

# ST ANSELM'S CATHOLIC PRIMARY SCHOOL

## SPECIAL EDUCATIONAL NEEDS POLICY

(Approved by the Governing Body on 11<sup>th</sup> July 2018)

Learning and growing together through prayer, belief and love.

This policy will be reviewed and updated annually.

### INTRODUCTION

This policy is created in line with the requirements set out in Part 3 of the Pupils and Families Bill (2014) and associated regulations. The policy is fully compliant with the Special Educational Needs (SEN) Code of Practice: for 0 to 25 years (July 2014)

## Part 1

### PROVISION

St Anselm's School identifies pupils as having **Special Educational Needs (SEN)** if they meet the definition as set out in the 2014 SEN Code of Practice (CoP 2014) which defines SEN as:

1. A child or young person has SEN if they have a **learning difficulty** or **disability** which calls for special educational provision to be made for him or her.
2. A child of compulsory school age or a young person has a learning difficulty or disability if he or she:
  - has a **significantly greater difficulty** in learning than the majority of others of the same age, or
  - has a **disability which prevents or hinders** him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.
3. Many children who have SEN 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'.

St Anselm's provides special educational provision for pupils who require

- 'special educational provision that is provision different from or additional to that normally available to pupils of the same age.'
- CoP 2014

St Anselm's provides for pupils whose special educational needs broadly fall into the 4 areas of:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

### GUIDING PRINCIPLES

At St Anselm's School we believe that all of our pupils, regardless of gender, ethnicity, ability, or disability are entitled to a high quality education that will maximise their life chances. All pupils are entitled to an education that enables them to:

- achieve their best
- become confident individuals living fulfilling lives, and

- make a successful transition into high school, further and higher education or training and adulthood.

## **OBJECTIVES**

We will ensure that our pupils with SEN will have their needs met through a rigorous programme of identification, assessment, planning and support. To achieve this;

- the views of the pupil will be sought and taken into account
- our parents have a vital role in supporting their pupil's education
- our pupils with SEN will be offered full access to a broad, balanced and relevant education, including an appropriate curriculum
- the school will manage its resources to ensure all pupils' needs are met
- pupils' special educational needs will be identified early
- provision and progress for our SEN pupils will be monitored and reviewed regularly
- The school will involve outside agencies when appropriate
- Education, Health and Care Plans will be reviewed regularly in line with regulations
- Appropriate training will be provided for those involved in the implementation of the policy

Where a SEN is identified, we will put appropriate evidence-based interventions in place. These will be provided as part of a Graduated Response, which includes regular review of the progress made and adaptations to the support provided as required.

### **How the policy will contribute to meeting the objectives**

The effectiveness and appropriateness of the policy will be continuously monitored by the Special Educational Needs Coordinator (SENCO) in conjunction with the SEN Governor, Graeme Jeffs. The use of resources, identification, programme planning, effectiveness and quality of individual planning, pupil progress, pupil participation, parents as partners, statutory reviews, referrals for statutory assessment, the identification of training needs and the use made of support services will be monitored and evaluated regularly.

### **Coordinating the provision of education for pupils with SEN at St Anselm's**

The school's provision for pupils with SEN will be coordinated by Mrs O'Connell who is the SENCO. The SENCO has an important role to play with the head teacher and governing body, in determining the strategic development of SEN policy and provision in the school.

The SENCO has day-to-day responsibility for the operation of SEN policy and coordination of specific provision made to support individual pupils with SEN, including those who have EHC plans.

She provides professional guidance to colleagues and works closely with staff, parents and carers, and other agencies. The SENCO monitors the provision of the school SEND Offer and is able to work with professionals providing a support role to the family to ensure that pupils with SEN receive appropriate support and high quality teaching.

The key responsibilities of the SENCO are:

- overseeing the day-to-day operation of the school's SEN policy
- coordinating provision for children with SEN
- acting as the Designated Teacher where a looked after pupil has SEN
- advising on the graduated approach to providing SEN support
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with parents of pupils with SEN

- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with potential high schools/next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- ensuring that the school keeps the records of all pupils with SEN up to date
- reporting annually to the Governing Body concerning the effectiveness of the policy.

