



## SEND POLICY

<b>Policy Title</b>	SEND Policy
<b>Statutory</b>	Yes
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<b>Policy Author</b>	N Gibbons
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<b>Distributed To</b>	All staff
<b>To be published on website</b>	Yes
<b>Changes to this policy</b>	Page 8 wording changed regarding how targets are shared with parents.
This policy has been impact assessed against race, gender and disability and no adverse impact has been identified.	

*Please note as this policy has been updated during the Covid-19 pandemic, some of the meetings described below may be held virtually rather than face to face or may be run in a different format. In addition to this, some of the interventions detailed may be conducted in a slightly amended format to allow for social distancing.*

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## Responsibilities

Headteacher: Mrs A Majcher

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Assistant Head (SENDCo): Ms N Gibbons

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Governor with responsibility for SEND:

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Designated Person with responsibility

Mrs A Majcher

for Safeguarding & Looked After Children:

## Context

Carrington Junior School is a Local Authority (LA) maintained junior school situated in Flackwell Heath. There are currently approximately 245 children on roll, aged between 7 and 11 years, in 8 classes. There is also an Additionally Resourced Provision (ARP) catering for up to eight children with a diagnosis of Autism Spectrum Disorder (ASD).

## Aims

At Carrington Junior School we are committed to giving all our children every opportunity to achieve their best. The achievement, attitude and well-being of every child matters and inclusion is the responsibility of everyone within our school. Every teacher is a teacher of every pupil, including those with special educational needs and disabilities. We respect the unique contribution which every individual can make to our school community. We want to create an atmosphere of encouragement, acceptance, respect for achievement and sensitivity to individual needs.

- In line with the Government's education policy that focuses on helping all children to reach their potential, at Carrington Junior School we are committed to developing a level of education that provides equality of opportunity and high achievement for all our children.
- We will strive to ensure that if a child has a Special Educational Need and Disability (SEND) it is identified at the earliest opportunity and that early action is taken to meet those needs.
- We place the rights of children with SEND at the heart of school policy and ensure that children are involved with decisions taken about the education they receive.
- We try to ensure that we have a clear and flexible strategy for working with children with SEND and parents are encouraged to play an active role in the education of their children.
- We believe that all pupils, whatever their ability or specific need, have a right to a broad, balanced and differentiated curriculum relevant to their needs.
- At Carrington Junior School we value all children and recognise that all children may at some time be entitled to special provision and that this may include children who are recognised as more able.
- The Headteacher, Senior Leadership Team (SLT), staff and governors will do their best to secure appropriate provision for any pupil who has an identified SEND.
- Our ethos is aimed at enabling children with SEND to maximise their potential, be included fully in our school community and make a successful transition to secondary school and into adult life.

- We strive to ensure that each pupil be fully integrated into the life of the school and be given every opportunity to develop self-confidence, self-esteem and independence.

## Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (July 2014) 3.65 and has been written with reference to the following guidance and documents:

- ✓ Equality Act 2010
- ✓ SEND Code of Practice 0 – 25 (2015)
- ✓ Schools SEND Information Report Regulations (2014)
- ✓ Statutory Guidance on Supporting Pupils at School with Medical Conditions (2014)
- ✓ The National Curriculum in England: framework for Key Stage 2 (2014)
- ✓ Child Protection Policy 2020
- ✓ Teacher Standards

## Definition of SEND and Disability (SEND)

At our school, we use the definition for SEND and for disability from section 20 of the Children and Families Act (2014). This states:

**SEND:** 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 them. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age.

**Disability:** A child or young person has 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 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.

## Objectives

- To reach high levels of achievement for all and to have high expectations of all of our pupils
- To be an inclusive school
- To ensure a clear process for identifying, assessing, planning, providing and reviewing for SEND pupils; with the pupils and their parents/carers at the centre
- To develop effective whole school provision management for pupils with special educational needs and disabilities
- To deliver training and support for all staff working with pupils with SEND in order to develop our practice within the guidance set out in the Code of Practice, January 2015
- To work collaboratively with staff, parents and children
- To work within the guidance provided in the SEND Code of Practice, 2015

- To operate a 'whole pupil, whole school' approach to the management and provision of support for special educational needs

### 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.

### *Assessment and Monitoring*

The school system for regularly assessing and recording the progress of all children is used to identify children who are not progressing satisfactorily and who may have additional needs.

