

# Park End Primary School



Approved By: *D. Jackson*

Date: 18.11.2024

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

Review Date	Type of review	Comments	Initials
Sept 2016	New		KR
Sept 2017	Review		KR
June 2018	Review		KR
Sept 2019	Review		KR
Sept 2020	Review	Temporary changes relating to Covid 19 are in red	KR
January 2022	General	Updated	KR
November 2022	Review	Updates made to reflect new external agencies and ASD provision	KR
September 2024	Review	Formatting	KR/AD

## Contents

### Contents

1. <b>Introduction</b> .....	3
2. <b>Definition</b> .....	3
3. <b>Areas of need</b> .....	4
4. <b>Aims and Objectives of the Policy</b> .....	4
5. <b>Inclusion</b> .....	6
6. <b>Roles and Responsibilities</b> .....	7
7. <b>Procedures</b> .....	10
10. <b>Monitoring</b> .....	12
12. <b>Success Criteria</b> .....	13
13. <b>SEND Training</b> .....	13
14. <b>Outside Agencies</b> .....	13
15. <b>Special Facilities</b> .....	16
16. <b>Parents</b> .....	16
17. <b>Links with other schools</b> .....	16
18. <b>Complaints</b> .....	16

## **1. Introduction**

Our vision for children with Special Educational Needs and/or Disabilities (SEND) is:

Park End Primary is committed to providing the best educational experience for every child in our school. We want all pupils to be educated within their local, mainstream primary school, regardless of additional needs or disability. We firmly believe that every child has the right to a high-quality, broad, inclusive and balanced curriculum.

Pupils with SEND are offered an education which is inclusive, adaption focused and aspirational. Our offer is driven by equity, not equality; we aim to remove barriers for our pupils so they can achieve alongside their peers.

This policy is in line with the SEND Code of Practice January 2015 and the Children's and Families Act 2014.

This document is a statement of the aims, principles and strategies for children with SEND at Park End Primary School.

It is the responsibility of the SENDCo to maintain and implement this policy.

## **2. Definition**

Section xii of the Code of Practice states:

A child has Special Educational Needs and/or disabilities if they:

- have a learning difficulty or disability which calls for special educational provision to be made for him or her
  - 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 facilities of a kind generally provided for others of the same age in mainstream schools

### 3. Areas of need

Section 6.25-6.32 of the Code of Practice identifies four broad categories of SEND:

- **Communication and Interaction** (Speech, Language and Communication difficulties, ASD)
- **Cognition and Learning** (children who learn at a slower pace than their peers including Moderate Learning Difficulties, Severe Learning Difficulties, Specific Learning Difficulties or Learning Disabilities or diagnosis of a learning difficulty such as dyslexia)
- **Social, Emotional and Mental health** (behaviours which may reflect underlying mental health conditions)
- **Sensory and/or Physical needs** (Visually and/or hearing impaired, Multi-sensory impairments, physical disabilities)

Children are placed on the register depending on their area of need.

Some children may only be registered under one area whereas other children may be registered under multiple areas of need.

### 4. Aims and Objectives of the Policy

The Aims and Objectives of the is policy are as follows:

- To fulfil the demands of the 2011 Education Act and the 2015 SEND Code of Practice
- To promote an inclusive ethos throughout school
- To follow procedures which facilitate early identification of SEND
- To enable pupils with SEND to have their needs met

- To ensure all pupils are safe
- To encourage good communication with parents of children with SEND
- To provide a child centred approach to meeting the needs of a pupil with SEND
- To provide documentation that would enable the same on transfer to any subsequent school
- To ensure that decisions about children with SEND are informed by the insights of parents, external specialists, and where appropriate, children
- To facilitate full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage and the National Curriculum, for pupils with SEND

To enable staff to:

- understand their own roles and responsibilities for SEND provision at Park End Primary School
- understand the roles and responsibilities of others in and beyond the school, e.g. parents, external agencies, SENDCO, the Local Authority
- know and understand how they and others can identify and assess SEND
- have an overview of the whole school system for managing SEND and understand fully their part within it
- work effectively within their team to implement the whole school policy on SEND and to review and evaluate their team's contribution to its success
- take full and active responsibility for the sections within the SEND policy which relate to them
- complete and maintain SEND Support Plans for every child in their class identified as having SEND, including setting targets which will be reviewed three times a year with parents
- take part in, where appropriate, EHCP reviews or SEND Support Plan reviews
- implement provision stated in SEND Support Plans / EHCPs
- engage with external agencies and implement advice
- to provide an inclusive environment within their classroom for all pupils

