



Special Educational Needs & Disabilities Policy

Confirmation that the Special Educational Needs & Disabilities Policy has been discussed and approved by the Staff and Directors.

Approved: **October 2021**

To be reviewed **October 2022**

Acton CE Primary Academy: SEND Policy

Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 and has been written with reference to the following documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0-25 (Dfe/DoH 2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 Framework document Sept 2013
- Working together to Safeguard Pupils (2013)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

This policy was developed with the collaboration of Governors, parents and pupils and reflects the SEND Code of Practice 2015.

The SEND Team at Acton CE Primary Academy

Enquiries about a child's progress should be addressed to the class teacher in the first instance since they know the child best. Other enquiries can be addressed to the school's SEND Coordinator (SENCO).

Natalie Kingshott *B Ed (Hons), NASENCO*

If you wish to speak to the class teacher, please make an appointment at the school office.

If you wish to make an appointment with the SENCO, then please email the SENCO directly on senco@actonceacademy.org.uk or contact the school office either in person or via telephone on 01270 918350 who will communicate your request to the SENCO.

Defining SEND

In this policy, special educational needs and disabilities (SEND) is defined as:

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

A pupil of compulsory school age or a young person has a learning difficulty or disability if they:

- *have a significantly greater difficulty in learning than the majority of others the same age,*
- or,*
- *have a disability which prevents or hinders them from making use of facilities of a kind generally provided for other's of the same age in mainstream schools.*

(2015 SEND Code of Practice: pg 15/16)

Many children and young people who have a Special Educational Need (SEND) may also have a disability under the 2010 Equality Act. Children and young people with a disability do not necessarily have a SEND, but there is a significant overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires special educational provision, they will also be covered by the SEND definition in this policy.

Our Beliefs

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Our **aim** is to raise the aspirations and expectations for all pupils with SEND by focusing on outcomes that will improve their attainment in all areas.

SEND at Acton Primary Academy School

Our **Objectives** are:

- To identify, at the earliest possible opportunity, barriers to learning and participation for pupils with SEND.
- To ensure that every child experiences success in their learning and achieves to the highest possible standard.
- To enable all children, whatever their special educational need or disability, to receive appropriate educational provision through a broad, balanced curriculum that is appropriate to individual need.
- To involve parents/carers in planning and supporting at all stages of their child's development.
- To ensure that pupils with SEND have a voice and are given opportunities to express an opinion and that this opinion will be taken into account in matters affecting them.
- To work closely with external support agencies, where appropriate, to support the needs of individual pupils.
- To ensure that all staff have access to training and advice to support quality first teaching and learning for all pupils.
- To ensure that children with SEND are appropriately prepared for adulthood.

Identifying Children across the Continuum of Need

Four broad categories of SEND are identified in the Code of Practice. These categories are:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Physical and Sensory

Acton Primary Academy recognises the importance of early identification in their approach to SEN. The purpose of identification is to, at the earliest point, make effective provision to improve outcomes for the child, considering both the shorter and longer term.

Early Identification – Teacher Monitoring at ‘First Concerns’ Level

The school takes measures to ensure that any lack of progress, or concern around a child's development or well-being, is addressed at the earliest opportunity. A lack of progress could initially be identified through a variety of means:

- The progress of every child is monitored at termly pupil progress meetings. This is part of our overall approach to monitoring all pupils.
- If a child is identified as not making sufficient progress in spite of Quality First Teaching, they are discussed with the SENCO and a plan of action is agreed. Triggers could be progress that:
 - Is significantly lower 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
 - Widens the attainment gap

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- Class teachers are continually aware of children's learning. If they observe that a child is making less than expected progress, they will seek to identify a cause and seek to ensure appropriate support.

At this stage, the teacher and SENCO consider a wide range of information gathered from within the school about the pupil's progress. Additional assessments may be carried out to gather further information about the nature of the child's difficulties.

If considered appropriate after liaison between the SENCO and class teacher, and when measured against the Cheshire East SEND Toolkit, the child might be placed on the 'First Concerns Record.' At this stage, through discussion with the child, their parents or carers, school staff, and if necessary other agencies involved, a 'First Concerns Profile' is completed. This identifies the child's current strengths and difficulties alongside desired outcomes and strategies that are to be put in place. This vital first step within the SEND continuum of need ensures that appropriate additional support can be put into place and later reviewed before placing the child on the SEND Record.

In some circumstances, should the relevant members of staff working alongside parents and child deem it appropriate, and when benchmarked against the SEND Toolkit in terms of level of need, then a child might be placed onto the SEN Record without first being monitored at First Concerns level.

SEN Support

At Acton Primary Academy our first response when a pupil is not making expected progress is to target quality first teaching at their areas of weakness.

Pupils are only identified as having Special Educational Needs if they do not make adequate progress after good quality, personalised teaching.