In addition there is a specialist team of people who support the work of the SENCO. Their roles and responsibilities are:

Mrs Jackson – Assistant SENCO and Reading Recovery Teacher

Mrs Hickman – HLTA

Mrs Molyneaux – Learning and Wellbeing Mentor

## **ADMISSION**

The admission arrangements for pupils with SEN who do not have an EHCP are the same as the school as a whole

## **FACILITIES**

St Anselm's demonstrates its commitment to equality for those with disabilities in provision of facilities for pupils with SEN at the school, including facilities which increase and assist access to the school by pupils who are disabled. The school seeks to comply with the 2010 Discrimination and Disability Act.

# Part 2

## **SEN FUNDING**

The school's SEN provision is funded largely from the school's overall budget and is allocated mainly on the basis of individual need. Support is graduated according to needs, priorities and availability of resources. When it is agreed to place a pupil on the school's SEN register, it is because their additional needs are significant and they require additional support that the school may fund, up to an additional £6,000. In exceptional cases the school can apply to the LA for top up funding. Pupils who have an Education Health and Care Plan will have an agreed package of support from the Local Authority through the Personal Budget arrangements.

## **IDENTIFYING AND DETERMINING NEEDS AND REVIEW**

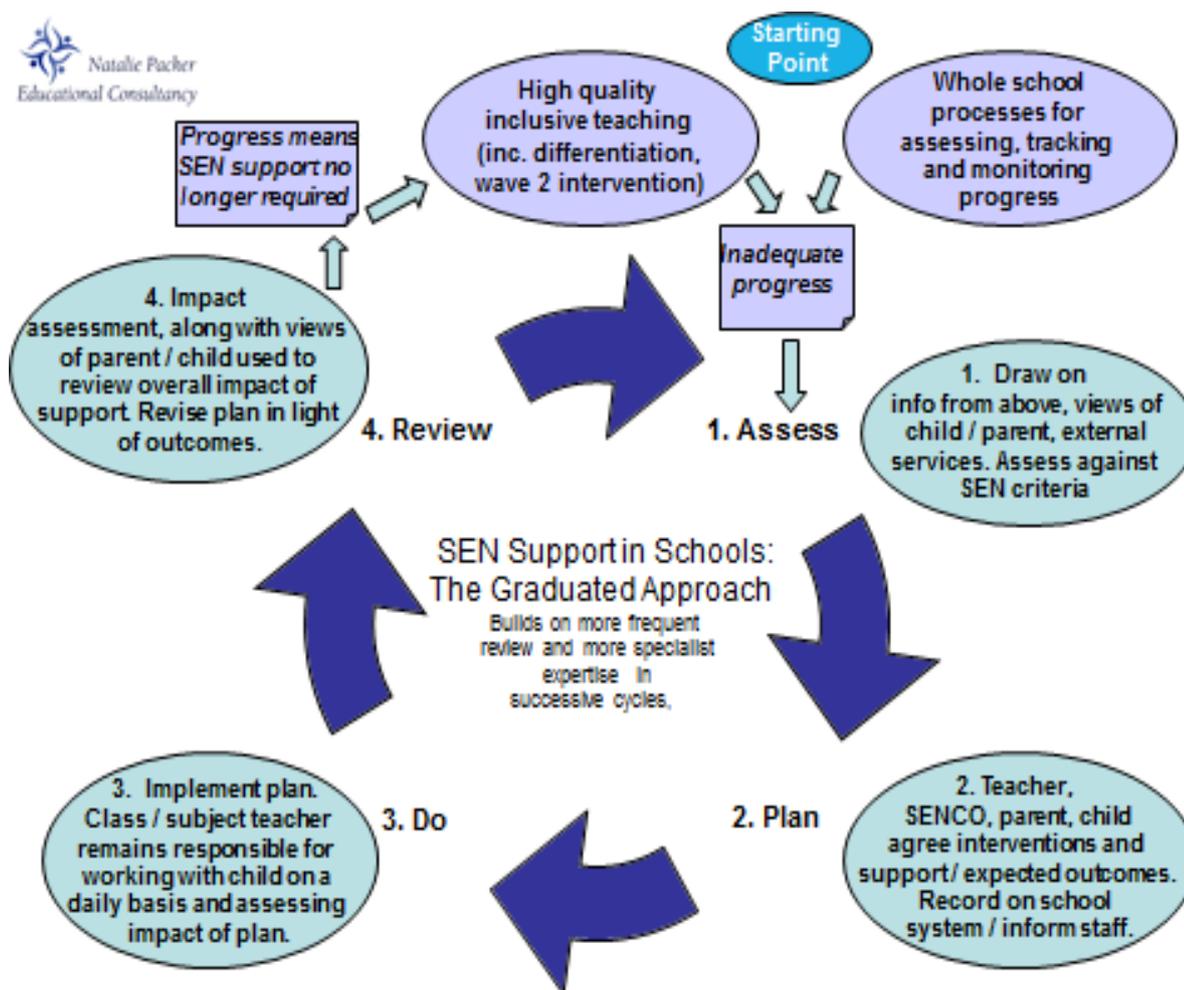
All teachers are responsible and accountable for the progress and development of all the pupils in their class, even where pupils access support from teaching assistants or specialist staff. Where a pupil is not making adequate progress, class teachers and the SENCO and parents will collaborate on problem-solving, planning support and teaching strategies for individual pupils.