The assessments used at Carrington Junior School are:

- National curriculum descriptors at the end of each key stage
- Baseline assessments
- Termly assessments
- Formative and summative assessments
- Progress measured against the P level descriptors
- Autism Education Trust Progression Framework
- Observations of behavioural, emotional and social development
- Sampling of work and class observations
- Assessments by a specialist service, such as Educational Psychology or Specialist Teaching Service (STS)
- Strengths & Difficulties questionnaire (SDQ)

Teachers also take part in a SEND day with the Assistant Head (SENDCo) termly, whereby any concerns or extra support needed is discussed. This is an opportunity for the class teachers and the Assistant Head (SENDCo) to look at how well the support provided is working and whether there are any children showing signs of possibly needing extra support.

Where children are observed as not making expected progress or who are identified through screening or assessment results, parents will be invited to speak to the class teacher to discuss the areas of concern, as well as the child's strengths, in order to put together a plan of action. If it is felt the child would benefit from having an intervention, a SEND Support Plan will be collaboratively produced to begin the process of implementing extra support to help the child to make progress in the areas of need. Children will also contribute to this plan and regularly discuss what support they feel works best for them.

When the children are identified as having needs in one or more of the following areas, which are referred to in the Code of Practice, a SEND support plan or a provision map will be set up:

Communication and Interaction - Children with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or understanding and using social rules of communication. These issues may also affect their reading, learning, making

friends, behaviour and managing their emotions. Children within this area may also be highlighted as having Autism Spectrum Disorder (ASD) or Developmental Language Disorder (DLD).

Cognition and Learning - Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD) and severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum; alongside associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning, such as dyslexia 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 lead to becoming withdrawn or isolated, as well displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties or other conditions.

Sensory and/or Physical needs - Pupils may have a physical disability which affects their learning or access to learning. Some may also have issues with processing sensory information (such as sight, sound and/or touch).

**The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category.** Our identification process is used to help staff to better understand what the child's needs are and how best to support them in the most effective way. These allow staff to make reasonable adjustments for pupils in order to remove potential barriers to learning. In these circumstances a behaviour plan or pastoral support plan may be implemented adhering to our Behaviour Policy. This will be shared with staff, parents/carers and external agencies (if applicable), and reviewed regularly to ensure a consistent approach.

### A Graduated Approach to SEND Support

The Code of Practice states that all teachers are responsible and accountable for the progress and development of **all** pupils in their class, including those who have access to additional support. A process of on-going teacher assessments and termly pupil progress meetings with teachers identifies those pupils making less than expected progress given their age and individual circumstances. At the first stage, if ongoing class assessments suggest a child may have special educational needs we will aim to identify any barriers to learning, devise personalised targets and provide specific support within the classroom setting. Progress will be closely monitored. This is called **Quality First Teaching**. If progress is not evident as a result of this provision, we would look to provide further support and move to the next stage of SEND support.

In deciding whether to make special educational provision, the teacher and Assistant Head (SENDCo) will consider all of the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress, in addition to the views of parents/carers and the pupil. During this stage, extra teaching or interventions may be detailed in a SEND Support Plan.

