



SEND Policy 2023-2024

Policy Originator: Headteacher/SENCO

Status: Statutory

Review Period: Annually

Date: March 2024

Next review date: March 2025

SENCO: Helen Radley

Contact details: helen@shalford.surrey.sch.uk

SEND Governor:

Sarah Hardcastle

Contact details: chair@shalford.surrey.sch.uk

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (1st September 2014) 3.65 and has been written with reference to the following guidance and documents:

- *Equality Act 2010: advice for schools DfE Feb 2013*
- *SEND Code of Practice 2014*
- *Schools SEN Information Report Regulations 2014*
- *Statutory Guidance on Supporting Pupils at school with medical conditions April 2014*
- *The National Curriculum in England 2014*
- *Safeguarding Policy*
- *Accessibility Plan*
- *Teachers Standards 2012*

At Shalford Infant & Nursery School, we believe that our teachers are all teachers of children with special educational needs. They are accountable for all children's progress and attainment including those who have SEND.

It is not unusual for a child to receive additional support in their learning and the support we offer is carried out in a caring and supportive way. We monitor a child's progress carefully and ensure that all relevant adults are involved in the support plan.

All children in school are accepted equally, encouraged, respected and valued regardless of their ability and/or behaviour. Our aim is to provide children with the best possible outcomes in preparation for life-long learning. We endeavour to raise aspirations and expectations of all pupils, including those with SEND by working collaboratively with parents, carers and listening to the voice of the pupil.

Definition of SEND

A child has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her,

A child 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 the facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

SEND Code of Practice (2014, p4)

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' *SEND Code of Practice (2014, p5)*

Areas of need

Children's SEND needs may be categorised into four broad areas these include;

1. **Communication & Interaction**
2. **Cognition & Learning**
3. **Social, Emotional & Mental Health**
4. **Sensory and/or Physical**

These four categories broadly identify the aspects of SEND needs for our pupils at our school; however, we will also identify the needs of pupils considering the whole child, which will include not just the special educational needs of the child.

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

At Shalford Infant & Nursery School, we monitor and assess the progress of all pupils three times a year to review their academic progress. Where progress is not sufficient, even if a special educational need has not been identified, we put in place extra support to enable a pupil to catch up and this is recorded on the **termly class provision map**. E.g. Phonological Awareness, Precision Teaching, Speech and Language support and OT support, English and Maths interventions.

Some pupils may still not make adequate progress, despite high-quality teaching and interventions 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.

We have access to external advisors who are able to use the following assessment tools: Cognitive Learning Assessments and the British Vocabulary Picture Scale.

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 SEND support plan and reviewed regularly being refined or revised as 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 to and different to what is normally available**.

If the pupil is able to make good progress using these additional and different resources (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. 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.

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

How the school evaluates the effectiveness of its provision for such pupils:

Any child accessing SEND Support will feature in the Class Provision Map. Assessments will be completed each term which will show whether adequate progress is being made. This information will be discussed with parents at least 3 times a year.

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 the child and their peers nationally
- Widens the attainment gap

All pupils deemed to be in need of SEND support will be discussed individually at termly reviews to track their progress closely and evaluate the effectiveness of interventions.

The progress of children with SEND support and the effectiveness of provision provided will be reported to the governing body termly.

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 SEND. Additional intervention and support cannot compensate for a lack of good quality teaching.

Leaders at Shalford Infant & Nursery School will 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 SEND most frequently encountered *SEND Code of Practice (2014, 6.37)*

We use the Teachers Standards (2012) to ensure that our teaching conforms to best practice. The school employs additional teaching approaches, as advised by internal and external assessments.

How the school adapts the curriculum and learning environment for pupils with special educational needs

At Shalford Infant & Nursery School we follow and incorporate advice from internal and external assessments, professionals and the strategies described in statements of SEND/Education, Health and Care Plans on how to adapt the curriculum and the learning environment for pupils with special educational needs.

In the Code of Practice there is a strong emphasis on improving the parent/carer voice and that of the SEND child. To facilitate this, three meetings annually will be organised for parents, carers and

children to contribute to the plan, do and review process to ensure that the needs of the child are truly reflected in the provision being provided by the school.

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

All parents of pupils at Shalford Infant & Nursery School are invited to discuss the progress of their children at two parent/teacher consultations and receive a written report at the end of the summer term. In addition we are happy to arrange meetings outside of these times.

In addition to this, parents of pupils with an Education, Health and Care Plan 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 to parents.