High quality teaching, differentiated for individual pupils, is the first step in our school's response to pupils who have or may have SEN.

The identification of SEN will be built into the school's overall approach to monitoring the progress and development of all pupils.

In line with the 2014 Code of Practice requirements, the school will deliver a **Graduated Response Model** as described in the diagram below for pupils identified as having SEN:

*(with thanks to Natalie Packer, Natalie Packer Educational Consultancy [www.nataliepacker.co.uk/](http://www.nataliepacker.co.uk/))*



### Action by class teacher:

Prior to involvement of the SENCO, Class teachers will be expected to have undertaken the following actions.

- Use baseline assessment to identify what child knows, understands and can do
- Ensure ongoing observation/assessment provides feedback so assessment forms basis of next steps
- Involve parents
- Involve child
- Will not have assumed difficulties are within the child

- Use of National Curriculum programmes of study, effective management, ethos, learning environment and curriculum arrangements
- Differentiation – match planning to individual needs
- Taken responsibility for planning and overseeing any interventions or support arrangements to address the child's learning difficulties.

Arrangements will be monitored to identify those pupils not making sufficient progress with this level of support because of their special needs, at which point the SENCO is consulted, as to whether the pupil should be placed on the school's SEN register.

## **SEN REGISTER**

Placing pupils on the school's SEN register will be considered when

- there is little progress over time
- the pupil is working below age related expectation
- it is noted that there is a serious cognition, social and emotional, physical, sensory, communication and interaction difficulty.
- a referral is made for specialist advice and /or assessment
- additional support is required at Wave 2 and /or Wave 3

## **THE GRADUATED RESPONSE**

Will be led by the class teacher in partnership with the SENCO

It will commence once it has been demonstrated that high quality teaching and learning arrangements as part of normal classroom planning, support and interventions are not enabling the pupil to make good enough progress, and where assessment data indicates this is because special educational needs are providing a barrier to learning.

Consideration of whether special educational provision is required should start with the desired outcomes, including the expected progress and attainment and the views and wishes of the pupil and their parents.

The outcomes considered should include those needed to make successful transitions between phases of education and to prepare for adult life.

In consultation with the pupil and parents an SEN Support Plan will be drawn up to achieve the agreed outcomes through support and intervention arrangements. The SEN Support Plan will ensure that;

- External agencies will be contacted and will see existing records and carry out their own assessments
- SENCO/teacher/ will consider a range of approaches/materials including ICT
- Plans for the use of support will relate to a clear set of expected outcomes, which should include stretching and relevant academic and developmental targets
- Progress towards these outcomes will be tracked and reviewed termly through a 4 step model, and will be repeated as many times as is necessary. (See model below)

### **Assess**

- Analyse pupil's needs
- Teacher's assessment, experience of pupil, data on progress and behaviour, views of parents
- Review regularly

### **Plan**

- Notify parents

- Identify interventions and support
- Inform all teachers and support staff who work of child of the needs
- Share targets for improvement

