



Special Educational Needs & Disability Policy



'Every Child, Every Chance, Every Day'

Reviewed By	Sarah Nutbeam	Policy Owner	November 2017
Approved by	Cate Gregory /Annette Hixon	Head of School	November 2017
Ratified by	Full Governing Body	Governor	December 2017
NEXT REVIEW			November 2018

At Shirley Infant and Junior School we provide high levels of care for all pupils, celebrate their individuality and make sure that pupils' voices are listened to, respected and acted upon. We have established excellent links with parents and the community which brings another dimension to the quality of pupils' learning. We are committed to providing an environment that enables full access and participation in the school community for all pupils, staff and visitors with a disability, regardless of their physical, sensory, social, spiritual, emotional and cultural needs.

We have high expectations of all pupils. We are committed to taking positive action in light of the Equality Act, 2010 with regard to disability. We are a very inclusive school and are eager to promote a culture of support and awareness within the school.

We aim to develop a culture of inclusion and diversity in which people feel confident about disclosing their needs in the certain knowledge that they will receive a positive and supportive response which facilitates their full participation in the full range of activities offered.

In particular, the achievement and participation of pupils and students with disabilities will be monitored and we will use this data to raise standards and ensure inclusive teaching. We will make reasonable adjustments in relation to teaching and learning and wider aspects of academy life to make sure that the educational environment is as accessible as possible.

We will use our accessibility planning duty to ensure that there is a rolling programme of improvements over the next three years in relation to access to the curriculum, access to information for both pupils and their parents and access to the academy buildings, its facilities and amenities for all.

We implement our Special needs policy in line with the new National Code of Practice 2015. The policy should be read in conjunction with the teaching and learning, equal opportunities and inclusion policies.

Children with Special Educational Needs or Disability (S.E.N.D.) are identified as those with social, emotional, mental health, physical, sensory or learning difficulties. The Equality Act, 2010, defines disability as when a person has a 'physical or mental impairment which has a substantial and long term effect on that person's ability to carry out normal day to day activities'.

AIMS

- To provide a balanced and creative curriculum catering for individual needs and different learning styles.
- To provide a positive learning environment in which a wide variety of skills and talents are valued.
- To maintain a culture of understanding and tolerance.
- To promote a supportive climate in which staff, pupils and parents can communicate effectively.

OBJECTIVES

- To identify any difficulty likely to impede a pupil's social and emotional development or their ability to learn.
- To support children's achievement using a variety of teaching and learning strategies.
- To support children's personal, social and emotional development through individual or group intervention work.
- To build on children's strengths.
- To encourage an understanding of differences.
- To work together to overcome difficulties, targeting children's needs and designing supportive individual targets or education plans.
- To encourage children to develop their full potential across the curriculum.
- To value pupil's contributions and encourage them to develop self-esteem.
- To develop a confident approach to learning.
- To encourage children to support each other.
- To foster links between home and school and offer parents the opportunity for regular communication with staff.
- To foster links between home and school and outside agencies to support the children and parents.

YEAR R

Any areas of concern are discussed with parents as soon as they arise. If it is felt that a child would benefit from additional support, appropriate achievable targets are identified and discussed with parents. These targets can be worked on both at school and at home. Children are supported to achieve these targets on a regular basis. Learning in school within the curriculum is differentiated according to need. Relevant individual or group support is given by the teacher and Early Years Assistant within the normal Development Matters Curriculum Framework. In cases of very significant individual need additional staff or resources may be provided.

The names of children whose needs cannot be met by the normal classroom differentiation are placed on the special needs register as **SEN Support** as identified in the SEN Code of Practice.

A Learning Log is created for these children, listing individual targets and recording examples of work. This provides documentation to assist in the monitoring and discussion of the child's progress. The targets are shared with parents and children. Any need for additional adult support, specialist equipment or staff training will be identified as early as possible through liaison with Early Years settings and other professional bodies.

Names of children receiving Speech and Language Therapy from the Speech and Language Therapy service are monitored closely and they receive additional speech and language support from the school Speech and Language Support Assistant (SALSA) or Early Years assistants as detailed on their speech therapy target records.