How the school supports pupils with medical conditions

Shalford Infant & Nursery School supports pupils with medical conditions so that they have full access to education, including school trips and physical education. 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. We have regard to the statutory guidance '*Supporting Pupils at School with Medical Conditions*' April 2014 with a separate policy based on this guidance.

Who can a parent/carer contact if they have any concerns?

If a parent/carer wishes to discuss their child's special educational needs or they are unhappy about any issues regarding the school's response to meeting these needs please contact the following:

- The class teacher
- The SENCO/Headteacher
- For complaints, please follow our procedure – 'Complaints' which can be found on the Learning Partners Academy Trust website [here](#).

For impartial and independent information, advice and support relating to SEND, parents may like to contact Surrey Parent Partnership – contact details available from school or the internet.

Information about the training of staff in relation to pupils with special educational needs

Training needs for all school staff can be identified in the following ways;

- Audit of staff expertise and training needs
- Recognising specific needs for individual pupils and how staff can be trained to support that child
- The SENCO has regular training on updates in SEND issues/developments both nationally and locally

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the class teacher or SENCO to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

The school is responsible to provide adequate resources through the budget assigned to SEND and this is monitored closely by the Headteacher. Resources are purchased as and when they are required.

For pupils eligible for funding through a statement or EHCP this is also tracked and monitored through the SENCO and reviewed annually through the review process within the school and then

the local authority's SEND case panel. The panel will then identify if the statement/EHCP will require any adjustment.

Roles and responsibilities

The SENCO is responsible for:

- Coordinating all the support for children with Special Educational Needs and/or Disabilities (SEND) and developing the school's SEND Policy to make sure all children receive a consistent, high quality response to meeting their needs in school
- Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are accurate records and plans in place for the pupils listed
- Ensuring all relevant children have an Individual Provision Map, Individual Behaviour Plan (IBP), a Pro-active Behaviour Plan, Support Arrangements or EHCP
- Providing specialist support (including relevant CPD) for teachers and support staff in the school so that they can help children with SEND to achieve
- Regularly attending the local authority SENCO network meetings in order to keep up-to-date with local and national changes in SEND
- Keeping the Governors informed of any changes in SEND policy, provision and progress and achievement of SEND children
- To monitor and evaluate the quality of provision for all pupils with SEND
- To monitor and evaluate the progress of all pupils with SEND

Ensuring that parents are:

- Involved in supporting their child's learning
- Kept informed about the support their child is getting
- Involved in reviewing how their son/daughter is doing

The class teacher is responsible for :

- The progress and development of all pupils including those with SEND
- Regular liaison with the SENCO
- Identifying on planning the provision they are making for those children with SEND and how they are using staff in and out of class to support the learning needs.
- Close monitoring of progress
- Identifying on planning any additional help identified children may need (this could be things like targeted work, additional support)
- Supporting the SENCO in writing and reviewing the Support Arrangements or EHCP which will include the writing of SMART targets
- Attending Annual Reviews for children with an EHCP and assisting the SENCO in writing reviews for meeting
- Meeting with parents regularly to review progress
- Ensuring that all staff working with identified children are able to deliver the planned work/programme, so that they can achieve the best possible progress. This may involve the use of additional adults, externally provided specialist help and specially planned work and resources
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND

The Headteacher is responsible for:

- The day to day management of all aspects of the school; this includes the support for children with SEND
- Delegating key responsibilities for the day to day management of SEND to the SENCO and the class teachers but is still ultimately responsible for ensuring that all children's needs are met

- Ensuring that the Governing Body is kept up to date about any issues in school relating to SEND

The SEND Governors are responsible for:

- Monitoring the effective implementation of the school's SEND policy and the meeting of statutory responsibilities in the area of SEND primarily through regular discussions with the SENCO. The SEND linked governor will report on this area termly to the governing body

Teaching Assistants are responsible for:

- Ensuring that the day to day provision for identified pupils whom they support is in place
- Regular communication with the class teacher and the SENCO (as necessary) about the progress and provision for any identified child whom they support
- Seeking support if needed from Class Teacher and SENCO regarding support of SEND children in class and identifying training needs as necessary
- Reading relevant reports/information about SEND children they support

Storing and Managing Information

All documentation linked to children on the SEND register is securely stored with access only to the school SENCO and relevant staff (Teachers, etc.). All original documents are handed to new settings during transition, and should be stored by the final school until the pupil is 25 years old. Any copies held at Shalford are destroyed once the pupil leaves.

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

The local authority's local offer is published on <https://www.surreylocaloffer.org.uk/> and parents without internet access should make an appointment with the SENCO for support to gain the information they require.