## **Do**

- Class teacher responsible for working with pupil of a daily basis
- Class teacher takes responsibility for group interventions away from the class
- Class teacher involved in planning and assessing impact of interventions
- SENCO provides support to class teacher

## **Review**

- Review plan on a termly basis
- Interventions should last half a term
- Class teacher, with SENCO revise support in light of pupil's progress and development
- Plan changes to support and revised outcomes / new targets

## **THE TERMLY REVIEW MEETING**

This meeting will be led by a teacher with good knowledge and understanding of the child or young person who is aware of their needs and attainment. This will usually be the class teacher, supported by the SENCO. It will provide an opportunity for parents to share their concerns and, together with the teacher, agree their aspirations for the child.

These discussions will be enabled to allow sufficient time to explore the parents' views and to plan effectively. Meetings will, wherever possible, be aligned with the normal cycle of discussions with parents of all pupils. They will, however, be longer than most parent-teacher meetings.

## **PROVISION MAPPING**

The school will maintain a provision map of the support, arrangements and interventions available to ensure that pupils with SEN can access learning and maximise their achievements.

## **ST ANSELM'S APPROACH TO IDENTIFICATION AND ASSESSMENT OF SEN**

At St Anselm's we have an agreed approach to the identification and assessment of SEN taking into account the nature of the special needs.

Identification includes the use of high quality formative assessment, as well as effective tools and early assessment materials. The main source of outside agency support is from the Local Authority or the school's own commissioned professionals. This could be from Health Professionals e.g. Speech and Language Therapists, Physiotherapists etc. Informed parental permission is required before such consultations can take place.

For higher levels of need, our school has arrangements in place to draw on more specialised assessments from external agencies and professionals. St Anselm's school has access to the following professional agencies;

Catholic Children's Society (Play Therapist)  
 Educational Psychologist  
 Advisory Teacher for Sensory Impairment  
 Advisory Teacher for ASD  
 Speech and Language Therapy  
 Occupational Therapy

## **EDUCATION, HEALTH AND CARE PLANS (EHCP)**

Where pupils do not make sufficient progress, despite the school making purposeful and relevant interventions, in this case it may be appropriate to ask the Local Authority (LA) to carry out a statutory assessment of their needs to see if they are eligible for an Educational Health and Care Plan (EHCP). The LA will seek evidence from the school that any strategy or programme implemented for the child in question has been continued for a reasonable period of time without success and that alternatives have been tried. The LA will need information about the pupil's progress over time, and will also need clear documentation in relation to the pupil's special educational needs and any action taken to deal with those needs, including any resources or special arrangements put in place.

In preparing a request the school will involve the parents, pupils and outside agencies and refer to Chapter 8 of the Code of Practice.

Once a pupil has an EHCP naming St Anselm's School, the Head teacher of the school will ensure that those teaching or working with the child or young person are aware of their needs and have arrangements in place to meet them. The school will ensure that teachers monitor and review the pupil's progress during the course of a year. Formal reviews of the EHC plan will take place at least annually. If a pupil's SEN change, the local authority will be informed and will arrange to hold a review as soon as possible to ensure that provision specified in the EHC plan is appropriate. For further information on EHCPs please see the Local Authority's Local Offer.

### **ACCESSING THE CURRICULUM**

At St Anselm's we follow the new National Curriculum statement on Inclusion. We expect our teachers to set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment. Teachers will use appropriate assessment to set targets which are deliberately ambitious. Lessons are planned to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving. In many cases, such planning will mean that our pupils with SEN will be able to study the full national curriculum. Potential areas of difficulty will be identified and addressed at the outset of work.

At St Anselm's, we make every effort to make adaptations to curriculum, teaching and the learning environment to meet the needs of individual pupils, and where appropriate as part of the planning for the pupil we provide access to ancillary aids, such as workstations and assistive technology such as use of a laptop computer.

### **SCHOOL INFORMATION REPORT**

Information will be published on the school website about the implementation of the SEN Policy. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible. The information required is set out in the Special Educational Needs and Disability Regulations 2014 and is summarised below.