For Pupils with SEND we aim to:

- identify SEND as early as possible
- meet the specific needs of all pupils who have SEND
- make appropriate provision wherever possible within the mainstream, so that SEND pupils can be educated alongside their peers
- differentiate teaching methods to suit individual needs
- ensure that children with SEND have the greatest possible access to a broad and balanced education and curriculum (including the National Curriculum)
- take into account the wishes of parents and wherever possible the child's own views, when deciding upon appropriate provision, bearing in mind the resources available
- work in close co-operation and partnership with all agencies concerned with the welfare of the child, to ensure an effective multi-agency approach to supporting all our SEND pupils
- acquire appropriate specialist support whenever possible
- develop working partnerships with parents or carers
- provide suitable and adequate resources
- ensure every child identified as having SEND has an individual SEND Support Plan or EHCP, updated three times a year, with parents

## **5. Inclusion**

Park End Primary School promotes inclusion. All pupils are fully integrated and are expected to play a full part in the life of the school wherever possible. Resources and access arrangements are provided to support children where necessary.

Park End Primary School believe in an ethos of 'equity, not equality'. Pupils with SEND will be given the adaptations and additional resources they need to access the curriculum and wider school experiences within the mainstream environment alongside their peers.

The school holds the Inclusion Quality Mark since 2019-20 and is a Flagship School for Inclusion since 2021-22. The school will be assessed yearly for accreditation.

## 6. Roles and Responsibilities

### Governing Body:

- Overall responsibility for all education provision including SEND lies with the Governors of Park End School.

### Headteacher:

- The Head Teacher works closely with the SEND Coordinator, to ensure that SEND procedures are working efficiently.

### Special Educational Needs and Disabilities Coordinator (SENDCo):

#### Day to day:

- oversee day to day operation of SEND policy
- monitor the effectiveness of this policy
- maintain the school's SEND register and SEND monitoring register
- monitor and track the progress of all children with SEND
- analyse the impact of SEND provision
- promote an inclusive environment and inclusive practice in school
- organising planned, structured and organised reviews for SEND Support Plans and EHCPs
- oversee the records of pupils with SEND
- report to the governing body as part of the headteacher's termly update on all aspects of SEND
- manage the role of those staff designated as having specific responsibilities for other areas of needs. These include classroom assistants and external agencies who work within the school
- keep the head teacher informed of all relevant matters
- disseminate current educational trends, issues and directives
- be part of the Senior Leadership Team and ensures development of whole staff participation in delivering policies
- transfer files relating to pupils with SEND to new settings once a child leaves the school, including destroying all data held on the pupil in line with GDPR

- monitor the referrals to external agencies, keeping registers of referrals, waiting lists and records of involvement
- liaise with parents and coordinate any applications for alternative provision
- make any applications for statutory assessment (EHCPs) for children who require this level of support
- advise staff on best practice for children with SEND
- model best practice to staff or provide specialists to do so
- contribute to the in-service and external training of staff
- liaise with external agencies
- make referrals to appropriate external agencies on behalf of pupils and their families
- coordinate the timetabling of visitors and external agencies relating to SEND
- liaise with parents and carers, maintain positive relationships and keep them informed about their child's progress and SEND support

#### Annual:

- keep the school's SEND information report up to date on the school website
- update the school's SEND website page
- update the Local Authorities Local Offer to reflect school procedures
- review curriculum policies in order to gain an overview of SEND practice and provision across the curriculum
- apply for funding to support pupils with SEND
- apply for base provision for pupils with SEND, where required

#### Inclusion team

The role of the Inclusion team is to:

- assist the SENDCO with meeting the needs of children across school
- attend inclusion team meetings as directed by the SENDCO
- promote an inclusive ethos



- be accountable for their area of SEND and provide leadership for their area (Speech and Language, Mental Health)

## Class Teacher

The role of the class teacher is to:

