

 <p>Offley Endowed Primary School &amp; Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Issue : 5</p> <p>Reviewed: Jan 2022</p> <p>Next Review: Jan 2024</p>
<p><b>Policy Title:</b></p>	<h2>SEND Policy</h2>	<p>Users: Staff, Governors, Parents</p>

The Special Educational Needs and Disability (SEND) Policy defines the aims and objectives of SEND provision at Offley School and the roles and responsibilities of all related personnel. It should be read in conjunction with the school's Local Information Offer for SEND which details the provision for pupils with SEN in the school and includes information on identification, support and transition to other settings.

This policy has been written to reflect the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2014).

### **Aims and Objectives:**

We believe that each pupil has individual and unique needs. However, some pupils require more support than others to achieve their full potential. We acknowledge that a proportion of pupils will have special educational needs (SEN) at some time in their school career. Many of these pupils may require help throughout their time in school, while others may need a little extra support for a short period to help them overcome more temporary needs. This school aims to provide all pupils with strategies for dealing with their needs in a supportive environment, and to give them meaningful access to the curriculum. In particular, we aim to:

- enable every pupil to experience success
- promote individual confidence and a positive attitude
- ensure that all pupils, whatever their special educational needs or disability, receive appropriate educational provision through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning
- give pupils with SEN equal opportunities to take part in all aspects of the school's provision, as far as is appropriate.
- ensure that children with SEN have opportunities appropriate to their age, to receive and make known information, to express an opinion, and have that opinion taken into account in any matters affecting them
- identify, assess, record and regularly review pupils' progress and needs
- involve parents/carers in planning and supporting at all stages of their children's development
- work collaboratively with parents, other professionals and support services
- ensure that the responsibility held by all staff and governors for SEN is implemented and maintained

Definition of Special Educational Needs

*Ruth Ryden - Chair of Governors*

*Mr. P Edwards - Headteacher*



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According to the SEND Code of Practice 2014, a child or young person has special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of the educational facilities of a kind generally provided for others of the same age in mainstream schools or post-16 institutions.

### Relationship to other policies

This policy should be read in conjunction with the policies on teaching and learning, the school curriculum, equality and assessment, recording and reporting. The accessibility plan is an integral part of this policy.

### Types of SEN

SEN is divided into 4 types:

- Communication and Interaction - this includes children with speech and language delay, impairments or disorders, specific learning difficulties such as dyslexia, dyscalculia, dysgraphia and dyspraxia, hearing impairment, and those who demonstrate features within the autistic spectrum.
- Cognition and Learning - this includes children who demonstrate features of moderate, severe or profound learning difficulties or specific learning difficulties or specific learning difficulties such as dyslexia, dyscalculia, dysgraphia or dyspraxia.
- Social, Emotional and Mental Health - this includes children who may be withdrawn or isolated, disruptive, hyperactive or lack concentration.
- Sensory and/or Physical Needs - this includes children with sensory, multisensory and physical difficulties.

Behavioural difficulties do not necessarily mean that a child or young person has a SEN and should not automatically lead to a pupil being registered as having SEN. Slow progress and low attainment do not necessarily mean that a child has SEN and should not automatically lead to a pupil being recorded as having SEN. Persistent disruptive or withdrawn behaviours do not necessarily mean that a child or young person has SEN. Special Educational Needs Policy April 2020 Page 3 of 9 Identifying and assessing SEN for children or young people



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whose first language is not English requires particular care; difficulties related solely to limitations in English as an additional language are not SEN.

### Disability

Many children and young people 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’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.

### SEND Information Report

Hertfordshire’s SEND provision across schools in the county is detailed in their ‘Local Offer’, which can be found on the LA website, [www.thegrid.org.uk](http://www.thegrid.org.uk). Each school has their own information report which outlines the specific provision that the school offers their pupils. A copy of Offley Endowed Primary School’s SEN Information Report can be found on the school website.

### Identification, Assessment and Review

The Code of Practice outlines a graduated response to pupils’ needs, recognising that there is a continuum of need matched by a continuum of support. This response is seen as action that is **additional to** or **different from** the provision made as part of the school’s usual differentiated curriculum and strategies. The school uses systems, including SIMS, to record and maintain information about the identification, assessment and provision for each pupil. A register is kept of pupils with SEND.