If provision that is 'additional to or different from' the main school curriculum is necessary to improve the progress of an individual, and after careful evaluation of the above steps, then with parental consent the child's name is placed on the SEN Record and the child is identified as being at SEN Support.

At this stage of the continuum of need, close working takes place between the child, their parents or carers, school staff and other agencies involved in order to draw up a SEN Support Plan; this document provides a comprehensive overview of the child's areas of need, long term outcomes, and short-term targets and provision.

Where a pupil is identified at SEN Support, action will be taken to remove barriers to learning and put effective special educational provision in place. The SEN Support will take the form of a four-part cycle:



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Through this cycle, earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes.

With the parent's permission, advice may be sought from other agencies such as the: Educational Psychologist, Cheshire East Autism Team, CAMHS or the Community Paediatrician; this advice and support provides an invaluable link where specialist support is required.

Circumstances which are not classed as SEN

It is important to point out circumstances which are not classed as SEN, but which may hinder progress and attainment:

- Disability
- Attendance and punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium
- Being a Looked After Child
- Being a pupil of a Serviceman/woman
- Having behavioural difficulties where an underlying cause has not been identified.

Working with Parents and Children

Parents sometimes ask us to look more closely at their child's learning. We take all parental requests seriously and investigate them all.

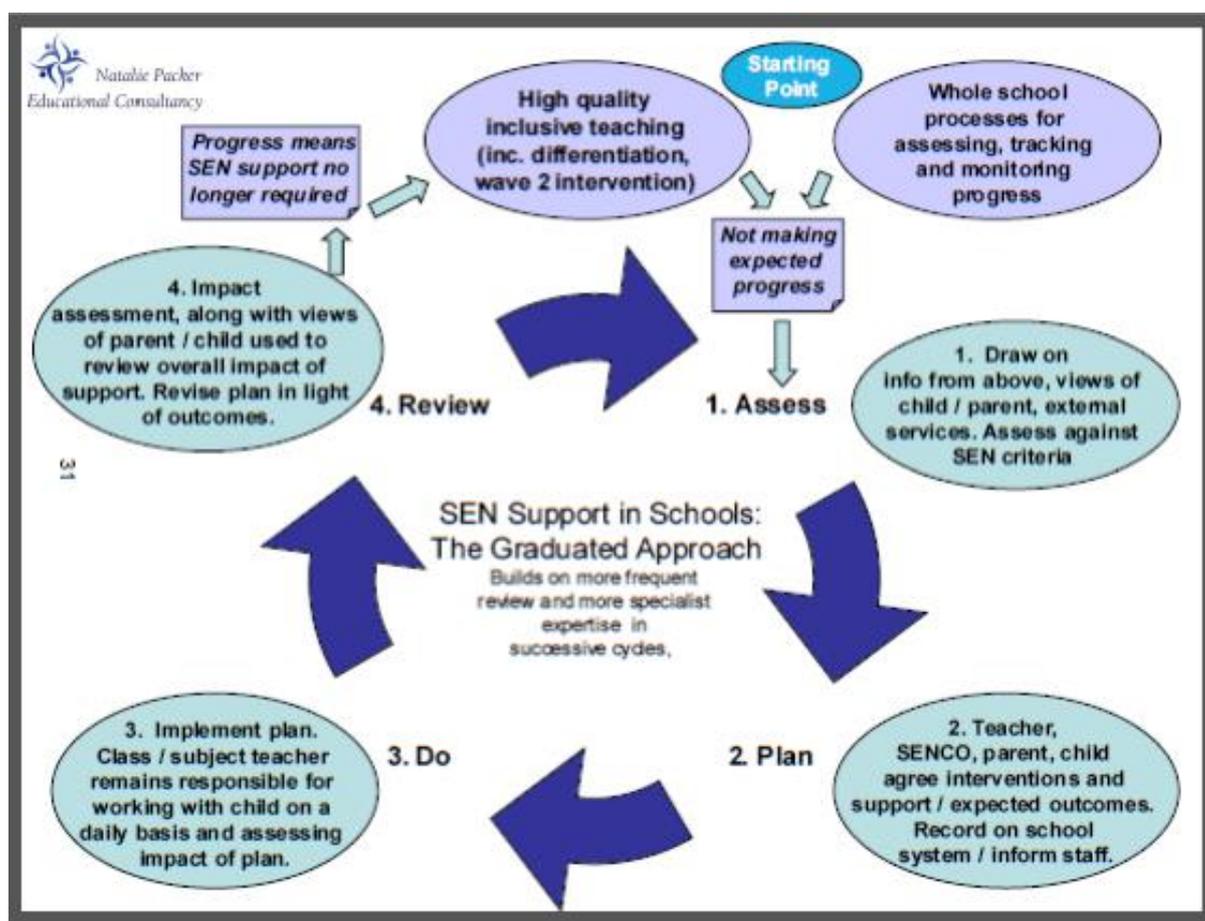
If a child is experiencing difficulties, parents will be informed either at parents' meetings or during informal meetings to discuss the child's progress.

