



# Coopersale Hall School

## Special Educational Needs and Disability (SEND) Policy

### EYFS and Main School

#### Introduction

This policy is based on the Special Educational Needs and Disability Code of Practice 2014 and takes into account the Equality Act 2010 and the Children and Families Act 2014. It should be read alongside many other school policies such as the Teaching and Learning Policy, Behaviour Policy, Anti-Bullying Policy, Data Protection Policy, Admissions Policy, Safeguarding Children Policy and Gifted and Talented Policy.

#### Headlines from the SEND Code of Practice 2014

- No more Statements of Special Educational Needs will be issued by the Local Authority. Statements have been replaced by Education, Health and Care plans (EHC Plans) that can be used to support children from birth-25 years.
- 'School Action' and 'School Action Plus' have been replaced by one school-based category of need known as 'Special Educational Needs Support' (SENS). All children are closely monitored, and their progress tracked each term. Those with SENS are additionally tracked by the SENDCo.
- There are four broad categories of SEND:
  - communication and interaction
  - cognition and learning
  - social, emotional and mental health
  - physical and sensory.

We have children in all these categories of SEND.

- We work more closely with parents and children to take into account the child's own views and aspirations and the parents' experience of, and hopes for, their child.
- Parents are invited to be involved in planning and reviewing SEND provision for their child.
- All children benefit from 'Quality First Teaching': this means that teachers expect to assess, plan and differentiate their teaching to ensure all children progress with their learning. In addition, we implement focused interventions aimed at targeting any identified areas of weakness.
- We have high expectations of all our children and work with them to help them reach their full potential.

#### Defining SEND

The 2014 Code of Practice says that:

*A person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. At compulsory school age this means he or she has a significantly greater difficulty in learning than the majority of others the same age, or, has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.*

Taken from 2014 SEND Code of Practice: 0 to 25 Years – Introduction xiii and xiv

The School recognises that the provision for pupils with special educational needs and disabilities (SEND) is the responsibility of the whole school and that all teachers are responsible for pupils with SEND.

## **Aims**

Our aims are to:

- Promote inclusion by enabling all SEND pupils to have their needs met
- Take into account the views of the pupils
- Encourage good communication with parents
- Facilitate full access to a broad and balanced curriculum

We value all the children in our school equally and recognise the entitlement of each child to have their needs addressed. Within this caring and mutually supportive environment we aim to:

- Build on the strengths of the individual
- Foster a positive image
- Give equal access to all aspects of school life through social and practical experiences. This will allow success regardless of the Special Educational Needs, Disability or any other factors that may affect their attainment
- Ensure that effective channels of communication are sustained so that all persons including parents are aware of the implications of the Care Plan and other resources/agencies available
- Ensure that all children are successful learners at a pace appropriate to their abilities and stage of development

## **Objectives**

Our objectives are to:

- Identify, at the earliest possible opportunity, barriers to learning and participation for pupils with SEND (see also Curriculum and Assessment policies)
- Ensure that every child experiences success in their learning and achieves their highest possible standard
- Enable all children to participate in lessons fully and effectively
- Value and encourage the contribution of all children to the life of the school
- Work in partnership with parents
- Work with the Principal to enable him to fulfil his statutory monitoring role with regard to SEND
- Work closely with external support agencies, where appropriate, to support the need of individual pupils
- Ensure that all staff have access to training and advice to support quality teaching and learning for all pupils

## **Admissions**

All children are admitted to the School according to the School's admissions criteria, set out clearly in the Admissions Policy.

## **Equal treatment**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all of our pupils to attend our church services and school assemblies that are fundamental to our Christian ethos.

## **Implementation**

The implementation of the Special Educational Needs Policy is the responsibility of the whole School.

The role of the Special Educational Needs and Disabilities Coordinator (SENDCo) is to:

- Inform parents as soon as is practical if they consider a pupil to have special educational needs
- Advise on the special educational provision for any pupil that requires it
- Monitor the effectiveness of any special educational provision made for the pupil
- Engage with support services outside the school when required
- Ensure that records of the pupil's special educational needs and the provision made to meet those needs are maintained and kept up-to-date
- Liaise with and provide information to parents of the pupils on a regular basis about the child's special educational needs and the provision being made for those needs
- Arrange annual reviews and monitor the provision for children with a Statement of Educational Needs or an Education Health and care Plan.
- Assess pupils, write and review Individual Learning Plans on a termly basis for children identified as needing additional one-to-one targeted teaching, with agreement by parents.
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- When a pupil transfers to another school or educational setting, make available all relevant information about the child's special educational needs and the provision made to meet those needs
- Promote the pupil's inclusion in the school community and ensure access to the School's curriculum, facilities and extra-curricular activities
- Support the selection, supervision and training of Learning Support Assistants who work with pupils who have special educational needs
- Manage the Learning Support team
- Administer or arrange diagnostic tests as required
- Advise teachers at the School about differentiated teaching methods appropriate for individual pupils with special educational needs
- Contribute to in-service training for teachers at the School relevant to special educational needs.