Where concern is expressed that a pupil may have a special educational need, the class teacher takes early action to assess and address the difficulties. **The provision map, One Page Profiles and/or MITs (My Individual Targets) are used to record additional provision for pupils on the SEND register. One page profiles provide a one page snapshot of information highlighting the specific difficulties a child may have, specific areas in school they may struggle with and how the child is best supported.**



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**These are generated by the SENCo at the end of the summer term, ready to be shared with the child's new class teacher helping to support transition and ensure the child is supported from the onset.**

### A Graduated Approach to SEN Support

At Offley School, we adopt a “high quality teaching” approach. The key characteristics of high quality teaching are:

- highly focused lesson design with sharp objectives
- high demands of pupil involvement and engagement with their learning
- high levels of interaction for all pupils
- appropriate use of teacher questioning, modelling and explaining
- an emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups
- an expectation that pupils will accept responsibility for their own learning and work independently
- regular use of encouragement and authentic praise to engage and motivate pupils.

Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Where a pupil is identified as having SEND, the school takes action to remove barriers to learning and put effective special educational provision in place. This SEND support takes the form of a four-part cycle – assess, plan, do, review. This is known as the graduated approach.

### Managing pupils needs on the SEND register

A register of all SEND children will be kept and updated as and when is necessary. Parents will always be informed if their child has been added to the register and told why. The criteria for adding children to the SEND register are:

- 1.) The child presents with a consistent and significant need and / or
- 2.) There is involvement from an outside agency

Some children on the SEND Register will have a MIT and/or a One Page Profile, which details important information about the child, including their areas of strengths and weakness, their outcomes and steps taken to allow children to achieve them and any other



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professionals who have contact with the child. Class teachers, parents, pupils and other professionals will all contribute to these. The One Page Profiles and MIT's are designed to be working documents which are updated to reflect the current needs of the child.

Formal review meetings will take place at least three times a year, where parents and pupils will be involved in reviewing progress and setting new outcomes. For pupils with Education, Health & Care plans (formerly Statements), an annual review meeting is held in addition to this. Class teachers are responsible for evidencing progress according to the outcomes described in the plan.

### Specialist Support

Schools may involve specialists at any point to advise them on early identification of SEN and effective support and interventions. Where a pupil continues to make less than expected progress, despite evidence-based support and interventions that are matched to the pupil's area of need, the school should consider involving specialists, including those secured by the school itself or from outside agencies. The pupil's parents will always be involved in any decision to involve specialists. The involvement of specialists and what was discussed or agreed should be recorded and shared with the parents and teaching staff supporting the child in the same way as other SEN support.

### Education, Health and Care Needs Assessments

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the child or young person, the child or young person has not made expected progress, the school or parents should consider requesting an Education, Health and Care needs assessment.

### Criteria for exiting the SEN register/record

If it is felt that children are making progress which is sustainable then they may be taken off of the SEND register. If this is the case then the views of the teacher, INCo, pupil and parents need to be taken into account, as well as that of any other professionals involved with the child. If it is agreed by all to take the pupil off of the SEND register then all records will be kept until the pupil leaves the school (and passed on to the next setting). The pupil will be continued to be monitored through the schools monitoring procedures, such as pupil progress meetings. If it is felt that the pupil requires additional assistance then the procedures set out in this policy will be followed.



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### Supporting pupils at school with medical conditions

The school 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 (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed. The school has a policy for Supporting Pupils at School With Medical Conditions, which can be found under the "Policies" tab on the school website.

### Roles and responsibilities of headteacher, other staff, governors:

Provision for children with special educational needs is a matter for the school as a whole. It is each teacher's responsibility to provide for pupils with SEN in his/her class, and to be aware that these needs may be present in different learning situations. All staff are responsible for helping to meet an individual's special educational needs and for following the school's procedures for identifying, assessing and making provision to meet those needs.

The governing body, in co-operation with the headteacher, has a legal responsibility for determining the policy and provision for pupils with SEN. It maintains a general overview and has appointed a representative governor (the SEN Governor), who takes particular interest in this aspect of the school.

The SEN Governor at Offley Endowed School is: Mr Geoff Phillips

The **headteacher** has responsibility for:

- the management of all aspects of the school's work, including provision for pupils with SEND.
- keeping the governing body informed about SEND issues
- working closely with the SEND personnel within the school

Ensuring that the implementation of this policy and the effects of inclusion policies on the school as a whole are monitored and reported to governors.



