

St. Mary's CE (A) Primary School



Inclusion and Special Educational Needs (ISEN) Policy

Policy adopted by the Full Governing Body on 22nd October 2012.

**Policy reviewed and approved by Curriculum, Teaching and Learning Committee –
Autumn Term 2013 and Autumn Term 2014 and Autumn Term 2015**

Policy reviewed and approved by Full Governing Body on 17th November 2015

Date of review – Autumn Term 2016

This policy links to the SEN Information Report (Sept 14) which is published on our school website and on the Staffordshire Marketplace through www.staffordshirecares.info/marketplace website.

Meeting Special Educational Needs

ISEN Policy - Contents

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ISEN Policy

St Mary's C.E. Primary School is a Church of England Primary School, we pride ourselves in offering our pupils a high level of care and support so every child is able to access every aspect of our school's curriculum. Through our SEN provision we strive to cater for the needs of our pupils who are having difficulties learning and require additional support. We are an inclusive school and welcome children of all abilities and disabilities. This policy is a working document and reflects SEN provision at this time.

This guidance should be read in conjunction with Schedule 1 (Regulation 3(1)): "Information for Maintained Schools" in Annex A of the SEN Code of Practice, 2001.

Our Mission Statement

St. Mary's Church of England (Aided) Primary School is built on Christian values and principles, which underpin the life of the school.

We believe that every child is unique and special. We endeavour to educate and value the whole child by offering a broad and balanced curriculum. We aim to develop every child's special qualities to enable them to achieve their full potential by setting high standards and expectations, and by displaying sensitivity towards those with special needs and disabilities.

As a school we strive to nurture curiosity, enthusiasm and build on a positive attitude to learning.

We endeavour to promote co-operation and partnership between home, school and the wider community and seek continuous improvement in all aspects of the life of the school.

1. Basic information about SEN provision.

Principles and objectives:

- We have regard to the definition of SEN stated in the 'SEN Code of Practice', 1:3 'Children have SEN if they have a *learning difficulty* which calls for *special educational provision* to be made for them.'

Children have a *learning difficulty* if they:

- a) have a significantly greater difficulty in learning than the majority of children of the same age; or
 - b) have a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the LA
- Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special educational provision means:

Educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LA, other than special schools, in the area

- We endeavour to monitor all children/pupils who are not making adequate progress in the four broad areas specified in the SEN Code of Practice i.e. communication and interaction,

cognition and learning, behaviour, emotional and social development, and sensory and/or physical development.

- We work closely with all parents to listen to their views so as to build on children's previous experiences, knowledge, understanding and skills so that they develop in all aspects of the curriculum.
- Parent/carer involvement and support is vital to the success of the education of the children and especially those with SEN.
- We believe that **all** practitioners are teachers of children/pupils with SEN and differentiate according to the needs of the children in their care.
- Monitoring the progress of all children/pupils is an ongoing process, which enables early identification of any children who may require additional or different provision to be made.
- We believe in equal opportunities and try to meet the physical, emotional and intellectual needs of all our children. This policy should therefore be read alongside our policy for equal opportunities.
- Children/pupils with SEN are fully integrated into the life of the school and the curriculum, recognising the strengths of every individual as well as any areas for development, and ensuring all contribute to the social and cultural activities of the school.
- Parents are encouraged to discuss any issues and concerns with the class teacher in the first instance, SENCO (head teacher) or SEN governor.

Management of SEN within the school:

- Parents will always be kept informed of any additional or different provision being given and invited to contribute to and attend any review meetings about their child.
- Children/pupils who make slower progress will be given carefully differentiated learning opportunities to help them progress with regular and frequent careful monitoring of their progress, which will involve the parents/carers and children in working in partnership with the school.
- All children will receive a broad and balanced curriculum, relevant to the needs of the individual. Access to the curriculum is therefore facilitated by whatever means necessary to ensure that success is achieved. All teachers take account of the inclusion statement in National Curriculum 2000:
 1. Setting suitable learning challenges
 2. Responding to pupils' diverse learning needs
 3. Overcoming potential barriers to learning and assessment for individuals and groups of pupils.
- We aim to recognise strengths as well as weaknesses and try to involve all children in the activities of the school.
- Early identification assessment and intervention are recognised as the key to meeting the needs of the individual children.

