

# SEN policy and information report

## St Michael's CE (VC) First School



Approved by:

Date:

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### 1. Aims

Our SEN policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN

*At St Michael's we embrace the fact that every child is unique, and, therefore, the educational needs of every child are also unique; this is certainly the case for children with Special Educational Needs. All children have access to a broad and balanced curriculum.*

### 2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

### 3. Definitions

'A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England' SEN Code of Practice (2014)

Special Educational Needs can fall into the 4 broad categories of need:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or physical

### 4. Roles and responsibilities

#### 4.1 The SENCO

The SENCO is Mrs Rachel Williams-Fenton

The SENCo will:

- Work with the headteacher and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEN support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEN up to date

#### **4.2 The SEN governor**

Name: Mrs Margaret Moss

The SEN governor will:

- Help to raise awareness of SEN issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

#### **4.3 The headteacher**

Name: Mrs Julia Wass

The headteacher will:

- Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

#### **4.4 Class teachers**

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN policy

### **5. SEN information**

#### **5.1 The kinds of SEN that are provided for**

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- Cognition and learning, for example, dyslexia, dyspraxia,
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD),

- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- Moderate/severe/profound and multiple learning difficulties

## **5.2 Identifying pupils with SEN and assessing their needs**

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

The Class Teachers will discuss any children who are not making the desired progress with the SENCo and next steps will be discussed.

## **5.3 Consulting and involving pupils and parents**

When a concern about a child has been raised we will have an early discussion with the parents, and the pupil where appropriate, to decide whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents when it is decided that a pupil will receive SEN support and that their child will be recorded on the SEN register.

## **5.4 Assessing and reviewing pupils' progress towards outcomes**

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The pupil's own views
- Advice from external support services, if relevant

This assessment will then allow us to plan the next steps for the child. The assessment will be repeated to review in impact of the support implemented.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. Children receiving SEN support will be given a School Support Plan (SSP), these will be reviewed at the end of each term. New targets will then be set alongside the parent.

## **5.5 Supporting pupils moving between phases and preparing for adulthood**

We will share information with the school, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

The school will hold transition meetings prior to a move in setting and additional support will be given to the child before any move is completed.

## **5.6 Our approach to teaching pupils with SEN**

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to pupils who have SEN. This will be differentiated for individual pupils.

We may also provide the following interventions:

- Speech and language therapy
- Exercises provided by an occupational therapist or physiotherapist
- Additional phonics support
- Beat Dyslexia interventions
- SPRINT program
- Additional Maths or English support groups
- Nurture or support through The Hope Project
- Precision Teaching

## **5.7 Adaptations to the curriculum and learning environment**

As a school we make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud and the use of additional table resources to support independent learning.

## **5.8 Additional support for learning**

We have 13 teaching assistants who are trained to deliver interventions.

Teaching assistants will support pupils on a 1:1 basis when this is identified in an EHC plan or as required in lesson time.

Teaching assistants will support pupils in small groups when directed by the class teacher or when completed structured intervention groups.

We work with the following agencies to provide support for pupils with SEN:

- SENIS: SEN and Inclusion services
- Behaviour Support Service
- Autism Outreach Team
- Hearing Impairment Team
- Visual Impairment Team
- Educational Psychologists
- Educational Welfare Officers
- Social Services
- Speech and Language Therapy
- School Nurse
- Occupational Therapy
- Physiotherapists
- CAMHs (Child and Adolescent Mental Health Service)

## **5.9 Expertise and training of staff**

Our SENCo is allocated time throughout the week to manage SEN provision.

We have a team of 12 teaching assistants, including 1 higher level teaching assistant (HLTA) who are trained to deliver SEN provision.

In the last academic year, staff have been trained bereavement support and where needed have been trained in supporting children when carrying out their exercises provided by the Occupational therapist or physiotherapist

We use specialist trained staff for delivering Nurture (Mrs Fritz) and The Hope Project (Miss Whitney, Deputy Head)

## **5.10 Evaluating the effectiveness of SEN provision**

We evaluate the effectiveness of provision for pupils with SEN by:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions after 7 weeks
- Monitoring by the SENCO and Senior Leadership Team
- Using provision maps to measure progress
- Holding annual reviews for pupils with EHC plans

## **5.11 Enabling pupils with SEN to engage in activities available to those in the school who do not have SEN**

At St Michael's all children are encouraged to attend all visits in school time. Where needed, meetings can be held with the child's class teacher and SENCo to discuss any adaptations that may be required to support them during a visit. All pupils are encouraged to go on our residential trip to Laches Wood and additional meetings will be held prior to this visit.

All of our extra-curricular activities are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to take part in sports day/school plays/special themed weeks and reasonable adjustments are made as required.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

## **5.12 Support for improving emotional and social development**

The school offers a wide variety of pastoral support for pupils. These include:

- An evaluated Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Small group evidence-led interventions to support pupil's wellbeing are delivered to targeted pupils and groups. These aim to support improved interaction skills, emotional resilience and wellbeing.
- The school runs nurture and friendship groups during lunchtimes that children can be invited to.
- The School runs support sessions through The Hope Project
- We place great emphasis on physical health and well-being. Sports premium money is being used to help support the children's physical wellbeing. Pupils with medical needs are supported through the use of care plans and extra support through nurture where needed.
- We have a zero tolerance approach to bullying.

## **5.13 Working with other agencies**

Where required other agencies may be required to come into school to work with children. This will be discussed with the parents and permission from them will be required. Any feedback from external agencies will be shared with parents either in a meeting or in writing.

## **5.14 Complaints about SEN provision**

If you have any concerns about SEN provision in our school should be made to the child's class teacher, SENCo or Head Teacher in the first instance.

Any complaints should be made to the School Governor with SEN responsibility (Mrs M Moss)

### **5.15 Contact details of support services for parents of pupils with SEN**

Parents can seek further support through Staffordshire Connects where they can also access the Local Offer. [www.staffordshireconnects.info/kb5/staffordshire/directory/home.page](http://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page)

### **5.16 Contact details for raising concerns**

If a parent is concerned about their child's progress they should first seek guidance from their child's class teacher. Appointments should be made via the school office or through the communication books (reading diaries).

If further support is needed, parents may contact the SENCo via the school office or through the SENCo email account. [senco@st-michaels-stone.staffs.sch.uk](mailto:senco@st-michaels-stone.staffs.sch.uk)

## **6. Monitoring arrangements**

This policy and information report will be reviewed by the SENCo **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## **7. Links with other policies and documents**

This policy links to our policies on:

- Accessibility plan
- Behaviour
- Equality information and objectives
- Supporting pupils with medical conditions