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The **governing body** will ensure that:

SEND provision is an integral part of the school improvement / development plan

- the necessary provision is made for any pupil with SEND
- all staff are aware of the need to identify and provide for pupils with SEND
- pupils with SEN join in school activities alongside other pupils, as far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- they have regard to the requirements of the SEND Code of Practice (2014)

They report to parents on the implementation of the school's SEND policy.

- parents are notified if the school decides to make special educational provision for their child
- they are fully informed about SEND issues, so that they can play a major part in school self-review
- they set up appropriate staffing and funding arrangements, and oversee the school's work for pupils with SEND
- the quality of SEND provision is regularly monitored
- they, and the school as a whole, are involved in the development and monitoring of this policy.

The **special educational needs co-ordinator** (SENCO) is responsible for:

- overseeing the day-to-day operation of this policy
- ensuring that an agreed, consistent approach is adopted
- liaising with and advising other staff
- helping staff to identify pupils with SEND
- carrying out detailed assessments and observations of pupils with specific learning problems
- co-ordinating the provision for pupils with SEN
- collaborating with class teachers in devising strategies, implementing a graduated approach to support individual pupils, setting targets appropriate to the needs of the pupils, and advising on appropriate resources and materials for use with pupils with SEND and on the effective use of materials and personnel in the classroom



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- ensuring that pupils with SEND have opportunities, appropriate to their age, to receive and make known information, to express an opinion, and have that opinion taken into account in any matters affecting them
- *liaising closely with parents of pupils with SEND, so that they are aware of the strategies that are being used and are involved as partners in the process*
- liaising with outside agencies, arranging meetings, and providing a link between these agencies, class teachers and parents
- maintaining the school's SEND register and records
- assisting in the monitoring and evaluation of progress of pupils with SEND through the use of school assessment information, e.g. class-based assessments/records, end of year QCA tests and SATs
- contributing to the in-service training of staff

### Managing learning support staff / teaching assistants.

- ensuring that midday supervisors are given any necessary information relating to the supervision of pupils at lunchtime and supporting them in relation to behaviour management and other issues for particular pupils
- liaising between SENCOs and other staff members to help provide a smooth transition from one school to the other

### Taking part in LA SEND moderation

The SEN Coordinator at Offley Endowed School is: Mrs Rebecca Tonge

**Class teachers** are responsible for:

- including pupils with SEND in the classroom, and for providing an appropriately differentiated curriculum. They can draw on the SENCO for advice on assessment and strategies to support inclusion
- making themselves aware of this policy and procedures for identification, monitoring and supporting pupils with SEND
- giving feedback to parents of pupils with SEND and involving parents in the decision making processes regarding SEND support
- ensuring that pupils with SEND have opportunities, appropriate to their age, to receive and make known information, to express an opinion, and have that opinion taken into account in any matters affecting them.





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**Teaching assistants** are responsible for:

- being fully aware of this policy and the procedures for identifying, assessing and making provision for pupils with SEND
- using the school's procedures for giving feedback to teachers about pupils' responses to tasks and strategies

### Partnership with Parents

The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The SENCo is available for appointments at our Parents Evenings and regularly meets parents of children with SEND to discuss MIT reviews and progress.

### Arrangements for monitoring and evaluation:

The success of the SEND policy and provision is evaluated through school self-evaluation and reporting activities such as:

- monitoring of classroom practice by the SENCO, subject co-ordinators and the headteacher
- analysis of pupil tracking data and test results for individual pupils and for cohorts
- **the use of provision maps to categorise the interventions utilised within classrooms**
- value-added data for pupils on the SEND register
- regular monitoring of procedures and practice by the SEND governor
- the school improvement plan, which is used for planning and monitoring provision in the school
- visits from LA personnel and Ofsted inspection arrangements
- feedback from parents and staff, both formal and informal, following meetings to agree strategies and targets, revise provision and celebrate success.

### Arrangements for complaints:

Should pupils or parents/carers be unhappy with any aspect of provision they should discuss the problem with a class/form teacher in the first instance. Anyone who feels unable to talk to the teacher, or is not satisfied with the teacher's comments, should ask to speak to the SENCO. For a problem that might need time to be explored fully, parents/carers should make an appointment rather than rushing the discussion before or after school. In the event of a formal complaint parents should follow the procedure in the School Complaints Policy.