

FOUNDED 1789



'Learning for life with God as our guide'

St Mary's CEP (VA) School, Dover

Special Educational Needs & Disability Policy/ SEN Information Report Issued on 04.10.19

Date: October 2019

Reviewed and Ratified by: Governing body on 27th November 2019

Review Date: September 2024

Signed: _____ Elizabeth Fisher, Chair of Governors

Signed: _____ Helen Comfort, Executive Headteacher

This policy is written in line with the requirements of: -

Children and Families Act 2014

SEN Code of Practice 2014

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer

Equality Act 2010

Schools Admissions Code, DfE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies

Teaching and Learning, Behaviour for learning Policy, Equal Opportunities Policy, Safeguarding Policy, E Safety, Health and Safety, Homework Policy, Complaints Policy.

This policy was developed with representatives from the governing body, teachers, teaching assistants and parents of children with special educational needs and will be reviewed annually.

Definition of SEN

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.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) 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 or mainstream post-16 institutions. *SEN Code of Practice (2014, p 4)*

Definition of disability

Many children and young people who have SEN may also 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’ *SEN Code of Practice (2014, p5)*

1 The kinds of special educational need for which provision is made at the school

At St Mary's we can make provision for most frequently occurring special educational need without an Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, Asperger's syndrome, learning difficulties and behaviour difficulties. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, as well as higher level needs for which we can access training and advice so that these kinds of needs can be met.

The school currently has no pupils with an Education, Health and Care plan but some pupils have high needs funding with the following kinds of special educational need: speech and language, behaviour/emotional /social need, autistic spectrum, ADHD. Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

2 Information about the policy for identification and assessment of pupils with SEN

At St Mary's we monitor the academic progress of all pupils regularly through the year. We also use the following assessments with all the pupils at various points e.g. Y1 phonics screening, speech link, language link, reading age through Accelerated Reader, SFA assessments for phonics, high frequency words and reading comprehension for all children in Roots groups (Reading age below 7 years).

Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are Language link groups, Speech link groups, focused vocabulary/language work, phonics/reading individual and groups, catch up maths, 1:1 maths, Fizzy groups, Sensory circuits and differentiated maths groups.

Some pupils may continue to make slow progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range of assessment tools to determine the cause of the learning difficulty. At St Mary's we are experienced in using the following assessment tools: language link, speech link, language for learning, Derbyshire language, PM Benchmarking Kit, Dyslexia Screening, Gap analysis following year group tests.

We have access to external advisors who are able to carry out more detailed assessments, Speech Therapist, Occupational Therapist, Specialist Teaching Service, Educational Psychology service, Elms Outreach, School Nurse, Early Help and Family Practitioner Team, CAHMS.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better

progress. These will be shared with parents, put into a SEN support plan and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will no longer be identified with special educational needs. When any change in identification of SEN is made parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans, including

3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2014, 6.17)* describes inadequate progress thus:

- 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 rate of progress
- Widens the attainment gap

For pupils with an Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the school has their progress tracked regularly through the year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use at St Mary's are refer to list in section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

3c the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2014, 6.37)*

In St Mary's the quality of teaching is judged to be good.

We follow the Mainstream Core Standards advice developed by Kent County Council to ensure that our teaching conforms to best practice.

In meeting the Mainstream Core Standards, the school employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding'

3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At St Mary's we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

Governors understand the requirement to keep the appropriateness of our curriculum and learning environment under review. The site is split over four levels with access to most areas (excluding lower playground) via lifts or ramps (see accessibility plan). This is reviewed by governors on a regular basis.

3e additional support for learning that is available to pupils with special educational needs

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and a full list of the interventions we can offer is on our whole school provision map. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs. Since April 2015 the school can apply to the local authority for additional top up funding by making an application for high needs funding for an individual pupil.

3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs

All clubs, trips and activities offered to pupils at St Mary's are available to pupils with special educational needs either with or without an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity

3g support that is available for improving the emotional and social development of pupils with special educational needs

At St Mary's we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance e.g. PSHE, circle time and indirectly with every conversation adults have with pupils throughout the day. In January 2017 the school introduced the Thrive approach to help support pupils with emotional/social needs as individuals, groups and as a class. Staff have received awareness training and the SENCO and FLO have completed 10 days training and are Thrive Practitioners.

For some pupils with the most need for help in this area we also can provide the following e.g. mentor time with member of senior leadership team or FLO, access to counsellor, time-out space for pupil to use when upset or agitated, pupil /family support (Early Intervention Team or Be Change) external referral to CAHMs, Young Healthy Minds.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

4 The name and contact details of the SEN Co-ordinator

The SENCO at St Mary's is Hilary Shaw, who is a qualified teacher who has been a SENCO continuously since before 1 Sept 2009.