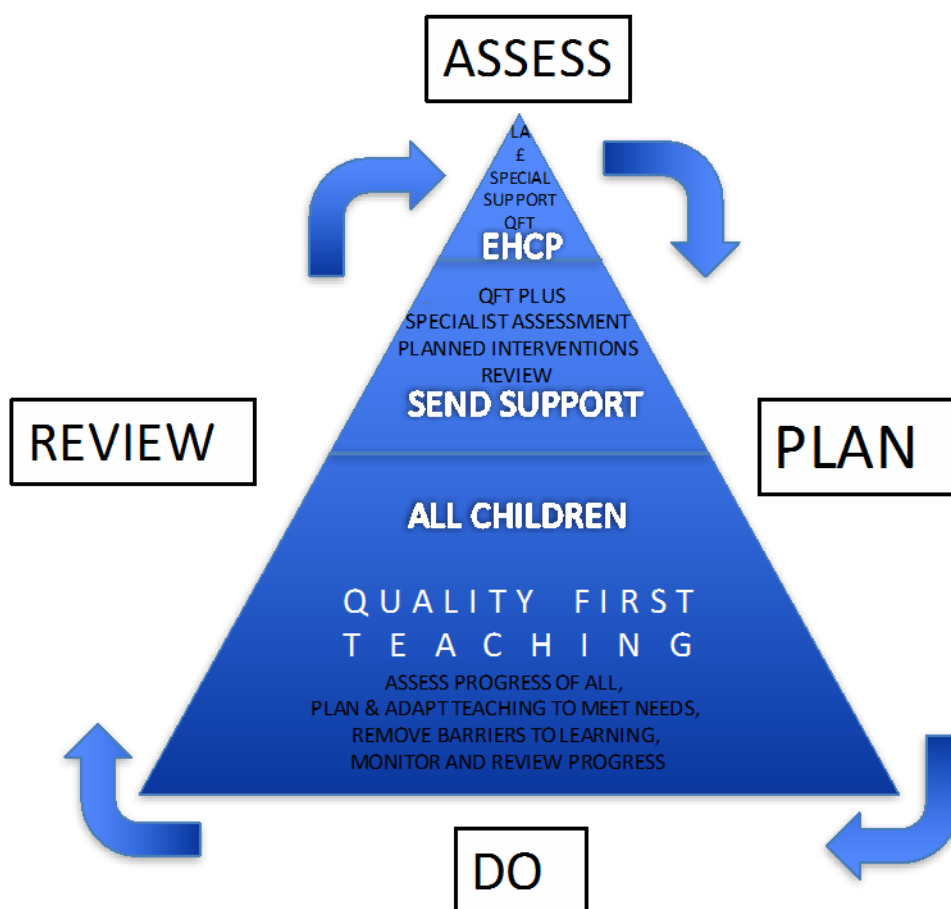
This begins a cycle of assess, plan, do, review with the child at the centre of the process. This is a working document which will be updated termly with staff and parents/carers assessing the impact of interventions.

Where pupils have higher levels of need, and with parental permission, the school may seek advice from external agencies. These agencies include:

- Educational Psychology Service (EPS)
- Speech and Language Therapy Service
- Occupational Therapy Service
- Educational Welfare Team
- Specialist Teaching Service
- School Nurse/Paediatric health team
- Child and Adolescent Mental Health Service (CAMHS)

### GRADUATED RESPONSE MODEL

RESPONSE TO INTERVENTION MODEL FOR SEND SUPPORT - CODE OF PRACTICE 2015



#### The four-part cycle:

**Assess:** We will ensure that we regularly assess all pupils' needs so that each child's progress and development is carefully tracked compared to their peers and national expectations. Teachers will work closely with the Assistant Head (SENDCo) to carry out a clear analysis of the pupil's barriers to learning. We will listen to the views and experience of parents/carers and the pupil. In some cases, we will draw on assessments and guidance from other education professionals e.g. Educational Psychologists (EP) and from other services.

Plan: Where a SEND Support Plan or provision map is required, the teacher and Assistant Head (SENDCo) will put together a plan outlining the adjustments, interventions and support which will be put in place for the pupil as well as the expected impact on progress and outcomes, including a date when this will be reviewed. Targets for the pupil will be set for the term and then parents will be invited in to discuss these. All staff who work with the pupil will be made aware of the plan and all interventions will be shared with parents/carers.