- inform the SENDCO if they have concerns about a pupil in their class as early as possible
- have knowledge of the pupils identified as having SEND and ensure their SEND Support Plan is kept up to date and reviewed 3x a year
- ensure provision outlined on pupils' SEND Support Plans is implemented
- understand that all pupils with SEND should access the national curriculum, and make adaptations to teaching to enable access arrangements for pupils to do so
- promote inclusion in the classroom and give every pupil the opportunity to succeed, including those with SEND
- use quality first teaching in order to maximise the achievement and progress of pupils with SEND
- monitor the progress of pupils with SEND in order to identify areas where a pupil is not progressing and potential barriers to learning
- make reasonable adaptations to their teaching and environment to ensure children with SEND achieve
- write and update SEND Support Plans with the SENDCo, managing resources to implement targets
- discuss with parents the child's progress and SEND Support 3x a year
- attend SEND Support Plan reviews or EHCP annual reviews
- follow the assess, plan, do review cycle of support and intervention, supported by the SENDCo
- update provision maps termly
- attend Multi-agency meetings at request of the SENDCO
- complete or contribute to any referral paperwork as directed by the SENDCo

## Teaching Assistants

The role of the teaching assistant is to:

- be aware of children in the class identified as having SEND
- be up to date with children's SEND Support Plans or EHCPs
- assist and support the class teacher in the delivery of a broad and balanced curriculum
- assist the class teacher in the delivery of support for children with SEND
- provide intervention programmes for children with SEND as directed by the classroom teacher or senior leader

## 7. Procedures

Park End Primary School believes that early identification is fundamental to supporting our pupils effectively

Park End Primary School, in accordance with the recommendations of the LA and The Code of Practice (2015), implements the model of Special Educational Needs and Disabilities outlined below:

- SEND Support
- EHCP

All SEND Support pupils, if required, receive outside agency support, assessment or advice. This may be in the form of assessment, advice or direct intervention

See section 10 for identification process

## 8. Medical needs

Children who have complex medical conditions but do not require SEND provision will have a Health Care Plan in school. This will be created with parents and updated annually or when there is a change to medical advice

See Supporting pupils with medical conditions policy.

## **9. Graduated response to SEND identification**

Early identification is crucial to supporting pupils with SEND. Park End Primary School follows a cycle of graduated response to identifying pupils with SEND:

### **Internal Monitoring (Initial concern) / SEND Alert (continuing concern)**

1. Concern is raised for an individual child with the SENDCo by class teacher or parent
2. A period of information gathering and assessment takes place. This can be in school or with the support of external specialists
3. Strategies/interventions are planned and implemented
4. This is reviewed with the SENDCO, class teacher and parents
5. At this stage, concerns are shared verbally with parents
6. Following the assess, plan, do, review cycle, a decision is made as to what level the child will enter the SEND system

### **SEND Support**

1. The teacher discusses concerns with the SENDCO/parents and completes all relevant forms (SEND Registration)
2. A SEND Support Plan is written with parents, setting annual SMART targets. A copy is given to parents and staff. The Assess, Plan, Do, Review cycle is followed
3. Each term parents will meet with class teacher and/or SENDCO to review the SEND Support Plan and discuss progress and ways they can support work in school measured against their individual targets. Support is reviewed and may be adapted
4. External specialists may be involved at this stage to provide support for pupils

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

1. If the child's SEND remains a barrier to progress, despite significant and prolonged adaption to their provision, then an EHCP can be applied for through education, health or social care.
2. Responsibility moves to the LA (though teaching may continue in school) until and after an Education Health Care Plan is issued
3. Children require an EHCP to transition to specialist school provision

4. A yearly review of the child's EHCP will take place with the SENDCO within a multi-agency meeting
5. Children with an EHCP continue to have a SEND Support Plan in place, breaking down long term end of key stage targets set by the LA in to smaller steps

## **10. Monitoring**

Monitoring involves:

- Regular meetings with teachers to:
  - ❖ review progress of pupils who receive SEND Support
  - ❖ discuss possible inclusion of other children in the future
- Informal learning walks conducted by the SENDCO
- Discussions with pupils, parents and staff
- Lesson observations by SLT, SENDCO or external specialists
- Observations by external specialists and reports produced
- Observations of interventions by in school and external staff
- Regular meetings with external agencies to review impact of support
- Scrutiny of work books and provision maps to identify if SEND review targets are planned for
- Deep dives on pupils with SEND to monitor provision and impact of provision
- Monitoring behaviour incidents
- Monitoring pupil data. All pupils with SEND are tracked each half-term as part of school data reports
- Regular meetings with parents

## **11. SEND Deregistration**

Parents will be consulted if a child no longer requires SEND Support in school.

