

SIMONSIDE PRIMARY SCHOOL SEN AND DISABILITY POLICY 2016-2017



SENCO: Mrs J West (Deputy Headteacher)

Mrs West is the coordinator of special educational needs and is responsible for the day to day operation of the SEN policy. She is also our lead teacher for inclusion.

This policy has been discussed and shared with the staff and Governors of the school after consultation with the LEA and Senior Leadership Team. They acknowledge shared responsibility for making appropriate provision for children with special educational needs. The policy is made available to parents and families through our on line website.

Rationale:

At Simonside Primary School every child is equal, valued and unique. We aim to provide an environment where all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs.

Simonside Primary School is committed to providing an education that enables all pupils to make progress so that they achieve their best, become confident individuals living fulfilling lives and make a successful transition into adulthood.

Objectives:

- To ensure equality of provision for pupils with special educational needs (SEN) and disability
- To take into account legislation related to SEN and Disabilities , including part 3 of the Children and Families Act 2014, The SEN Code of Practice 2014, The Special Educational Needs and Disability Regulations 2014, The Special Educational Needs (Personal Budgets and Direct Payments) Regulations, Section 49, The Order setting out transitional arrangements, Section 137, Equality Act 2010, The Mental Capacity Act 2005, Working Together to Safeguard Children 2013, Supporting pupils at school with medical conditions 2014
- To provide full access for all pupils to a broad and balanced curriculum
- To ensure that the needs of pupils with SEN are identified, assessed, planned for and regularly reviewed to improve outcomes
- To enable pupils with SEN to achieve their potential
- To ensure parents / carers are fully engaged in decision making
- To take into account the views, wishes and feelings of pupils
- To provide advice and support for all staff working with pupils with SEN
- To provide detailed information about the arrangements for identifying, assessing and making provision for pupils with SEN

Roles and Responsibilities:

The Special Educational Needs Coordinator (SENCO):

- overseeing the day-to-day operation of the policy
- coordinating provision for pupils with SEN
- liaising with the Designated Teacher where a looked after pupil has SEN
- advising on the graduated approach to providing SEN support
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively

- liaising with parents of pupils with SEN
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- ensuring that the school keeps the records of all pupils with SEN up to date

The SEN Teaching Assistant (Mrs Davidson) supports individuals and groups of pupils at SEN support level of provision in Key Stage 2, both in class and through withdrawal for targeted interventions/ programmes recommended by professionals. All Teaching Assistants have been trained in a range of interventions to support children throughout the school with SEN.

The designated teachers for child protection are Mrs Thompson (Headteacher) and Mrs West (Deputy Headteacher)

The designated member of staff responsible for managing pupil premium is Mrs Thompson (Headteacher)

The designated member of staff for looked – after children is Mrs Thompson (Headteacher)

The designated Governors for SEN are Lil Collingham, Lynn Watson and Philip Smith.

Access to Facilities and Provision:

Please refer to school's accessibility plan which outlines how we:

- Increase access to the curriculum for pupils with a disability
- Improve and maintain access to the physical environment
- Improve the delivery of written information to pupils

Allocation of Resources:

The Headteacher and SENCO are responsible for the operational management of the budget for SEN provision. The school will use a range of additional funding including the national SEN budget and, where applicable, pupil premium to provide high quality appropriate support for pupils with SEN.

Access to the Curriculum

The broad and balanced curriculum is differentiated to enable all children to access the learning. Teachers have high expectations for all pupils. In planning and teaching, teachers provide suitable learning objectives, meet the pupils' diverse learning needs and remove the barriers to learning. For the majority of the week pupils with SEN are taught with their peers in mainstream classes. Teachers are responsible and accountable for the progress and development of the pupils. However, in order to maximize learning, some pupils are withdrawn, individually and in small groups, to take part in targeted, time limited interventions planned to meet particular needs.

Pupils with SEN are actively encouraged and supported to join in and benefit from additional activities and clubs as well as any wider community activities.

Identification, Assessment, Planning and Review Arrangements:

Simonside Primary School follows the graduated approach of assess, plan, do and review as outlined in the Code of Practice (2014). This approach is embedded in whole school practice for all pupils and every teacher is responsible for 'adapting teaching to respond to the strengths and needs of all pupils'. (Teachers' Standards 2012)

School assessment data, teacher judgments and, where appropriate, assessments from outside agencies are used to identify pupils who require additional and different provision. A provision map / intervention sheets outline all SEN support and is updated each term.

The following are **not** SEN but may impact on progress and attainment:

- Disability
- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL)
- Receipt of pupil premium
- Being a looked – after child
- Being a child of service personnel

SEN support – four part cycle

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils in school. Termly pupil progress meetings support the early identification of pupils who may have SEN. Where concerns are identified an initial concerns checklist is completed and discussed with the SENCO.

Assess

The class teacher, working with the SENCO, will carry out a clear analysis of a pupil's needs. This assessment will be reviewed regularly. Where appropriate, professionals will help to inform the assessment. Parents will be asked to contribute to the assessment.

Plan

Parents will be formally notified as to the kind of intervention the school will be putting in place to support their child. Adjustments, interventions, support and review dates will be agreed with staff, parents and pupils. This will be recorded on the school information system.

Do

The class teacher will remain responsible for working with the pupil on a daily basis and retain responsibility for their progress and outcomes. They will plan and assess the impact of support and interventions with any teaching assistants or specialist staff involved. The SENCO will support the above.

Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed on the agreed date. Reviews will be held with parents at least three times per year. The class teacher, working with the SENCO, will revise the support in light of the pupil's progress. If a pupil does not make expected progress over a sustained period of time school will consider involving specialists. School liaises with the following services - Educational Psychology Service, Behaviour Support Service, School Health, School Improvement Service (SIS), SEN support, SEN Teaching and Support Service (SENTASS), and, when appropriate, Social Services and Looked After Children Team. We also employ a school counsellor who works in school one half day per week to help and support

children with identified mental health issues. Our Parent Support Advisor (PSA) also supports families of children with a SEN or disability if required.