The role of the Headmistress is to:

- Modify the curriculum for a pupil with SEND if necessary
- Ensure that the School's curricular guidelines include provision for those identified as having SEND
- Monitor the SENDCo's handling of the provision for pupils with SEND
- Report regularly to the Principal on SEND matters

The role of the Principal is to:

- Have a statutory overall responsibility for the necessary educational provision for any pupil with SEND
- Ensure that the SEND Policy is updated regularly in accordance with the various Acts.
- Be responsible for allocating finance for staff and resources for SEND
- Delegate responsibility via the Head, Senior Leadership Team and SENDCo while at the same time monitoring the work of the school on the pupil's behalf

## **SEND at The Oak-Tree Group of Schools**

A proportion of our pupils have SENS (SEN support) or Statements / EHC Plans (Education, Health and Care Plans). All teachers should expect to have children with SEND in their classes. Types of SEND that we currently have in school, include children with a diagnosis as well as those with learning profiles consistent with the diagnosis:

### *Communication and Interaction*

- Autistic spectrum and language disorders

### *Cognition and Learning*

- Dyslexia, dyspraxia and dyscalculia; moderate learning difficulties, global developmental delay.

### *Social, Emotional and Mental Health*

- ADHD, ADD, attachment disorders, emotional difficulties, mental health difficulties

### *Physical and Sensory*

- Hearing impaired,

### *Medical Needs*

- Epilepsy, bowel disorders and diabetes

## **Disability and Special Educational Needs**

The School currently has limited facilities for the disabled. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with written evidence prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

## **Facilities**

The School's Accessibility Plan provides in-depth details of the School's accessibility for disabled pupils.

The School is committed to making reasonable adjustments to allow disabled pupils to access educational provision at the School. The School occupies a large old building with a Georgian façade, with several new buildings (constructed since 1989).

Most entrances to the School are accessible to people in wheelchairs via ramps. Several entrances involve steps. The only lift giving access to upstairs facilities is sited in the new 2011 extension building.

Upper Kindergarten and Transition classes are on the ground floor but there are many Junior classrooms that need to be accessed via staircases. Lower Kindergarten classrooms are on the ground floor with connecting doors and steps. There are no lifts and the nature of the building prevents the installation of lifts. There is a toilet designed for use by disabled users but other toilets are not large enough to allow access for wheelchairs. There are paths to the Infant playground, which are accessible, but entry to the junior playground is via several steps.

The Cottage building has two classrooms on the ground floor with a wide doorway and all other rooms are upstairs.

There is a reserved parking space for disabled visitors and it is very close to the main entrance.

The new extension building is fitted with a self-propelling lift so that wheelchair users may gain access to the first floor. There is a ramped entrance to the building.

### **Allocation of Resources**

A proportion of the School's budget is allocated for SEND resources, which include materials used to support children with identified special educational need. The provision of additional support is made from the devolved SEND budget. SEND resources and provision are developed and procured in-line with the priorities stated in the School Improvement Plan.

### **Identification**

Early identification and intervention is of vital importance to a child's later development and progress. Children with SEND are identified by one of three assessment routes, all of which are part of the overall approach to monitoring progress of all pupils:

- The progress of every child is monitored at regular pupil progress meetings. Where children are identified as not making progress in spite of additional support they are discussed with the SENDCo and a plan of action is agreed.
- Class teachers are continually aware of children's learning. If they observe that a child, as recommended by the 2014 Code of Practice, is making less than expected progress, given their age and individual circumstances, they will seek to identify a cause. This can be characterised by progress which:
  - 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
- Parents sometimes ask us to look more closely at their child's learning. We take all parental requests seriously and investigate them all. Frequently, the concern can be addressed by additional class or parental support. Otherwise, the child is placed on our SEND register.

The school has specialist staff qualified to undertake a range of standardised tests with children and produce assessment reports. These assessments and reports are used to add to and inform teachers' own understanding and assessments of a child. Although the school can identify areas of weakness and indicators of special educational needs, and make provision to meet those needs, we do not offer diagnoses. Parents are advised to seek specialist advice where a diagnosis is required.

