



# **St. Wilfrid's Church of England Primary School**

## **Special Educational Needs and Disabilities Policy**

### **Our Christian Vision:**

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

***Let all that you do be done in love*** (1 Cor 16:14)

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**Definitions of special educational needs (SEND) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

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.

The coalition government reformed the way in which provision and support is made for children and young people with special educational needs and/or disabilities in England. New legislation (The Children and Families Act 2014) enacted on the 13<sup>th</sup> March came into force from the 1<sup>st</sup> September 2014. A new SEND Code of Practice also accompanied this legislation.

More details about the reforms and the SEND Code of Practice can be found on the Department for Education's website:

[www.education.gov.uk/schools/pupilsupport/SEND](http://www.education.gov.uk/schools/pupilsupport/SEND)

One significant change arising from the reforms is that Statements of Special Educational Needs, for those children with the most complex needs, have been replaced by an Education, Health and Care Plan (EHCP). These plans are being supported by an Education, Health and Care Plan Pathway. You can view an animation describing this new pathway on Lancashire's SEND Local Offer website:

[www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)

This information is also available by putting the above web address into the browser of a smart phone or tablet.

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Lancashire that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

Details of the St. Wilfrid's Local Offer can be found in the SEND section of the school's website:

[www.st-wilfrids.lancs.sch.uk](http://www.st-wilfrids.lancs.sch.uk)

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## Our Christian Vision:

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

*Let all that you do be done in love* (1 Cor 16:14)

At St. Wilfrid's Primary School we are proud to provide a safe, stimulating and inclusive learning environment where every member of our community is valued and respected. Our broad, balanced, creative curriculum and enrichment activities provide opportunities for everyone to achieve and succeed. We celebrate our achievements, gifts and cultural diversity, irrespective of individual differences within the protected categories of the Equality Act of 2010. Together we take pride in making a positive contribution to our school and the wider community.

St Wilfrid's CE Primary School is committed to the welfare, safety and protection of every pupil. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It is recognised that children with SEND are more vulnerable to all types of abuse, including CCE and CSE. Your policy should include the offer of support provided to all children with SEND to reduce this vulnerability including the offer of pastoral support.

## 1.Aims and Objectives

### Aims

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the Special Educational Needs Code of Practice.

### Objectives

- **Staff members seek to identify the needs of pupils with SEND as early as possible.** This is most effectively done by gathering information from parents, education, health and care services and early years settings prior to the child's entry into the school.
- **Monitor the progress of all pupils** in order to aid the identification of pupils with SEND. Continuous monitoring of those pupils with SEND by their teachers will help to ensure that they are able to reach their full potential.
- **Make appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum.** This will be co-ordinated by the SENDCO and Headteacher and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.

- **Work with parents** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices and providing regular feedback on their child's progress.
- **Work with and in support of outside agencies** when the pupil's needs cannot be met by the school alone. Some of these services include Schools and Families Specialist Service (SSFS), Educational Psychology Service, Speech and Language Therapy, Children and Adult Mental Health Service CAMHS.
- **Create a school environment where pupils can contribute to their own learning.** This means encouraging relationships with adults in school where pupils feel safe to voice their opinions of their own needs and carefully monitoring the progress of all pupils at regular intervals. Pupil participation is encouraged through school by wider opportunities such as School Council, residential visits, school plays, sports teams, a variety of extra-curricular clubs and Playground Partnership leaders in the playground.

## 2. Responsibility for the coordination of SEND provision

- The person responsible for overseeing the provision for children with SEND is Claire Weymouth (Headteacher)
- The person co-ordinating the day to day provision of education for pupils with SEND is Angela Rowe (SENDCO)

## 3. Arrangements for coordinating SEND provision

The SENDCO will hold details of all SEND records for individual pupils.

### All staff can access:

- The St. Wilfrid's C. E. Primary School SEND Policy;
- A copy of the full SEND Register.
- Guidance on identification of SEND in the Code of Practice
- Information on individual pupil's special educational needs, including pupil profiles, targets set and copies of their provision map.
- Practical advice, teaching strategies, and information about types of special educational needs and disabilities
- Information available through Lancashire's SEND Local Offer

In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements which will enable them to provide for the individual needs of all pupils.

This policy is made accessible to all staff and parents in order to aid the effective coordination of the school's SEND provision.

## 4. Admission arrangements

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with Education, Health and Care Plans and those without.

Please refer to the information section of our school website for further information regarding our admissions policy.

[www.st-wilfrids.lancs.sch.uk](http://www.st-wilfrids.lancs.sch.uk)

## 5. Specialist SEND provision

We are committed to whole school inclusion. In our school we support children with a range of special educational needs. We will seek specialist SEND provision and training from SEND services where necessary.

## 6. Facilities for pupils with SEND

The school complies with all relevant accessibility requirements, please see the school accessibility plan for more details.

