

**Statutory Document Information: HOUGHTON CONQUEST SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) POLICY**

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<b>Reviewed By:</b>	<u>Acting Headteacher / SEND Governor</u>	<b>Responsibility:</b>	<u>FGB/SEND Governor</u>
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**Documents Linked to this Policy:**

SEND Information Report – Our Offer	Behaviour Policy
Attendance Policy	Complaint Policy
Positive Handling Policy	Early Help Assessment Policy
Accessibility Policy (CBC Strategy)	Medicines Policy and Procedures

**Special Educational Needs and Disability (SEND) Policy**

**Compliance:**

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

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0-25 (July 2014)
- Schools SEN Information Report regulations (2014)
- Part 3 of the Children and Families Act 2014
- Special Educational Needs and Disability Regulations 2014
- Statutory Guidance on Supporting Pupils at school with medical conditions April 2014
- The National Curriculum in England KS1 and 2. (2013)
- Safeguarding Policy
- Accessibility Plan
- Teacher Standards 2012

This policy also complies with our funding agreement and articles of association.

## **Rationale:**

At Houghton Conquest, we believe it is every child's right to achieve his/her full potential. We aim to raise the aspirations of, and expectations for, all pupils with Special Educational Needs. Objectives:

1. To identify and provide for pupils who have Special Educational Needs and other Additional Needs through a graduated response.
2. To adhere to the guidance in the Special Educational Needs and Disability (SEND) Code of Practice 2014.
3. To ensure a whole school approach to the management and provision of support for Special Educational Needs so that each child's needs are identified and met.
4. To provide a suitably qualified and experienced SENDCO who will lead and facilitate SEND provision within the school.
5. To provide support and advice for all staff working with pupils with SEND.
6. To develop, lead and maintain partnerships and high levels of engagement with parents, pupils and all stakeholders in relation to SEND.
7. To ensure access to a broad and balanced curriculum for all pupils regardless of SEND.

## **Identifying Special Educational Needs**

A pupil is considered to have Special Educational Needs if they have either a learning difficulty or a disability and they need special educational provision to be made for them. Special educational provision is defined as any education provision which is additional to or different from that generally made for others of the same age in mainstream school. At Houghton Conquest Lower School, we believe that class teachers are teachers of all children. It is their responsibility to meet the needs of all pupils within their care. They do this by employing high quality teaching strategies which acknowledge the individual needs of each pupil in their class. When a pupil does not make adequate progress this is identified, and provision is put in place within the classroom setting to try to address this. The Code of Practice suggests that pupils are only identified as having a Special Educational Need if they continue to fail to make adequate progress once they have had all the appropriate Wave 1 interventions/adjustments and quality personalised teaching.

At Houghton Conquest Lower School, if this is the case the pupil is then identified as having a Special Educational Need. The Code of Practice (2014) identifies four broad categories of Special Educational Needs.

These are:

1. Communication and Interaction
2. Cognition and Learning
3. Social, Emotional and Mental Health Difficulties
4. Sensory and Physical Needs

At Houghton Conquest Lower School, we recognise that these four categories broadly identify aspects of the primary need for a pupil with SEND, however we also acknowledge that every pupil is unique, and understands the importance of examining the needs of the "whole child". We recognise the need to gather information about the pupil from everyone involved in the pupil's education, and acknowledge the importance of information about the pupil from other partners in their education, particularly their parents /carers. We work in close partnership with all involved to ensure the best possible provision for the pupil.

When examining progress and attainment, and considering identifying a Special Educational Need it is important to be aware of what does NOT constitute SEN:

1. Disability – The Code of Practice outlines the duty of “reasonable adjustment” as provided under the current Disability Equality legislation, but this alone does not constitute SEN.
2. Attendance and punctuality
3. Health and welfare
4. English as an additional language
5. Being in receipt of Pupil Premium funding
6. Being a Looked After Child.
7. Being a child of a servicewoman / man.

### **A graduated approach to Special Educational Needs support:**

The graduated approach is at the heart of whole school practice at Houghton Conquest Lower School, as we are continually assessing, planning, implementing and reviewing our approach to teaching all children. However, where a potential SEND has been identified, this process becomes increasingly personalised as it responds to a growing understanding of the child’s barriers to, and gaps in, learning and an increasingly individualised assessment of need.

### **Quality First Teaching**

Class teachers are responsible and accountable for the progress and development of all the pupils within their class. (Teachers Standards 2012) At Houghton Conquest Lower School, teachers are supported in this by regular Progress Meetings which discuss the attainment and progress of all learners at the school. We place a high emphasis on developing excellent Quality First Teaching (including emphasis on the importance of marking and feedback, self-assessment by the pupils, the development of Learning to Learn skills and the use of assessment information to shape planning and delivery) and acknowledges the impact this can have on attainment and progress. We recognise that additional intervention and support cannot compensate for a lack of good quality class teaching. We ensure, through rigorous Performance Development procedures, that any underperformance in teaching is addressed and the impact on pupils minimised. Regular Continuing Professional Development (CPD) is provided to enhance staff skills and understanding of SEND.