Parents will be invited to a review meeting with relevant professionals and all professionals will make an agreement as to if SEND Support should continue.

If SEND Support ceases, parents will be asked to sign a deregistration form which will be stored electronically in school until the child leaves the school. Information will then be transferred to their new school setting.

## **12. Success Criteria**

Success may be defined in a number of ways, such as:

- effective systems for early identification and assessment of pupils
- accurate records of all pupils who need to be on the SEND register
- well-defined and realistic targets on SEND Support Plans
- successful SEND review by LA
- Successful Inclusion Quality Mark review
- an inclusive school atmosphere in which pupils' individual differences are recognised and valued
- improvement in the attainment and progress of pupils on the SEND register compared to local, national and school non-SEND
- high levels of parental involvement
- positive parent and pupil voice

## **13. SEND Training**

Staff attending courses disseminate to teams and/or the whole staff as appropriate.

Expertise from outside agencies is used wherever possible to provide in-house training.

## **14. Outside Agencies**

The school receives:

- 1 day per fortnight language and learning support teacher
- 18 session of Educational Psychologist time per year
- Support from Speech and Language Therapy
- Parenting project supported by CAMHS
- Support from Visually Impaired/Hearing impaired services
- 1 day per week Support from Future Steps Private Occupational Therapy
- Support from local specialist settings through outreach
- Support from a LA inclusion officer
- 2 days support by The Bungalow Partnership
- 1 day per week Education Mental Health Practitioner

The role of the Language and Learning Support Teacher is to:

- ❖ complete assessments of pupils on request of the class teacher/SENDCO
- ❖ feedback to staff and parents
- ❖ monitor individual progress and liaise with the SENDCO
- ❖ contribute to SEND Support plans
- ❖ contribute to EHCP statutory assessments

The role of the Educational Psychologist is to:

- ❖ Provide a consultation model within the school
- ❖ Leading multi-agency meetings
- ❖ Consultations with staff and parents
- ❖ Individual observations and work with pupils to contribute to assessment
- ❖ Support for staff on how to best meet the needs of pupils with SEND
- ❖ report writing on individual pupils
- ❖ Staff training
- ❖ contribute to SEND Support plans
- ❖ contribute to EHCP statutory assessments

The role of the Speech and Language Service is to:

- ❖ provide therapeutic support for pupils within and outside of school
- ❖ provide modelling sessions for parents and staff
- ❖ contribute to SEND Support plans
- ❖ contribute to EHCP statutory assessments

The role of the Visually Impaired Service/Hearing Impaired Service is to:

- ❖ provide the school and pupils with guidance, training and equipment for children who have a hearing impairment or visual impairment
- ❖ monitor the impact of resource for pupils
- ❖ provide CPD for staff
- ❖ contribute to SEND Support plans
- ❖ contribute to EHCP statutory assessments

The role of the Occupational Therapy Service is to:

- ❖ provide support for pupils within and outside of school and ensure the school have the correct equipment in place to support pupils' needs
- ❖ writing sensory diet plans for individual children
- ❖ reviewing sensory diet plans for individual children
- ❖ monitoring the impact against GAS goals on sensory diet plans
- ❖ feedback to parents and carers
- ❖ provide home plans for parents, as directed by SENDCo
- ❖ contribute to SEND Support plans
- ❖ contribute to EHCP statutory assessments

## **15. Special Facilities**

Please refer to Accessibility Plan.

## **16. Parents**

Parents know their children best and are able to contribute valuable information about their children's difficulties. Park End Primary School values the support for parents of pupils with SEND.

Parents are invited to attend, and contribute to, reviews of their child's progress and SEND Support Plan three times a year.

## **17. Links with other schools**

Close links are established with Beverley Special School.

Park End Primary School provide an autistic provision for pupils from across Middlesbrough, in partnership with Beverley Special School. Beverley Park is based off site and places are coordinated by the Local Authority.

The SENDCo attends all SENDCo network meetings and has close links with the network of SENDCos across Middlesbrough.

Park End Primary has close links with feeder secondaries and the SENDCos within them.

## **18. Complaints**

Complaints will be dealt with as according to the school complaints policy