EARLY SCREENING

At the end of Year R there are some children for whom there are reasons for concern. The following criteria indicate cause for further assessment;-

- Emerging in many/all Early Years Foundation Profile areas,
- Cross laterality,
- Below 10 initial sounds,
- Parental concern,
- Behaviour, social, emotional difficulties or mental health difficulties.
- Diagnosis of a Social/Communication disorder
- Involvement of outside agencies
- Impairment of sight or hearing or other disability

YEAR 1 & 2

Criteria for SEN Support

- Severe social or emotional difficulties
- Reading/Writing /Maths tracking significantly below expectations at end of Y1 with evidence of intervention impact but low progress
- Involvement of outside agencies
- Impairment of sight or hearing
- Diagnosis of a Social/communication disorder
- Complex speech and Language difficulties

NB. Decisions regarding summer birthday children may be delayed until progress in the Autumn term of Year 1 has been monitored. Their needs will be carefully discussed with previous class teachers to ensure they are at an expected level of development for them.

YEAR 3 – 6

Criteria for SEN Support

- A child has transferred from their previous school and is already receiving support at SEN Support level
- Reading/Writing /Maths tracking well below that of their **expected progress**
- Quality first teaching is failing to close the gap in a child's attainment and they are not making progress
- Involvement of outside agencies
- Impairment of sight or hearing
- Diagnosis of a Social/communication disorder
- complex speech and Language difficulties

PROCEDURES

- Teachers are responsible for meeting the educational needs of all the children in their class. Planning, differentiation, careful monitoring and assessment includes the special individual or specific needs of any pupil. Teachers apply up-to-date, relevant and knowledgeable approaches to the teaching and learning of all pupils.
- Individual needs are supported mostly within the class situation, utilising resources and expertise available.
- The Infant and Junior Inclusion Lead (Sarah Nutbeam) and Junior School SENCO (Bridget Patten) and Infant School SENCO (Aimee Riley) consult on a regular basis with class teachers offering support monitoring the progress of children identified with specific needs. The help of outside agencies is sought when appropriate.

- Children's individual needs are identified as early as possible, through consultation, previous records or assessment procedures. For children at **SEN Support** status, they have individual targets to work towards. A Learning Log is created for those children with complex needs, identifying specific targets to be worked on and listing the resources, including staff time, which will be needed to achieve those targets. These targets are discussed with parents either in the course of parent's evenings or at a separate time, at least on a termly basis. The targets are specific and achievable and are monitored, reviewed regularly through the Assess, Do, Review process.
- Parents are involved in supporting their children in the achievement of their targets.
- Parental consent is always sought before outside agencies are involved.
- **SEN Support** refers to children for whom the help and advice of an **external agency** is sought, or following significant early intervention which has not resulted in progress. The children at SEN support status have complex and/or long term needs.
- **SEN Support** can refer to children who have additional needs that do not impact on their learning. For these children Pen Portraits are written and shared with members of staff who work with them. Pen portraits are designed to give key pieces of information which will support the child e.g. what they find hard, what is important to them, how you can help them and what they are good at.
- Contact is made with previous schools establishments and any other relevant agencies to gain as much information as possible prior to children starting school.
- Support is given to individuals and groups of children by Teaching Assistants (TAs). TAs have a wide range of specific training and expertise. Small group support may take place within the classroom as part of the usual curriculum or individual programmes may be more appropriately placed in a quieter 1 to 1 situation. Training for all staff is developed and extended regularly.
- Teaching assistants liaise with teachers and work closely with children in a group or individual basis to support identified targets and to promote the acquisition of learning in a variety of lively and interesting ways.
- A provision map is drawn up to detail and monitor support across the school and for each child and groups of children. It is also an on-going record of current and previous intervention for individual children.
- Where the concern is behaviour, a regular diary is kept to assist in the identification and monitoring of particular behaviour difficulties. A challenging behaviour plan detailing strategies to manage challenging behaviour is written and shared with parents and key staff members.
- Support for individuals with emotional or social needs may be delivered by the school's Emotional Literacy Support Assistant (ELSA).
- The SENDCo liaises with outside agencies where appropriate and makes applications for support where necessary.
- Procedures for an Integrated Assessment, will be put in place when necessary, in liaison with the 0-25 team from the Local Authority. Pending a successful assessment, an Education Health Care Plan with long and short term targets will be drawn up.

TRANSITION

At the end of each year teachers review the targets and Learning Log and pass these and any behaviour diaries to the next teacher.

Transition programmes are arranged for children needing support in transition from Infant School or to Secondary School. Social stories can be written to help children 'get to know' their new setting and what to expect alongside additional transition visits.

Transition meetings involving other agencies, eg pre-school workers or liaison with other schools for mid-year transfers, are held when appropriate.