Additional Top Up Funding

Where a pupil's needs exceed the nationally prescribed threshold (currently £6,000) additional funding will be applied for from the local authority.

Education, Health and Care Plans

Where, despite having taken relevant and purposeful action to identify, assess and meet the SEN of a pupil, the pupil has not made expected progress, then school or parents will consider requesting an Education, Health and Care assessment. School will provide the local authority with evidence of the action taken as part of SEN support.

Further details on provision for pupils with SEN can be found in the SEN information document.

SEN information document

This report can be found on the school website. It outlines the provision Simonside Primary School makes for all pupils with SEN and within the four broad areas of need – communication and interaction; cognition and learning; social, emotional and mental health difficulties; sensory and/or physical.

Transition Arrangements

Transition is carefully planned. In order to ensure successful transition to Secondary school, the pupils and parents/carers will be fully involved in the planning for the transfer to the new setting. Key information about SEN provision will be shared with the next school /setting through the review process. During the summer term, staff from feeder schools are invited to review meetings alongside teachers and parents for Year 6 children with SEN. All documents/assessments are handed over with a transition document.

Partnership with Parents/Carers:

Simonside Primary School has positive attitudes to parents/carers and values their important role in their child's education. Parents/carers are always informed when their child is placed on the SEN list and the graduated response, outlined in the Code of Practice, is explained to them. Newcastle Special Educational Needs and Disabilities (SEND) Information, Advice and Support Service (formerly known as Parent Partnership Service) information is also shared with parents.

Parents/carers are fully involved in the review process. Interpreters are arranged for parents who require translation during meetings. Written information is in accessible formats and sufficient notice is given for meetings to enable parents/carers time to prepare.

The Parent Support Advisor (Kay Dixon) is proactive in supporting parents in a variety of ways, including home visits, liaising with agencies, organising activities and facilitating and delivering training. The Common Assessment Framework (CAF) is used to coordinate support for children and their families who have a range of needs.

Parents are encouraged to access the local offer website for further information; <http://www.newcastlefis.org.uk>.

Pupil Participation:

The views of all pupils are valued. Pupils with SEN are supported to be involved in decision making and to be able to express any concerns. All pupils are made aware of their individual targets and a pupil review sheet is used to gather their views on their progress. The pupil review sheet is completed on a termly basis. Pupils in key stage 2 are invited to attend their termly review meeting.

Monitoring and Evaluating the Success of Provision:

A variety of methods are used to monitor and evaluate the provision and achievements for the pupils with SEN:

Regular observation of teaching by the senior management team

Analysis of assessment data, with high expectations for the progress expected between key stages for all pupils,

Assessment records that illustrate progress over time – e.g. reading ages

Pre and post assessments for those pupils who are withdrawn for targeted interventions

Success rates in respect of individual targets

Monitoring by the governor with responsibility for SEN

The views of parents/carers and pupils.

Regular meetings between SENCO, SENTA and the Headteacher / SENCO

Provision Mapping – used as a basis for monitoring the impact of interventions.

LA audit to externally validate provision and outcomes for pupils with SEN

Links with Other Schools

Simonside Primary School became part of the Outer West Learning Trust in April 2014 and has strong links with these schools. The SENCOs in the Trust meet termly to discuss new initiatives, share expertise and good practice.

Pupils from our school generally transfer to Walbottle High School and Kenton although a few children do go to other secondary schools.

Our school has links with all schools and plans are made for children in Year 6 to visit their new school, and participate in other joint events. SEN records will be transferred to the new school and the SENCO is invited to discuss Year 6 children at SEN Support along with class teachers and parents.

We are a linked school to Thomas Bewick Special School. They host training events and offer valued support when needed. Children who transfer from our school into specialist provision are supported with the transition and will have visits before they move. Teachers will coordinate the transfer of records beforehand.

SENCO network meetings provide further links with local schools where expertise and best practice can be shared. The Foundation Stage maintains links with local Sure Start Centre's and playgroups.

The Headteacher meets regularly with colleagues both locally and city wide, enabling a share of good practice and concerns.

Staff Development:

The SENCO ensures staff are informed of local and national developments in relation to SEN and Inclusion.

Training needs are identified and, where appropriate, outside agencies are used to deliver the training. The SENCO also delivers training to lunchtime supervisors on behavior management strategies. Newly qualified teachers are offered support and in school training by the SENCO.

The SENCO attends termly SEN Network meetings and the annual SEN Conference, led by the Local Authority.

Medical Conditions

Simonside Primary School will follow the recommendations of the Children and Families Act 2014 with regard to arrangements to support pupils with medical conditions. Where a pupil also has SEN, their provision will be planned and delivered in a coordinated way with their healthcare plan.

Admission Arrangements:

The school has adopted the criteria set out in the LA's admission policy. The school welcomes pupils with known special educational needs and disability, as well as identifying and providing for those not previously identified as having SEN.

The Complaints Procedure:

Initially an attempt will be made to resolve a complaint about SEN provision at school level, within one week of the complaint having first been made. The procedure is firstly that the class teacher attempts to resolve matters, then if required the SENCO and /or Headteacher becomes involved.

If the complaint is unresolved, then the person making the complaint is advised of their rights under Section 23 of the Education reform Act to make a complaint. The Governing Body will consider the complaint, after which, if necessary the LA will become involved. School will inform parents/carers of the local authority's commissioned independent disagreement resolution service. Details can also be found in the Local Offer.

This SEN and Disability policy will be reviewed September 2017.