Where a pupil is identified as underachieving the first response is made by the class teacher who plans appropriate differentiation, interventions and individualised target setting for the pupil in question. The class teacher will complete an initial concerns checklist which will collate a clear analysis of the pupil’s needs. The Code of Practice suggests using a range of sources of information including:

1. teacher’s assessment and experience of the pupil.
2. pupil progress, attainment and behaviour.
3. the individual’s development in comparison with their peers.
4. the views and experience of parents
5. the pupil’s own views
6. advice from external support services if already involved.
7. standardised testing, criterion referenced assessments, screening assessments

If, following a period of additional intervention and targeted support which has been effectively monitored, the pupil is still underachieving, the class teacher, in discussion with the SENDCO, will place the child on the school SEND list at School Support. This discussion will consider all the information gathered about the pupil, and will compare their attainment and progress against national data and expectations. The discussion will also include examining the Central Bedfordshire graduated response advice.

## **School Support**

At Houghton Conquest Lower School, we continue to use a cyclical approach to planning support and delivering improved outcomes for children with SEND. This allows the school to continually reflect on the approaches we use to meet a child's needs.

This approach can be seen as follows: **Assess – Plan – Do - Review**

**Assess** – the child's needs

**Plan** – what you need to do, the provision needed and what outcome should be achieved.

**Do** – put the provision in place

**Review** – what difference is it making towards outcomes?

### **Assess**

A clear understanding of a child's needs is a critical precondition to planning effective strategies, creating appropriate provision and influencing the adjustments to teaching that will lead to good progress and improved outcomes. A clear analysis of the needs of the pupil will have been established during the completion of the Initial Concerns checklist, however, when a child is placed on School Support it may be necessary to further analyse the 5 precise gaps in a pupil's learning and development in order to further clarify what the barriers to learning may be. This may be achieved by the use of standardised testing, criterion referenced testing or SEND specific checklists, among other tools.

The pupil's needs will also be compared to the graduated response document issued by Central Bedfordshire Council which gives guidance about identifying SEND.

We aim to work in an integrated manner to meet the needs of the "whole child", and therefore it may be appropriate to request additional support for a pupil through the Early Help Assessment (EHA) process, or Team around the Child (TAC) at this stage.

### **Plan**

Class teachers will retain the prime responsibility for responding to a pupil's identified need. The Code of Practice clearly says that "all teachers and support staff should be made aware of a child's needs, the support provided, and any teaching strategies or approaches that are required." At Houghton Conquest Lower School this is achieved through the use of Special Educational Needs Support Plans (My Outcome plans) which identify the needs of the pupil, the targets for progress, how these targets will be implemented, the frequency of support received by the pupil and have clear criteria for success within an agreed time frame.

Interventions are planned in a cohesive manner and are linked to discussions held at Progress Meetings, Inclusion team meetings and staff workshop time. Interventions are planned robustly to ensure progress for pupils. All interventions are planned in collaboration with the class teacher, teaching assistant and SENDCO, and are often evidence based.

The level of support provided will be flexible and will depend on the immediate needs of the individual pupil. Pupils with a higher level of need at School Support will typically receive up to 12 hours of small group / 1:1 support both within and outside the classroom.

### **Do**

Class teachers at Houghton Conquest Lower School work closely with teaching assistants and specialist staff who are delivering interventions and targeted provisions to plan and assess the impact of these interventions. All staff, where possible, attend Progress Meetings and SEND plan meetings to ensure effective sharing of information, and teaching assistants

delivering interventions also provide regular written updates about the impact of the provision for each child. Provisions and programmes for support used are identified in provision plans which identify a graduated response to provision to meet needs.

## **Review**

All staff continually review the progress of all pupils on a daily, albeit informal, basis in every lesson through marking and feedback opportunities as well as regular discussions with support staff, and staff will make necessary adaptations to teaching and learning approaches and provision as appropriate.

There are also more formal, rigorous ways of tracking progress. These include half termly progress meetings, termly progress assessments, and termly SEND plan meetings. These meetings will consider whether pupils with SEND are on track to reach their targets, whether there is an increase in previous rates of progress and whether there is a narrowing gap (attainment and progress) between pupils with SEND and those without.

The SEND plan will be reviewed on a termly basis and all stakeholders will be included in the discussions about the individual pupil's next steps in learning. These meetings will address the following key considerations:

1. Has the pupil achieved the agreed targets?
2. What is the evidence from regular day to day tracking?
3. Has there been a generalisation of skills transferring back into class work?
4. How have pupils and parents responded to targeted provisions?
5. What are the views of all stakeholders?
6. How does this term's evaluation feedback into the analysis of pupil's needs?
7. What are the necessary changes to support, provision and targets needed for next term?