Do: The class teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs or specialists who provide support set out in the plan and monitor the progress being made. The Assistant Head (SENDCo) will provide support, guidance and advice for the teacher.

Review: The plan, including the impact of the support and interventions, will be reviewed each term by the teacher, Assistant Head (SENDCo), parent and the pupil. This will inform the planning of next steps for a further period or, where successful, the removal of the pupil from SEND Support.

This four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and what supports the pupil in making good progress is known as the graduated approach. It draws on more detailed approaches and more specialist expertise in successive cycles.

#### Parents and pupil involvement in the process

We believe in a person-centred approach to information gathering and the cycle of assess, plan, do, review. Targets are shared with parents and pupils and successes are celebrated.

Invitations will be sent to parents of pupils with Education, Health and Care Plans (EHCP) to attend children's interim and annual reviews. Where suitable, children will attend part of the meeting to share their achievements for the year and aspirations for the future.

Our SEND Information Booklet is available for parents of children with SEND needs; this explains the various steps involved with managing support etc. This is available on our website under the 'SEND' tab.

If a parent/carer is concerned:

- *Talking to the teacher - Open door policy*

We feel that working in partnership with all parents leads to the happiest children and the best education. If, at any time, the parent/carers are concerned about their child, they may arrange an appointment with their child's class teacher as soon as possible in order to discuss them. At this point we will work together with the parent/carer and the Assistant Head (SENDCo) to decide on the best course of action.

- *Parent/carer consultation evenings*



We hold two parent/carers consultations per year to discuss the progress of all our pupils. These meetings are to enable parents to voice any concerns they may have. Appointments will be available with the Assistant Head (SENDCo) for parents/carers who would like to discuss anything that worries them following this consultation.

- *Teacher assessments*

All pupils' progress and achievement is assessed by teachers in every lesson. Academic achievement and progress information is collected for each pupil, usually termly, in order to ensure that all pupils are making good progress and will achieve their targets. If a child is not making progress then further investigations will be made to ensure that the school is meeting their needs. If after further investigation the school believes your child may have Special Educational Needs then we will arrange a meeting with you and if appropriate your child too, to identify these needs further and plan support.

### Supporting Pupils at School with Medical Conditions

Carrington recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Some may also have special educational needs (SEND) and may have a statement, or EHC Plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2015) is followed. The school has a policy for Supporting Pupils at School with Medical Conditions.

### Disability

Many children who have SEND 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', 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'.*

At Carrington Junior School we observe two key duties:

- We **must** make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children might require and what adjustments might need to be made to prevent that disadvantage.
- We **must not** directly or indirectly discriminate against, harass or victimise disabled children.

### Monitoring and Evaluating SEND

The Assistant Head (SENDCo) monitors the progress of children within the SEND system in school. The Assistant Head (SENDCo) provides staff and governors with regular summaries of the impact of the policy

on the practice of the school. In partnership with the Headteacher, children who are not making progress are identified and monitored.

The Assistant Head (SENDCo) is involved in supporting teachers involved in implementing SEND Support Plans for children. The Assistant Head (SENDCo) and the Headteacher hold regular meetings to review the work of the school in this area. The Assistant Head (SENDCo) and the named governor with responsibility for special needs also hold termly meetings and report on the implementation and impact of this policy to the Education Committee and Full Governing Board.

The success of the school's SEND policy and provision is also evaluated through:

- Monitoring classroom practice
- Analysis of pupil tracking data & children's work
- Monitoring of procedures and practice by the SEND governor and FGB
- School self-evaluation and Strategic Planning documents
- Feedback from parents and children
- Performance management for staff

In order to make consistent, continuous progress in relation to SEND provision the school encourages feedback from staff, parents and pupils throughout the year. This is done in the form of an annual parent and pupil questionnaire, discussion and consultation meetings with parents.

