting the SENDCo of the receiving secondary school to the final Year 6 annual review.

## Emotional Literacy Support Assistants (ELSA)

At Spring Grove Primary School we have two qualified Emotional Literacy Support Assistants (ELSA) who work under the guidance and supervision of the Hounslow Educational Psychology Service. Our ELSAs are available to work with vulnerable children or those who require emotional support.

## Supporting pupils with medical conditions

The school recognises that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Where it is the case that a medical condition meets the criteria of disability the school will comply with its duties under the Equality Act 2010. Reasonable adjustments will always be made to promote access to all areas of the curriculum for pupils with a disability. Eg, extra adult on trips, use of the school lift, alteration of furniture, reasonable variation of uniform. Specific staff will have training to support particular needs eg technical knowledge to maintain auxiliary aids and equipment or managing diabetes. The welfare officer is responsible for the administration of medicines and health care plans/protocols. The welfare officer is Benita Turska.

Where a child can't attend because of illness or injury, our school and LA will provide support to make sure their education doesn't suffer.

## **The school's role**

The school will:

- let the local council know if the child is likely to be away from school for more than 15 school days
- give the local council information about child's needs, capabilities and the programme of work
- help them reintegrate at school when they return
- make sure they're kept informed about school events and clubs
- encourage them to stay in contact with other pupils, e.g. through visits or cards

## **The local council's role**

If a child is going to be away from school for a long time due to illness or injury, the local council will make sure the child/pupil gets as normal an education as possible.

## **Monitoring and evaluation of SEND**

The Deputy Head and SENDCo meet regularly to monitor and evaluate the quality of provision for SEND pupils. The school aims to use interventions in school that have proven outcomes and are evidence based. The impact of SEND provision on the progress and outcomes for pupils on the SEN Register is measured through:

- Analysis of pupil tracking data and test results at pupil progress meeting
- Progress against national data based on their starting points
- Interventions baseline and exit data
- Progress against individual targets
- Pupils' work
- Pupils' social and communication skills

## **Storing and Managing Information**

Pupil records and SEN information may be shared with staff working closely with SEND pupils to enable them to better meet the individual pupil's needs. We are very grateful to parents for their information sharing and openness and respect their confidentiality. Pupils' SEN files are kept in a locked filing cabinet. Individual SEN files are transferred to receiving schools when pupils leave Spring Grove Primary School. GDPR guidance is followed closely.

## **Reviewing the SEND Policy**

The SEND policy is reviewed annually by the governing body. However, if legislation is changed or the London Borough of Hounslow updates its SEND procedures/provision/policies, this policy will be reviewed in order to adhere to the borough's Local Offer.

Date of next review: April 2020

## Complaints

We urge parents/carers with any concerns regarding the SEND policy or the provision made for their child at Spring Grove Primary School to speak to us as soon as possible. In the first instance, please speak to the class teacher or the SENDCO. If parents/carers feel their child's needs are still not being met they should make an appointment to see a member of the Senior Leadership Team.

## How the policy was put together

The policy reflects the statutory guidance set out in the Special Educational Needs and Disability code of practice 0-25 years (July 2014).

## Access to this policy

You can get a copy of our policy in a number of ways:

- The school website, follow the link: *About Us* to the SEND section.
- A hard copy on request at the school office

Please let us know if you need this policy to be made available to you in a different format e.g. enlarged font or a language other than English.

## Appendix 1: Key Documentation

The following documents have informed this guidance which parents may find helpful:

Special educational needs and disability code of practice: 0-25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Special educational needs and disability: a guide for parents and carers

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Supporting pupils at school with medical conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

London Borough of Hounslow Local Offer

<http://fsd.hounslow.gov.uk/kb5/hounslow/fsd/localoffer.page?localofferchannel=0>

Illness and your child's education - GOV.UK

<https://www.gov.uk/illness-child-education>