Co-ordination of ISEN Provision:

- The SENCO, (Special Educational Needs Co-ordinator) for our school is: **Mrs Jane Hughes**
- The SENCO is responsible for:
 - overseeing the day-to-day operation of the ISEN policy
 - co-ordinating provision for children with ISEN
 - ensuring there is liaison with parents and other professionals in respect of children with ISEN,
 - managing learning support assistants,
 - advising and supporting other practitioners in the school,
 - contributing to the CPD of the staff,
 - ensuring that appropriate SSPs are in place, that relevant background information about children with SEN is collected, recorded and updated
 - liaising with external agencies including the LA's and educational psychology services, health and social services, and voluntary bodies
- All staff are responsible for children with SEN but additional practitioners, teaching assistants and helpers may be deployed.

- The SENCO instigates and co-ordinates the formulation of our policy. The draft is evaluated and amended from the comments received from all the relevant parties involved.
- Multi-disciplinary/interagency co-operation is in place to ensure provision meets the needs of the children with SEN. We link with other schools, special schools, voluntary organisations, health and social service departments, and the LA. We work on a regular basis with the following:

Staffs CC- Educational Psychologist/ADHD support
 Emma Bridgett - SENSS
 Marie Shaw – Educational Welfare Officer

The role of the governing body:

- The governor with responsibility for SEN is: **Denise Keen**
- The governing body should:
 - Ensure that provision is made for pupils who have SEN
 - Ensure that the needs of pupils with SEN are made known to all who are likely to teach them.
 - Ensure that teachers are aware of the importance of identifying, and providing for, those children with SEN
 - Consult the LA and the governing bodies of other schools, when necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
 - Ensure that a pupil with SEN joins with all pupils in the activities of the school together so far as is reasonably practical and compatible with the child receiving the SEN provision. Consideration will also be given to their learning needs and the efficient education of the pupils with whom they are educated and the efficient use of resources
 - Report to parents on the implementation of the school's policy for pupils with SEN
 - Have regard to the Code of Practice when carrying out its duties to pupils with SEN
 - Ensure that parents are notified of the decision of any extra provision being made for their child
- Governors are involved in developing and monitoring the policy. They are kept up to date and knowledgeable about the provision, deployment of funding, equipment and personnel resources.
- The quality of SEN provision is continually monitored, evaluated and reviewed. A report on the implementation of the SEN policy is issued annually and sent to parents.
- SEN provision is an integral part of the School Development Plan.

Admissions:

- Provision for children with SEN is a matter for the school as a whole.
- We welcome all children to our school and endeavour to ensure that appropriate provision is made to cater for their needs.
- All children with SEN play a full part in the daily life of the school and are encouraged to join in all activities. If additional provision is necessary the parents/carers are always informed.
- Pupils with statements are admitted into school and fully integrated unless it would be incompatible with the efficient education of other children, and there are no reasonable steps that can be taken to prevent the incompatibility.

Specialisms:

- The school has experience in supporting children with a variety of needs e.g autism, challenging behaviour and literacy and mathematics support.
- A resource base is equipped with additional materials and small groups of children are able to use the quiet room at special times if appropriate
- The entrance is down a set of steps however there is wheelchair access to the left of the main entrance enabling wheelchair users access to the school via the school hall. The school has wheelchair access to the adult toilet .

2. Identification, assessment and review

Resources:

- A proportion of our budget is allocated for resources, which include identified materials for use to support children who need additional or different activities.
- The provision of additional support is made as appropriate from the delegated SEN budget.
- We intend to develop our resources to support children with SEN that link with priorities stated in the school's development plan.
- We are developing a resource base of books/equipment/materials available for children with SEN. Various technological aids are available for us to use when necessary.
- We currently do not have any pupils with statements in our school.

Identification and Assessment:

- We are committed to early identification and intervention for children who may have SEN.
- More detailed observations are made in a variety of contexts as well as careful monitoring of the curriculum. We obtain information from parents/carers and any other records from the previous schools the children may have attended.
- If further assessment is required we use the LA assessment pack to help us to determine the child's strengths and areas to be developed. We can then identify and implement the appropriate strategies for the child.
- The graduated response, adopted in the school, recognises that there is a continuum of needs. This is recommended in the SEN Code of Practice and is in line with the LA policy.
- School Action - If a teacher identifies a child who may have SEN it may be necessary to devise an School Support Plan (SSP). This sets out any arrangements that are additional to and different from the usual curriculum. The teacher liaises with the SENCO and parents/carers and involves them in setting targets and strategies. These are shared with the child and reviewed each half-term/term, or as appropriate.
- Further advice and professional support is sought and implemented as is considered necessary for the individual needs of the children.
- School Action Plus - If adequate progress is not made after a substantial period of intervention and review, the teacher in consultation with the parents/carers, may conclude that further support and advice is needed. In some cases, outside professionals from health, social services, support services or the education psychological service may be involved with the child. A new SSP will be drawn up in consultation with the parents/carers.
- The SSP is continually under review to ensure that the appropriate targets set provide success for the child and progress is made. The parents/carers and children are always involved.
- In a very few cases it may be necessary for the school to consider, in consultation with the parents and any outside agencies involved, whether a statutory assessment may be necessary. We use the LA guidance to help make any such decisions. If, in rare cases, the child's needs are considered to be severe and complex, a statement of special educational needs may be issued by the LA.