### **Working with Parents and Children**

We aim to have good and informative relationships with all of our parents. If a child is experiencing difficulties, parents will be informed either at parents' meetings or during informal meetings to discuss the child's progress. It shouldn't come as a surprise to a parent to learn that their child is being identified as having SEND.

Once a child has been identified as having SEND, the class teacher and/or SENDCo will invite the parents to a meeting to:

- formally let them know that their child is being placed on the SEND register
- discuss assessments that have been completed

- agree a plan and provision for the next term, possibly including an Individual Learning Plan or an application for an Education, Health and Care Plan.

This is part of the graduated approach cycle of 'Assess, Plan, Do, Review' required in the Code of Practice 2014. Depending on their age, the child may be invited to attend all or part of the meeting. Records are kept of these meetings and copies are available to parents.

### **Partnership with Parents**

We believe that parents have an essential role in enabling children with SEND to make progress, become successful learners, confident, self-assured and independent children. Children's learning is more effective if parents are fully involved. In the case of pupils on the SEND register with an Individual Learning Plan, the SENDCo will review their progress on a termly basis to ensure progress and set new targets. Parents will be sent a copy and be invited to discuss the plans.

The following aims will be observed:

- The School aims to work in partnership with parents. We will make this a priority in-line with the SEND Code of Practice. We will work to enable and empower parents to ensure they have a voice in the education of their child.
- Parents will be notified early if we have any concerns regarding SEND.
- We will listen to the views of parents and to any issues that are brought forward for discussion.
- We will share information with parents in informal conversations and planned meetings as well as maintaining dialogue through the pupil planner if appropriate.
- Parents will be invited to review meetings to discuss their child's progress and to be involved in setting targets and agreeing appropriate intervention strategies to help the child both in school and at home.
- Parents will be able to bring a friend/relative to review meetings if they wish to do so.
- We respect the different perspectives of all parties concerned with children identified as having SEND. We will seek constructive ways to reconcile differing viewpoints.
- We respect that parents may have differing needs and/or disabilities. We aim to provide all information to parents through an appropriate media and at an appropriate level.

### **Assessment and Provision**

Once the pupils' needs have been determined they will be placed on the School's SEND Register. The SEND Register is maintained by the SENDCo. Information detailing the individual needs and strategies for addressing those needs will be shared with staff on a regular basis.

In the Early Years Foundation Stage the government's Early Learning Goals set out what most children will have achieved by the end of the Foundation Stage/Reception year. Children will progress at different rates but the key for the need for action is evidence that a child is not making adequate progress.

Where a child is not making adequate progress, it may be necessary to use alternative approaches. If, despite this intervention, the child does not make adequate progress, the child will be identified as having SEND and further intervention will take place.

If the child already has an identified SEND, then the records will be passed on when the child starts school. The SENDCo, class teacher and support staff will use the information to:

- Provide starting points for the development of an appropriate curriculum
- Identify and focus attention on action to support the child and to ensure adequate progress within the class

- Identify any barriers to learning and individual strengths
- Ensure ongoing observation and assessment, provide regular feedback about the child's achievements and experiences, to inform the basis for the planning of the next steps of the child's learning
- Involve parents in implementing a joint learning approach at home.

### **Nature of Intervention**

Intervention may include:

- Different learning materials or special equipment
- Extra adult time to devise the nature of the intervention and to monitor its effectiveness
- Staff development and training to introduce more effective strategies
- Access to LEA/NHS services for occasional advice on strategies
- Some group or individual support
- 1:1 lessons with in house specialist teachers which are offered at an additional cost.

### **Inclusion and Provision of Support**

Children with SEND should generally take part in their classrooms with their peers (with group or individual support where appropriate) but separate provisions may be necessary for specific purposes. This may include:

- Small group withdrawal
- Targeted teaching to address concepts that have been only partially understood
- Teaching Assistants targeting specific individuals or small groups within the class under the direction of the teacher

Strategies employed to enable children to progress will be recorded within a Support Plan.

### **Individual Learning Plan (ILP)**

The ILP will include information about:

- The teaching strategies used
- The provisions to be put in place
- Review date
- Outcomes

The ILP will record action that is additional to, or different from, the curriculum. The ILP will be reviewed termly and parents' views will be sought. Wherever possible, the child will take part in the review process and be involved in setting targets.

The child with an ILP

- Has continued to make little or no progress in specific areas over a long period, despite receiving differentiated learning opportunities
- Continues working at National Curriculum levels substantially below what is expected of a child of a similar age
- Has sensory or physical needs, and requires additional specialist equipment or regular advice by the specialist services.
- Has been assessed by a specialist teacher or outside agency and diagnosed with dyslexia or dyslexic traits and is receiving specialist teaching within school and is not making the expected level of progress.