### Training and Resources

We aim to keep all staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. The Assistant Head (SENDCo) attends relevant SEND courses in order to keep up to date with local and national updates in SEND. We recognise the need to train all our staff on SEND issues and access to courses is available for all. The Assistant Head (SENDCo), with the Senior Leadership Team, ensures that training opportunities are matched to school development priorities and identified pupils' needs. All teachers and support staff undertake induction on taking up a post and this includes meeting with the Assistant Head (SENDCo) to explain the systems and structures in place around the school's SEND provision and practice.

### Inclusion

The school does not prioritise admission on the grounds of ability. If a child has additional needs for which specialist teaching or equipment is essential then the school will liaise with the LA to determine the best outcome.

The school operates a highly inclusive policy that endorses and supports the LA for equal opportunities and inclusive education. The school seeks to provide effective learning opportunities for all pupils taking the National Curriculum as the main structure for our planning. Programmes of study are modified as necessary so that all pupils are offered appropriately challenging work according to their diverse learning needs. Staff have high expectations of all pupils, including those with SEND needs.

## Special Facilities – ARP

Carrington Junior School has an Additionally Resourced Provision for up to 8 children with a diagnosis of Autism Spectrum Disorder (ASD). We currently have four teaching assistants employed to support the ARP, one HLTA and the Assistant Head (SENDCo) is the ARP Manager. Through this provision Carrington Junior School provides:

- Additional staff trained to meet the needs of children with ASD
- An ARP classroom for children in the ARP to use when they register and when they are not integrating into mainstream classes. In here, children have their own learning station where their individual timetables are visible.
- A room for speech therapists, educational psychologists and other specialists to work with individual children.
- Extra resources that help children to integrate and work with increased independence (such as a touch-screen laptop).

At Carrington Junior School, we use the ARP to support children to teach specific skills, to generalise their skills with the aim of re-integrating into a mainstream class. Children will have individual timetables with varying times of integration, according to their needs. Children are entitled to extra support when they integrate and arrangements are flexible around the child. All children who access the ARP will have a curriculum incorporating life skills as well as the National Curriculum provided by an ARP practitioner.

Mainstream class teachers are responsible for the learning of children in their year group who are in the ARP. Planning is done collaboratively and sufficiently differentiated work will be provided so that children from the ARP can access the lessons, whether they participate in the mainstream lesson or if they work on activities in the ARP with support. For lessons where children do not participate in mainstream lessons, these will be delivered by staff in the ARP.

Requests for a place within the ARP at Carrington Junior School should be made to the Local Authority. However, visits to the ARP and meetings with the Assistant Head (SENDCo) can be arranged at any time by contacting the school. Further information is available on the school's website, or in the form of a leaflet from the school office.

## Allocation of Resources

The Assistant Head (SENDCo) is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with Statements of Special Educational Needs and Education Health and Care Plans. The Headteacher informs the Governing Board of how the funding allocated to support special educational needs has been employed.

## Roles and Responsibilities

Provision for pupils with SEND is a matter for the school as a whole. The Governing Board, in consultation with the Headteacher, has a legal responsibility for determining the policy and provision for pupils with special educational needs and for monitoring its impact. It maintains a general overview and has an appointed representative who takes particular interest in this aspect

of the school and regularly monitors the provision in partnership with the Assistant Head (SENDCo) and Headteacher.

**Governors are responsible for:**

- Statutory responsibilities for pupils with SEND
- Striving to ensure that the school makes the necessary provision for every pupil with SEND.
- Informing parents how they can raise concerns about provision for children with SEND and how their concerns will be investigated.
- Reviewing the schools' budget, to consider the employment of SEND teaching and support staff and to monitor the levels of resources spent on supporting pupils with SEND.
- Assisting in the development and monitoring of the school's policy and strategy for SEND.
- Ensuring that there is no discrimination against disabled pupils and prospective pupils
- To plan to increase systematically the access of disabled pupils and prospective pupils both to the curriculum and to the facilities of the school
- To make 'reasonable adjustments' for disabled pupils to have access to the curriculum and facilities of the school.