Review:

- The SEN policy is subject to a regular cycle of monitoring evaluation and review.
- The SEN policy should also be read alongside the behaviour and equal opportunities policy as they are directly linked.
- The SENCO ensures that all appropriate records are kept and available when needed. These are always available for parents/carers to see and can be a source of invaluable information for teachers in other classes/the next school/further educational establishments.

Curriculum entitlement:

- All children are entitled to a broad, balanced and relevant curriculum, including the National Curriculum. Progress is continually monitored using a range of assessments including: observations/Foundation Stage assessments, level descriptions in the National Curriculum at the end of the key stage/objectives of the National Literacy Framework and National Numeracy framework/the LA assessment pack/standardised tests
- All information gained is used to support planning in order to aid progress.

Inclusion:

- We strive to create a sense of community and belonging for all our pupils. We have an inclusive ethos with high expectations and suitable targets, a broad and balanced curriculum for all children and systems for early identification of barriers to learning and participation.

Evaluation procedures:

- The Head teacher(SENCO), governing body, will on an annual basis, consider and report on the effectiveness of the work and if any amendments to the SEN Policy need to be made.
- The broad principles and objectives set out in the policy lay the foundation for the criteria by which we evaluate the success of our policy.
- We continually review and report on the effectiveness of the policy. This includes the numbers of children identified and their progress, the levels of parental/ carer involvement, materials and equipment used, resource allocation, liaison with other educational establishments, details of the staff's continual professional development and our priorities for the year.
- The SENCO and subject co-ordinators monitor classroom practice/analyse pupil tracking data and test results/identify value added data for pupils with SEN.
- SEN is part of our school self-evaluation arrangements/is a priority in the School Development Plan.

Procedures for concerns:

- We endeavour to do our best for all children but if there are any concerns we encourage those concerned to approach the class teacher in the first instance, the SENCO, the head teacher or the SEN governor and a response will be made as soon as possible.
- Parents/carers are informed about the Parent Partnership Service so that they can obtain support, advice and information if they wish.

Foundation Stage

- Staff liaise with childcare providers and parents prior to admitting a child and any special needs are discussed. If a child has been identified in its Early Years setting as requiring additional support the SSP is discussed in depth and any special arrangements, staffing, resources or amendments are made prior to the child joining our setting.
- Whilst in Foundation a child is closely monitored through observation and progress is recorded on the Foundation Stage profile. The SENCO is informed of any concerns with regard to a child's progress or behaviour. The progress of pupils in the FS are monitored and reported to the LA in the Summer Term.

3. Staffing policies and partnership with external agencies.

Professional development for staff:

- We have a plan for all staff and the SENCO to be involved with further training in line with the priorities identified in the School Development Plan.
- We have regular staff meetings where SEN issues are discussed. These are related to specific concerns relevant to the needs identified or in ensuring that staff keep up to date with information and legislation.
- The SENCO attends relevant training and disseminates the details to all the staff as is appropriate or individuals can access training that is necessary for their professional development.
- There is an induction procedure for NQT's and new staff into the school's policy and procedures for SEN.

Support services available:

- Advice and support from outside agencies is available if requested by the school.
- The various support services available are listed as appendix...
- We have links with various voluntary agencies that the school can contact and is available as a support for parents, if applicable.
- We believe that effective action on behalf of children with SEN depends upon close co-operation between the school and other professionals, e.g. the LA, SEN support services,

health services, social services, etc.

Links with other agencies:

- The school is committed to involving parents/carers whenever it is practically possible. This is a commitment to all parents but is especially important in the case of those whose children are identified with SEN. We include all in social events, curriculum workshops and informal meetings.
- Records of all children are sent to the receiving educational establishment for their attention. The SENCO endeavours to discuss with receiving staff any children identified as needing additional or different provision to enable continuity of support.