In some cases an outside professional may already be involved with the child. The School will endeavour to liaise with these professionals to ensure continuity of provision in school. Parents will always be consulted and kept informed of any action taken to help the child.

### **Paperwork for children with SENS (SEN Support)**

Once a child has been identified as having SENS the following paperwork is completed:

- Annually, a one-page-plan is used to record the child's strengths and interests, what they enjoy about school, what they find hard and what helps them to achieve. This is completed with the child and parents, if appropriate, and acts as a guide to their class teacher. The information may be updated during the year.
- Termly an ILP is produced and/or reviewed. The plan records specific and challenging targets for the child to achieve in a term, together with the personalised provision put in place to enable the child to achieve these targets.

### **Education Health and Care Plan**

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process (referred to as an Education, Health and Care Plan (EHCP)) that is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

If children fail to make progress, in spite of high quality, targeted support at SENS, we may apply for the child to be assessed for an EHC Plan. The decision to make a referral for an EHCP will be taken at a progress review meeting. The application for an Education, Health and Care Plan will combine information from a variety of sources including:

- Parents
- Teachers
- Send Team
- Social Care
- Health Professionals

Generally, we apply for an EHC Plan if:

- The child is Looked After and therefore additionally vulnerable
- The child has a disability which is lifelong and which means that they will always need support to learn effectively
- The child's achievements are so far below their peers that we think it likely that the child may at some point benefit from special school provision.

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

The local authority retains legal and financial responsibility for ensuring that the provision specified in the child's EHC plan is made. The day to day practical responsibility of making provision rests with the school. It is the responsibility of the local authority to review the EHC plan. The School will cooperate with the review process.

Children who we think will manage in mainstream schools, albeit with support, are less often assessed for EHC Plans. Having a diagnosis (e.g. of ASD, ADHD or dyslexia) does not mean that a child needs an EHC Plan.

If the application for an EHC Plan is successful, a member of the Local Authority will call a meeting for parents, the child and the school together with any health or social care professionals who are involved with the family.

The meeting will record the child's strengths, their dreams and aspirations as well as the barriers they face. Following the meeting, the LA will produce the EHC Plan which will record the decisions made at the meeting.

An annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support. Annual reviews are carried out in accordance with the Local Authority, and the process brings together all the professionals involved to consider the progress the pupil has made over the previous 12 months and whether any amendments need to be made to the description of the pupil's needs or the provision in the EHCP. The child's view is taken into account prior to the meeting.

A review meeting might recommend amendments if:

- Significant new evidence has emerged which is not previously recorded.
- Significant needs previously recorded on the EHCP are no longer present.
- The provision should be amended to meet the child's changing needs and the targets specified at the review meeting.
- The child should change schools, either at the point of transfer between phases or when a child's needs would be appropriately met in a different setting.

During the annual review we record the views of any people involved with the child. The evidence received, and comments on the evidence, together with an account of the review meeting form the basis of the report.

### **Early Years Foundation Stage**

The school plans for the four areas of need: communication and interaction, cognition and learning, social emotional and mental health, sensory and/or physical needs.

The EYFS monitor and review children's progress throughout the Early Years. If a child appears to be behind expected levels, the methodology outlined in the *SEND Code 2014* for gathering information and seeking "Early help" (see Working Together) may be used. The cycle of action: assess/plan/do/review, will be used to create a graduated response to needs.

SEN Support is put in place for children previously on Early Years Action and Early Years Action Plus. This includes setting clear targets for progress, agreeing with parents what support should be provided and tracking how it is working.

If necessary the school may seek external help of specialists or request an EHC assessment. Decisions to involve external specialists will be taken in discussion with parents. Parents are informed if their child is receiving SEN support.

### **Links with outside agencies**

The School maintains links with support agencies and other professionals. These can include:

- Educational Psychologist
- Educational Welfare Officer
- Speech and Language Therapist
- Occupational Therapist
- Emotional wellbeing and mental health services (EWMHS)
- School nurse
- Local Authority/NHS advisor
- Local Authority Area SENDCo for EYFS

- Child and Family Services
- Social Services
- Specialist Dyslexia Services

### **The Oak-Tree Schools' Local Offer (EYFS)**

The purpose of the local offer is to enable parents and young people to see more clearly what services are available in our schools. Each school's Local Offer (EYFS) is available on the website.

### **Evaluation of SEND Policy**

The Principal, Headmistress and SENDCo will consider the effectiveness and practicalities of the SEND Policy at the end of each academic year. Any remedial action or policy amendments will be reflected in the SEND Improvement Plan, and the School Improvement Plan if whole school issues are identified.