**The Headteacher is responsible for:**

- The management of all aspects of the school's work, including provision for pupils with special education needs
- Keeping the Governing Board informed about SEND issues
- Working closely with the Assistant Head (SENDCo)
- The deployment of all special educational needs personnel within the school
- Monitoring and reporting to governors about the implementation of the school's SEND policy and the effects of inclusion policies on the school as a whole

**The Assistant Head (SENDCo) is responsible for:**

- Overseeing the day-to-day operation of school's SEND policy
- Coordinating the provision for children with SEND
- Advising teachers on the graduated approach to SEND Support
- Reporting on the use of the delegated budget and other resources
- Meeting with the parents of children with SEND
- Working with other education settings and outside agencies, including health and social services and voluntary bodies
- Liaising with infant and secondary schools to ensure smooth transitions for SEND pupils
- Ensuring that SEND records are up to date
- Contributing to the in-service training of staff and ongoing training related to SEND
- Monitoring the progress of children with SEND
- Regular meetings with the SEND Governor

## **Class teachers are responsible for:**

Teachers are responsible and accountable for the progress and development of all the children in their class, even where they access support from teaching assistants or specialist staff. Quality first teaching, differentiated to meet the needs of individuals, is the first step in responding to children who have or may have SEND.

### *Class Teacher responsibilities:*

- Ensuring that they are familiar with the school's SEND policy and procedures for the identification, monitoring and supporting of children with SEND
- Working with the Assistant Head (SENDCo) to assess the needs of children with SEND (Teacher Standards: *'Make accurate and productive use of assessment'*)
- Attending and contributing to planning meetings and reviews for their children with SEND
- Making adjustments to the curriculum through effective differentiation, planning and delivering interventions to meet the needs of children with SEND (Teacher Standards: *'Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively'; 'demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development'*)
- Meeting with parents to inform them of their child's progress
- Ensuring that all staff working are aware of the specific needs of pupils with SEND in their class (Teacher Standards: *'have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these'*)
- Updating the Assistant Head (SENDCo) with any relevant information about children in their class
- Constructing and updating provision plans for children with SEND, taking into account their progress and needs, and organising termly review meetings with parents (Teacher Standards: *'have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these'*)

## **Support staff are responsible for:**

- Supporting teacher input (i.e. supporting the effective inclusion of all children in high quality lessons).
- Supporting learning in group work (i.e. small-group intervention programmes).
- Supporting learning of individuals (i.e. specific targeted approaches for individual children identified as requiring SEND intervention).
- For tracking intervention work carried out with the children.

Support staff work as part of a team with the Assistant Head (SENDCo) and the teachers supporting individual needs and ensuring inclusion of pupils with SEND within the class. All support staff are responsible for ALL pupils at Carrington regardless of their need and their usual role. Support staff are also responsible for providing support to children with SEND in a way that builds independence for the children, where possible.

### Storing and Managing Information

Documents relating to pupils with SEND will be stored with their Pupil File in fireproof cabinets in the school. These cabinets should be locked overnight. SEND records will be passed on to a child's next setting when he or she leaves Carrington Junior School. The school has a Data Protection Policy, which complies with the Data Protection Act and GDPR requirements and this applies to all written pupil records.

### Accessibility

Carrington Junior School's Accessibility Plan forms part of our Equality Policy, which can be found on the school website [www.carringtonjs.co.uk](http://www.carringtonjs.co.uk).

### Complaints

The school has a complaints procedure which applies to complaints about SEND provision. This can be found on the school website.

### Linked Policies/Documents

- Accessibility Policy
- Behaviour & Discipline Policy including Anti-Bullying, Exclusion & Restraint
- Complaints Policy
- Data Protection Policy
- Equalities and Cohesion Policy
- Equalities Objective Statement
- Privacy Policy
- Records Management Policy
- SEND Information Report
- Supporting Medical Conditions in School Policy

### Reviewing The Policy

This policy will be reviewed by governors on an annual basis.

Signed (Headteacher)..... Date.....

Signed (SEND Governor)..... Date.....

Signed (Assistant Head (SENDCo) .....Date.....