It is important at this stage to assess whether a pupil needs to remain at School Support, whether they require more or less interventions to overcome barriers to learning, or whether the school has, despite its best endeavours been unable to effectively address the SEND of an individual pupil. If this is the case the school will consider (with reference to the Central Bedfordshire graduated response document, and the Local Offer) whether it needs to request advice from outside agencies. If this is considered in the best interests of the child, the SENDCO will facilitate a referral to the appropriate agency after collaborating with parents, pupils and staff. The SENDCO may also consider whether they need, in collaboration with parents, to apply for Statutory Assessment in order to access funding from the Local Authority Higher Needs Block.

## **Statutory Assessment**

If, despite the best efforts of all involved, a pupil has needs which are not being met by the provision Houghton Conquest Lower School has in place, it may be necessary to consider applying to the Local Authority for a Statutory Assessment of this pupils' needs. The Local Authority must respond within 6 weeks to the request for statutory assessment with a decision whether to carry out the assessment or not. If the local authority decides to carry out a statutory assessment, they must complete this process within 16 weeks and inform parents as to whether they will be issuing a draft Education, Health and Care Plan (EHCP) or not.

Once the draft EHCP is issued, parents and young people will have 15 days to respond and request a school placement. The school in question is then consulted. The EHCP has to be finalised within 20 weeks of the initial request for statutory assessment.

### **Education, Health and Care Plan / Statement of Special Educational Need**

Once an EHCP is finalised the local authority must ensure that the specified special educational provision is secured. Houghton Conquest Lower School will use all resources available to meet the needs of these individual children to the best of its ability. The Children and Families' Act 2014 requires local authorities to review an EHCP within 12 months of it being issued and then every subsequent 12 months. This responsibility is usually delegated to the school. All annual reviews will be chaired by the SENDCO and all involved parties will be invited to attend.

Families may choose to request a personal budget to support them in securing the provision identified in the EHCP. If this option is chosen, the SENDCO will support the family in accessing the services they require.

### **Supporting pupils and families**

All services available in the local area are identified by the local authority in the Local Offer. This can be found on the Inclusion tab on our website. The provision for SEND at Houghton Conquest Lower School is identified in our SEND Information report which can be found on the school website.

The school will support parents in accessing support for their child from external agencies, and will refer children and families to services as appropriate. This referral may take place through the Early Help Assessment process or through direct referrals to services facilitated by the SENDCO. The SENDCO will also signpost the child/families to relevant agencies who may be able to provide additional support for the child/family.

Where necessary, specialist access arrangements will be put in place to ensure equality of access to assessment and national testing. This will be facilitated by the SENDCO. Where a child with SEND is due to transition to our school, or from our school to another setting, the SENDCO will ensure smooth transition of information. The SENDCO will arrange a transition meeting and additional transition visits / arrangements as necessary to meet the child's SEND.

### **Supporting pupils at school with medical conditions:**

The school will use its best endeavours to meet the needs of every child. This includes those children with medical conditions. Some pupils who have a medical condition may be disabled, and where this is the case we will comply with the duties placed on it by the Equality Act 2010. The school is required by legislation to have an Accessibility Plan in order to promote access for disabled pupils to the school curriculum. This includes access to teaching and learning and also to the wider curriculum of the school, such as participation at after school clubs.

### **Monitoring and evaluation of SEND:**

The delivery of SEND provision will be monitored regularly following the school system of monitoring and evaluation. This evaluation promotes an active process of continual review



and improvement in provision for all pupils. In addition to this the SEND Governor will visit the school on a termly basis to monitor and challenge the delivery of SEND provision. The SEND Governor will report back to the Full Governing Body on a termly basis.

### **Training and resources:**

At Houghton Conquest Lower School, we recognise the importance of high quality ongoing professional development for all staff to ensure the quality of teaching and provision for pupils with SEND remain high. We identify training needs for SEND through the process of Performance Development and also staff audit of training needs and then respond to these needs at both a whole staff and individual level. Any member of staff who joins us has a thorough induction which includes meeting the SENDCO who explains the systems in place within school to support children with SEND. The SENDCO maintains professional networks with colleagues from other schools and attends Professional Study Group sessions within the Local authority to keep informed about local updates. The SENDCO joins a SENDCO group for the local cluster of schools (WHAM pyramid). The SENDCO has a Master's level National Award for SEN co-ordination and is fully qualified and accredited. The SENDCO is also a member of NASEN and ensures current knowledge about national issues related to SEND are discussed at Governor and staff meetings.

### **Dealing with complaints:**

We pride ourselves on our positive effects we have with children and parents, but there may be occasions when a formal route for complaints will need to be instigated. All complaints will be managed in line with the School's Complaints Policy.