THE ROLE OF THE INCLUSION LEAD: SARAH NUTBEAM

- To monitor and improve teaching and learning.
- To be accountable for good progress.
- To report to Heads of Schools and Executive Head.
- To line manage school SENDCos and support their professional development.
- To provide professional development for Teachers and Teaching assistants.
- Identify and monitor pupils with EHC plans.
- Liaise with outside agencies.
- To collaborate on EHCP reviews.
- To liaise with and support teachers to develop and implement strategies to support pupils with social emotional, mental health or behavioural needs, regularly review and update plans.
- Deploy and manage adults within the inclusion team including: SENCO, ELSA, SALSA, family support worker.
- To liaise with parents involving them in their child's learning and progress.
- Prepares reports for EHCP submissions, PHIG requests, and CAHMs referrals.
- To prepare reports for Governors as requested and present to Teaching and Learning Committee.
- Liaises regularly with the Governor responsible for SEN, Carolyn Fayle.

THE ROLE OF THE SENDCO: BRIDGET PATTEN (Juniors) and AIMEE REILLY (Infants)

- Provides support, advice and information for colleagues in the identification and assessment of children's needs.
- Promotes the use of available expertise and resources within the school.
- Monitors and supports the setting of individual targets and reviews progress made, in discussion with colleagues.
- Tracks the overall progress of children with special educational needs.
- Engages the support of relevant outside agencies.
- Establishes liaison with other professionals.
- Co-ordinates the support offered to the child.
- Has regular meetings with 1-1 Teaching Assistants to support their role and identify professional development needs.
- Liaises with parents and is available to take part in termly reviews.
- Advises the Inclusion Lead where there are significant problems.
- Works with the Inclusions Lead to prepare information for Integrated Assessments and Annual Reviews.
- Prepares reports for EHCP submissions, PHIG requests, and CAHMs referrals.
- Orders and provides resources to enable effective work to take place.

MANAGEMENT

- The Executive Head teacher and Governing Body have overall responsibility for the effective education of all pupils and support the Inclusion Lead and SENDCO in that role.
- The Governor with responsibility for S.E.N.D. together with the Executive Head teacher will ensure that children with S.E.N.D. are identified and receive appropriate provision.
- The Governor for S.E.N.D. reports regularly to the governing body.

FUNDING

S.E.N.D. in school is funded according to the current Local Authority formula. This funding supports the employment of assistants and additional materials. When available, the school is able to draw on the expertise of:

- The Educational Psychology Service
- Occupational Therapists
- Physiotherapists
- Education Welfare Officer
- Social Services
- Behaviour Support Services
- Speech and Language Therapy
- CAMHS
- Outreach workers eg Springwell support.
- Family Support Worker

Additional expenses are met from the general school budget.

ADMISSIONS

We strive to give every child the appropriate care and education. Any parent with an admission query is welcome to contact the Executive Head teacher, Governing Body and SENDCO. Liaison and discussion will then take place with the L.A. to establish ways in which any application can be supported. Shirley Infant School is committed to meeting the learning and social needs of children with disabilities. We adhere to the city councils admissions and equal opportunities policy, which sets out clear criteria for deciding the entitlement of equality of opportunity for all pupils irrespective of gender, race or disability.

A parent with any query related to S.E.N.D after discussion with the class teacher is welcome to make an appointment with the Executive Head teacher, Inclusions Lead, SENDCO or contact the Governing Body.

This policy will be reviewed annually by the Executive Head teacher, Inclusion Lead and SEND Governor.

It can be made available in alternative formats if required.

Other related policies – Physical Restraint Policy, Equal Opportunities Policy, Disability Equality Policy, Shirley Infant School Intimate Care Policy.

Special Educational Needs & Disability Policy Glossary

S.E.N.D.	Special Educational Needs and Disability
Learning Log	Individual targets are written for those children with complex needs, identifying specific targets to be worked on and listing the resources needed to achieve those targets. They also hold examples of children's work and are designed to show progress and celebrate children's successes.
S.E.N.C.O.	Special Educational Needs Co-Ordinator. Responsible for the school's day to day operation and application of the SEND policy. Performs liaison between pupils, parents, teachers, outside agencies and the governing body.
SEN Support	Children for whom the help and advice of an external agency is sought, or following significant early intervention which has not resulted in progress. The children at SEN support status have complex and/or long term needs.
S.A.L.T.	Speech and Language Therapist/Therapy
I.B.P.	Individual Behaviour Plan. Document detailing strategies for managing challenging behaviour, shared with parents and key members of staff.
E.L.S.A.	Emotional Literacy Support Assistant. Provide support for children with emotional, social and behavioural needs.
CAMHS	Child and Adolescent Mental Health Services. Specialist services that provide assessment, treatment and support to young people with emotional, behavioural and mental health difficulties.