## 7. Allocation of resources for pupils with SEND

All pupils with SEND will have access to Element 1 and 2 of a school's budget. For those with the most complex needs, additional funding (High level needs HLN) is retained by the local authority. The SENDCO will refer individual applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding. It would then be the responsibility of the SENDCO, Senior Leadership Team and Governors to agree how the allocation of resources is used. Parents of a child with an Education Health and Care Plan may have the right to request a personal budget for their support. This budget can be used to buy in specialist special educational needs (SEND) and disabled care for all or some of the provision outlined in the EHC plan. In each individual case, the benefits and responsibilities around the personal budget will be discussed with the family so that an informed decision can be made. For more information about the personal budget see the finance section of Lancashire's SEND Local Offer website

[www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)

## 8. Identification of pupils' needs

### Identification

See definition of Special Educational Needs at start of policy.

### A graduated approach:

#### Quality First Teaching

- a. Within the classroom environment, pupils who need extra support to access the curriculum and make appropriate progress will be supported appropriately by the class teacher and TA, using different resources, teaching methods etc. as required.
- b. Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators will be monitored using our Teacher Intervention Plan system (TIPs)
- c. Once a pupil has been identified as possibly having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- d. The child's class teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
- e. The SENDCO will be consulted as needed for support and advice and may wish to observe the pupil in class.
- f. Through (b) and (d) it can be determined which level of provision the child will need going forward.
- g. If a pupil has recently been removed from the SEND register they may also fall into this category as continued monitoring will be necessary.
- h. Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.

- i. The child is recorded by the school as being under observation due to concern by parent or teacher but this does not automatically place the child on the school's SEND register. Any concerns will be discussed with parents informally or during parents' evenings.

### **SEND Support**

Where it is determined that a pupil does have SEND, parents will be formally advised of this and the child will be added to the SEND register. The aim of formally identifying a pupil with SEND is to help school ensure that effective provision is put in place and so remove any barriers to learning. The support provided consists of a four – part process:

?? Assess

?? Plan

?? Do

?? Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

### **Assess**

This involves clearly analysing the pupil's needs using the class teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing. This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved, their work will help inform the assessment of need. Where they are not involved, they may be contacted if this is felt to be appropriate, following discussion and agreement from parents.

### **Plan**

Planning will involve consultation between the teacher, SENDCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home. All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

### **Do**

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class teacher. They will work closely with teaching assistants to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENDCO in consultation with any external agencies as and when required.

### **Review**

Reviews of a child's progress will be made regularly. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and where necessary their parents. The class teacher, in conjunction with the SENDCO will revise the support

and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

### **Referral for an Education, Health and Care Plan**

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which 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. The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review. The application for an Education, Health and Care Plans will combine information from a variety of sources including:

- Parents
- Teachers
- SENDCO
- Educational Psychologist
- Social Care
- Health professionals

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 not 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.

Further information about EHC Plans can found via the SEND Local Offer:

[www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)

or by contacting the Parent Partnership Service on: **0845 601 4284**

### **Education, Health and Care Plans [EHC Plan]**

- a) Following Statutory Assessment, an EHC Plan will be provided by Lancashire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved in developing and producing the plan.
- b) Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- c) Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The 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.

## **9. Access to the curriculum, information and associated services**

Pupils with SEND will be given access to the curriculum through the specialist SEND provision provided by the school as is necessary, as far as possible, taking into account the wishes of their parents and the needs of the individual. Every effort will be made to educate pupils with SEND alongside their peers in a mainstream classroom setting. Where this is not possible, the SENDCO will consult with the child's parents for other flexible arrangements to be made. Regular training and learning opportunities for staff on the subject of SEND and SEND teaching are provided both in



school and across the local cluster group. Staff members are kept up to date with teaching methods which will aid the progress of all pupils including those with SEND.

In class provision and support are deployed effectively to ensure the curriculum is differentiated where necessary. We make sure that individual or group tuition is available where it is felt pupils would benefit from this provision. We set appropriate individual targets that motivate pupils to do their best, and celebrate achievements at all levels.

## **10. Inclusion of pupils with SEND**

The Headteacher and SENDCO oversee the school's policy for inclusion and are responsible for ensuring that it is implemented effectively throughout the school. The school curriculum is regularly reviewed to ensure that it promotes the inclusion of all pupils. Adaptation and differentiation of the curriculum in the classroom is encouraged, but it may also include learning outside of the classroom if deemed appropriate. The school will seek advice as appropriate, around individual pupils, from external support services.

## **11. Evaluating the success of provision**

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and pupils throughout the year. This is done in the form of a parent and pupil questionnaire, discussion and through progress meetings with parents. Pupil progress will be monitored on a termly basis in line with the SEND Code of Practice. SEND provision and interventions are recorded on provision maps, which are updated when an intervention is changed. These are updated by the class teacher and are monitored by the Headteacher and the SENDCO. These reflect information passed on by the previous class teacher as well as the SENDCO at the beginning of an academic year and are adapted following assessments. These interventions are monitored and evaluated termly by the class teachers along with the teaching assistants and the SENDCO and information is fed back to everyone involved. This helps to identify whether provision is effective.