Hilary Shaw is available on 01304 206887 or hilary.shaw@stmarysprimary.net

5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

Some teachers and teaching assistants have had the following awareness training; working memory, early reading skills through Success for All, Numicon, Cooperative learning through SFA, restorative approach, Team-teach (positive handling), Thrive awareness training, Circle time training with Jenny Mosely and up to date safeguarding and e safety training. Some staff have awareness training for, autism, ADHD and speech and language, Better Reading Partnership and dyslexia.

In addition, the following teachers/teaching assistants have received the following enhanced and specialist training and are able to deliver specialist interventions.

Name of TA	Intervention s/he has been trained to deliver
Maria Mold (Specialist speech and Language TA)	Speechlink, Language Link, Language Through Colour, Language for Learning, Derbyshire Language. Team Teach (Positive Handling),
Maria Mold	Clever Hands, and Fizzy, Sensory Circuits
Teresa Jones(Specialist reading TA KS1)	Soundwrite, Better Reading Partnership. Success For All Phonics, Early Reading/Writing Precision Teaching, Dyslexia awareness. Team Teach (Positive Handling),
Lesley Bondzio (Specialist reading TA KS2)	Soundwrite, Better Reading Partnership. Success For All Phonics, Early Reading/Writing Precision Teaching Developing Comprehension at Key stage 2 Team Teach (Positive Handling),
Amanda Punton (FLO)	CAF and Early Intervention team support Counselling Bereavement counselling Solihull training Domestic abuse within the home Early Birds (supporting families of children with ASD) Lego Intervention Team Teach (Positive Handling), Attachment and anxiety training Thrive licensed practitioner

Hilary Shaw (SENCO) is Reading Recovery Trained, attachment disorder, CAF/Early intervention, LAC (Looked after child) support, Parent Support (Help your child to learn), ADHD and basic awareness of autism and dyslexia. The SENCO completed a 10-day training programme and is now a Thrive practitioner.

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are, Elms school, Aspen 1 and 2, Educational Psychologist, Speech and Language Therapist, Occupational Therapists, Physiotherapist, dyslexia specialists, VSK etc. The cost of training is covered by the notional SEN funding.

6 Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or apply for high needs funding. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at St Mary's are invited to discuss the progress of their children on at least two occasions a year and they will receive a written report once a year. In addition, we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Class Provision Map.

If following this normal provision, improvement in progress is not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made. Parents will be invited to attend meetings three times a year to discuss progress and they receive a copy of the child's updated plan.

In addition to this, parents of pupils with High needs funding (HNF) or Education, Health and Care Plan (EHCP) will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at St Mary's are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the child's class teacher, SENCO/ Head of School, Family Liaison Officer or Executive Head Teacher to resolve the issue before making the complaint formal to the Chair of the Governing Body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have a EHCP (Educational Health Care Plan) where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The designated SEN governor (Trish Simmons) is responsible for liaising with the SENCO and feeding back to governors regarding all aspects of SEN including:

- Free membership of LIFT for access to specialist teaching and learning service
- A Service Level Agreement with Educational Psychology service for 6 days per year
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc.
- Membership of professional networks for SENCO, Dover SENCO forum.

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

Information Advice and Support Kent (IASK) provides a free and confidential, information, advice and support service, for parents of a disabled child or child with special educational needs and to children and young people up to age 25 who have a special educational need or disability.

Trained staff can provide impartial legally based information and support on educational matters relating to special educational needs and disabilities, including health and social care. The aim is to empower parents, children and young people to fully participate in discussions and make informed choices and decisions. Also to feel confident to express their views and wishes about education and future aspirations.

They can be contacted on

HELPLINE: 03000 41 3000

Office

Email – iask@kent.gov.uk

www.kent.gov.uk/iask

12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At St Mary's we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible.

Nursery to Reception. The reception teacher meets the staff and children in their setting to discuss any concerns. For more complex needs a transition meeting is arranged with nursery, SENCO, reception teacher and parents prior to the child starting school.

We also contribute information to a pupils' onward destination by providing information to the next setting. The SENCO meets with the secondary SENCO to discuss any concerns in Term 6 prior to the child starting secondary school.

Towards the end of each school year transition within the school is discussed and extra visits are arranged for vulnerable pupils.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on <http://www.kent.gov.uk/education-and-children/special-educational-needs> and there is a link to this on the school website. Parents without internet access should make an appointment with the SENCO for support to gain the information they require.

Reviewed by: Hilary Shaw SENCO/Head of School

Date: 4.10.19