<b>WEBSITE SUMMARY – INFORMATION MUST INCLUDE</b>
<ol style="list-style-type: none"><li>1. How the school meets a range of SENs</li><li>2. How the school identifies and assesses SEN</li><li>3. The name and contact details of the SENCO</li><li>4. How the school works with parents</li><li>5. The curriculum offer for SEN pupils and how the school differentiates</li><li>6. An example of the school's provision map for supporting the needs of pupils with SEN</li><li>7. The school's approaches to teaching and learning for pupils with SEN</li><li>8. Links to relevant policies – SEN, Single Equality Scheme (disability, discrimination &amp; equality) Accessibility, Medical Needs Policy</li><li>9. Arrangements for engaging with pupils and parents</li><li>10. Arrangements for preparing for transition</li></ol>

11. Expertise and training of staff
12. Engaging with the wider curriculum, for example sports or arts provision
13. Pastoral care for pupils with emotional and social SENs
14. Arrangements for pupils with SEN who are Looked After Children
15. Links with external agencies
16. Who to talk to re SEN
17. How to make complaints
18. How the school contributes to the LAs local offer
  - a. Weblink to the LA Local Offer for accessibility to parents/carers
  - b. How parents and young people can request an assessment for an EHC plan
  - c. Arrangements for travel to and from schools, post-16 institutions and early years providers

As stated in Part 1 the school will continuously monitor and evaluate the working of the SEN policy gathering information on the following aspects;

- Number of pupils with SEN, expressed as a percentage of the school roll, and any changes to the level of support they receive
- The level of support pupils received and the amount of progress they make
- The 'value-added' data of pupil progress
- The success of resources
- The impact of training and new approaches to meeting needs
- The identification of training needs
- The impact and outcomes of the review process
- The development of pupil participation
- Relationships with parents
- The impact of the statutory process on pupil progress
- The success of involvement of outside agencies
- The success of liaison with other schools.

## COMPLAINTS

Any complaints from parents of pupils with special education needs concerning the provision made at the school should be made through the school's procedures as set out on the school's website and in the prospectus.

## Part 3

### PROFESSIONAL DEVELOPMENT FOR STAFF

The professional development of all staff involved in meeting the needs of pupils with SEN is ongoing and continuous. A wide range of training opportunities is provided which includes;

- Skill sharing and the demonstration of teaching techniques and strategies organised within the school eg Reading Recovery teacher.
- Professional development sessions and one-off sessions on relevant subjects provided by SEN specialists eg ASD Advisory teacher
- Attendance at courses offered by external providers, accredited and non-accredited, as part of the school's CPD process
- Other courses which are relevant to the work being undertaken. This can be generated by staff interest or can be undertaken at the request of the SENCO.

### ROLE OF PARENTS

All parents and carers of pupils with special educational needs at St Anselm's are considered to be our partners. They will be supported so as to be able and empowered to:

- recognise and fulfil their responsibilities as parents and play an active and valued role in their pupil's education
- have knowledge of their pupil's entitlement within the SEN framework
- make their views known about how their child is educated
- have access to information, advice and support during assessment and any related decision-making processes about special educational provision.

To make communications effective staff at St Anselm's will:

- acknowledge and draw on parental knowledge and expertise in relation to their child
- focus on the pupil's strengths as well as areas of additional need
- recognise the personal and emotional investment of parents and be aware of their feelings
- ensure that parents understand procedures, are aware of how to access support in preparing their contributions, and are given documents to be discussed well before meetings
- respect the validity of differing perspectives and seek constructive ways of reconciling different viewpoints
- respect the differing needs parents themselves may have, such as a disability, or communication and linguistic barriers
- recognise the need for flexibility in the timing and structure of meetings

## **PUPILS**

The pupil's views will always be ascertained, but this may not be through direct discussion with the pupil. Pupils will be encouraged to participate in all decision-making processes in education, including the setting of learning targets and contributing to personal plans, discussions about choices of schools, contributions to the assessment of their needs and termly reviews and transition meetings. They need to be part of the process, to know that they are listened to and that their views are valued.

## **TRANSITION**

Liaison with regard to the successful transition of pupils with SEN is undertaken with receiving and sending schools prior to transfer. Contact is coordinated by the SENCO. Transition arrangements for pupils with SEN either moving into the school or moving on to new schools will also be coordinated by the SENCO.