## **12. Supporting pupils in school with medical conditions**

At St. Wilfrid's CE School, we recognise that pupils with medical conditions should be properly supported in order that they have full access to an education, including school trips and physical education. Any child with a medical condition has a Care Plan in place in school. This plan is drawn up in partnership with the parents and the child. These plans are regularly checked and kept up to date. All staff are familiar with the children in school who have specific medical conditions and are fully aware of how those children should be looked after both on a day-to-day basis and in the case of a medical emergency. Any specific training required to deal with a particular medical condition is delivered to all staff and all staff are first aid trained. Medication is kept in a central location and there are procedures in place for the administration of any medication held in school. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Some children with medical conditions may also have special educational needs and may have an Education, Health and Care plan which brings together health and social needs, as well as their special educational provision. In these cases, the SEND Code of Practice (2014) is followed.

For more information, see the school's policy for supporting pupils with medical conditions.

## **13. Bullying**

In line with our school mission statement, Love God, Love Each Other, Love Learning, the children at St. Wilfrid's are encouraged to love, value and respect each other. There are clear behaviour expectations in school which are agreed to by the staff and pupils. There may be occasions when a

child with specific emotional/behavioural or educational needs requires that the guidelines for behaviour are amended to meet his/her specific needs. This will be done in consultation with the Classteacher, SENDCO and Headteacher. The child will be involved in the process and understand the rules/systems specifically in place for them. We adopted a very clear approach regarding bullying. Details of our Anti-bullying policy can be found on our school website under the Behaviour Policy section in the Information area.

[www.st-wilfrids.lancs.sch.uk](http://www.st-wilfrids.lancs.sch.uk)

#### **14. Complaints procedure**

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the Headteacher or SENDCO, who will be able to advise on formal procedures for complaint. For more information regarding our complaints procedure see the Information section of our school website.

[www.st-wilfrids.lancs.sch.uk](http://www.st-wilfrids.lancs.sch.uk)

#### **15. In-service training (CPD)**

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. The SENDCO attends relevant SEND courses, family SEND meetings and facilitates/signposts relevant SEND focused external training opportunities for all staff. We recognise the need to train all our staff on SEND issues and we have funding available to support this professional development. The SENDCO, with the SEND Leadership Team, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management (see Section 11).

#### **16. Links to support services**

The school continues to build strong working relationships and links with external support services in order to fully support our SEND pupils and aid school inclusion. Sharing knowledge and information with our support services is key to the effective and successful SEND provision within our school. Any one of the support services may raise concerns about a pupil. This will then be brought to the attention of the Headteacher and SENDCO who will then inform the child's parents.

#### **17. Working in partnerships with parents**

At St Wilfrid's Primary School we believe that a close working relationship with parents is vital in order to ensure

- a) early and accurate identification and assessment of SEND leading to appropriate intervention and provision
- b) continuing social and academic progress of children with SEND
- c) personal and academic targets are set and met effectively

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENDCO may also signpost parents of pupils with SEND to the local authority Parent Partnership service where specific advice, guidance and support may be required. If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend

meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The school's SEND Governor (Mary Stoneham) may be contacted at any time in relation to SEND matters.

### **18. Links with other schools**

The school works in partnership with the local SENDCO Lune Valley Cluster group. This enables the schools to build a bank of joint resources and to share advice, training, development activities and expertise.

### **19. Storing and managing information**

Learning Support documentation is held both by the class teacher and the SENDCO and is shared with parents and external agencies where appropriate. Copies are held in a central location and are filed securely in individual folders. Confidential information is stored separately and held by the Headteacher and SENDCO if appropriate. We store information in line with the guidance given to schools by Lancashire County Council. For more information see

- Guidelines for school on the retention of records
- Guidelines for school on the retention of records part 3: Retention Schedule

### **20. Links with other agencies and voluntary organisations**

St Wilfrid's School invites and seeks advice and support from external agencies in the identification and assessment of, and provision for, SEND. The SENDCO is the designated person responsible for liaising with the following:

- Lancashire Education Authority's Psychology Service
- Waite Educational Psychology Services
- Parent Partnership Services
- School Nurse (Class teacher also liaises)
- Social Services (Headteacher or CAF leader also liaises)
- Speech and Language Service (Class teacher also liaises)
- Occupational Therapist Services ( Class teacher also liaises)
- Specialist Teacher Services
- Specialist Outreach Services

In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency.

### **21. Reviewing the SEND Policy**

The SEND Policy will be reviewed annually.

Signed \_\_\_\_\_ [Name]  
(Headteacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_ [Name]

**(SENDCO)**

Date \_\_\_\_\_

**Signed** \_\_\_\_\_ [Name]  
**(SEND Governor)**

Date \_\_\_\_\_

**This policy will be reviewed annually.**