Partnership with parents:

- Parents/carers are notified early if we have any concerns and there is always a willingness to listen to issues brought forward for discussion.
- We share information with parents/carers in informal conversations and individual meetings as well as keeping a dialogue in our home/school record books.
- Parents/carers are invited to review meetings to discuss progress and to be involved in setting targets with appropriate intervention strategies to help the child both in school and at home.
- Parents/carers are encouraged to use the Parent Partnership Service (see appendix) for support and advice or to bring an appropriate relative/friend to meetings if they wish to do so.
- We promote a culture of co-operation between parents, schools, LAs and others. This is important in enabling anyone with SEN to achieve their full potential.
- We respect the differing perspectives of all parties concerned with children with SEN and seek constructive ways of reconciling different viewpoints.
- We respect the differing needs of parents/carers such as a disability or communication and linguistic barriers.

Pupil participation:

- Children, who are capable of forming views, have a right to receive and make known information, to express an opinion, and to have that opinion taken into account in any matters affecting them. The views of the children in school are given due weight according to their age, maturity and capability.
- Pupils participate where possible, in all the decision making processes, including setting targets and contributing to their SSPs, discussing their choices, assessment of needs and in the review procedures.

Transfer arrangements:

- We have procedures in place to ensure that transfer arrangements take place with ease and are perceived in a positive light, by all our pupils. We encourage liaison between staff and ensure records contribute to the future planning for the benefit of the pupils.

A School-based Graduated Response to SEN

Action	Who is involved?	What is involved?	Next steps
Differentiation	The class teacher responsible for the pupils.	The teacher plans for the activities to be given to the pupils at the appropriate level of need for success and progress to be achieved.	If, after observations in a variety of contexts and in discussion with parents/carers, a pupil is not making adequate progress, an SSP is considered.
School Support	The teacher responsible for the child informs the SENCO of the concern and with advice obtained, writes an SSP in consultation with the parents/carers and the pupil.	The SSP is implemented in the class. Additional and/or different activities/resources are used to meet the needs of the pupil. Suggestions for support at home are considered with the parents/ carers. SSP is reviewed regularly.	Most pupils should make progress with the additional help but if the targets and strategies implemented in the SSP mean that adequate progress is not made, advice is requested from outside agencies.
School Support Plus	The SENCO requests advice from an external agency. A new SSP is devised from the additional guidance given and the teacher involved delivers the plan of action.	The SSP is implemented in the class using the strategies and additional/different resources suggested. Support from home is considered. SSP is reviewed regularly.	The majority of pupils will make progress with the further advice and intervention but if the targets and strategies do not result in adequate progress all the parties involved will contribute evidence to support a request for statutory assessment.

The school has been awarded Dyslexia Friendly Accreditation.

Signed: _____
Jane Hughes – Headteacher

Dated: _____

Signed: _____
Stephen Bayfield – Chair of Governors

Dated: _____

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appendix (A) – Example School Support Plan (SSP)

School (primary):

SCHOOL SUPPORT PLAN (SSP)

School Support/Support Plus

Name:		Date of Birth:	Yr group:	Classteacher:	SENCO:
SSP Start Date:		Review Date:	Signed:		Signed:
Strengths:			Areas to be developed (<i>each area should have a corresponding target</i>):		
Targets	Strategies		Provision	Success Criteria	Achieved
1.	•		•	•	
2.	•		•	•	
3.	•		•	•	
Parent/Carer Involvement:			Pupil's View:		Additional Information:
Evaluation and future action:					
Names of all staff involved:					
<p style="text-align: right;">Signed: _____ (SENCO) Date: _____</p>					

Appendix (B) – Resources

SEN Resources can be found in the Staffroom. If further information is necessary please contact Mrs Jane Hughes.

Appendix (C) – Contact Details of Support Services

Links with other agencies:

The school has close links with Staffordshire Support services for SEN. The school regularly consults with SENSS and the Educational Psychology Service. If the school has a pupil with specific needs, which require specific support from outside agencies, the school will seek the appropriate professional advice and support.

Support Services:

Emma Buckley Bridgett– SEN Teacher Consultant
01785 854049

Caroline Murphy - Specialist Senior Educational Psychologist 01782 297524

District SEN and Inclusion Support Team:
Newcastle District Education Office
Seabridge Centre, Ash Way, off Seabridge Lane
Newcastle under Lyme
Staffordshire
ST5 3UB
Tel: 01782 297524

CAHMS (Child and Adolescent Mental Health Service) Stafford
Stafford Central clinic
Stafford
Staffordshire
ST16 3AE
Tel: 01785 259449