If the child's progress continues to cause concern, the parents will be invited to a more formal meeting. The purpose of this meeting might be to discuss with parents the requirement to place the child at either First Concerns, or SEN Support level, and in thus doing ensure targeted support. Any assessments that have been completed will be discussed so that parents have a clear understanding of the nature of their child's difficulties.

Should it be agreed for the child to be placed at either First Concerns or SEN Support level, then the meeting will develop the child's First Concerns Profile, or SEN Support Plan, in line with the above and in coproduction with parents.

A meeting will be held at least every term to review the progress made towards the outcomes identified in the first meeting. The review will assess the effectiveness of the support and interventions and feedback into the analysis of the pupil's needs. The support will be revised in light of the pupil's views, progress and development. Changes to the support and outcomes will be done in coproduction with parents and pupil.

This is a more detailed depiction of the graduated approach cycle of 'Assess, Plan, Do, Review' required in the Code of Practice.



Identifying children who require an EHC Assessment.

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the needs of the student, the student has not made expected progress, the school will consider requesting an Education, Health and Care (EHC) Needs Assessment.

To inform their decision about whether an EHC needs assessment is necessary the Local Authority will consider evidence that the student is not making expected progress, despite the provision being put in place by the school. The school will provide:

- Evidence of the student's academic attainment and rate of progress
- Information about the nature, extent and context of the student's SEND
- Evidence of the action already being taken to meet the student's SEND
- Evidence that, where progress has been made, it has only been as a result of much additional intervention and support over and above that which is usually provided.
- Evidence of the student's physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies.
- A costed provision map to illustrate that the school has already put in place support from its own resources and that the school is unable to fully meet the needs of the pupil without additional resources.

Managing Pupil's needs on the SEN Record

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Pupil's needs differ from year to year and the provision to support these pupils at Acton Primary Academy will vary according to need.

The following outlines the procedures in place to monitor students on the SEN Record:

- All pupils identified as having SEND have a SEN Support Plan. This details their specific special educational needs, their views, strengths and strategies which can be used to support them in the classroom and desired outcomes. It is the class teacher's responsibility to maintain and update this Plan with the guidance of the SENCO.
- Parents of students with SEND are invited in 3 times a year to discuss their child's progress towards the agreed outcomes and to review the SEN Support Plan.
- Pupils who are on the SEN Record or First Concerns Record have their progress and attainment monitored 3 times a year by the SENCO in line with the school's Progress Meetings.
- The School Provision Map, along with individual pupil support plans, will document provision which is additional to and different from that which is offered through the core offer and provides a basis for monitoring the impact of support.
- The School's Local Offer (available via the school website as 'Our SEND Offer') documents the provision routinely offered to students.
- Parental permission will always be sought before any other professional advice or opinions are sought.

Criteria for Exiting the SEN Record

If following a review of the SEN Support Plan with the pupils and parents it is agreed that they are making significant progress and no longer fit the criteria for SEN, then they exit the SEN Record and are no longer at SEN Support.

Pupils who exit the SEN Record may initially remain on the First Concerns Record to ensure that progress is sustained in all areas.

Supporting Pupils at School with Medical Conditions

At Acton Primary Academy we recognise that students at school with medical conditions should be properly supported 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.

Some students with medical conditions may have SEND and may have an Education, Health and Care Plan (EHC) which brings together health and social care needs, as well as their special educational provision.

Supporting Pupils whose specific circumstances require additional consideration

At Acton Primary Academy we recognise the need to communicate with agencies that provide support for vulnerable children. This group includes: looked after children, care leavers, children in alternative provision, children who are in hospital, children of service personnel and children in youth custody. Our aim is that vulnerable children receive effective joined-up provision that can help them achieve good outcomes. We support integrated working and record sharing in line with the specific guidelines given in chapter 10 of the updated Code of Practice (January 2015).

Monitoring and Evaluation of SEND

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At Acton Primary Academy provision for pupils with SEND, in the classroom, is the responsibility of class teachers. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Teaching Assistants or specialist staff.

The SENCO will undertake regular evaluation of First Concern Profiles, SEN Support Plans and provision for pupils with SEND, and will assist teachers and support staff in evaluating pupil specific provision. The SENCO reports on the overall effectiveness of provision for pupils with SEND.

All staff are responsible for following the school's procedures for identifying, assessing and making provision to meet a student's needs.

Training and Resources

The training needs of staff are identified through Performance Management and planned for through Continuing Professional Development (CPD) and mentoring throughout the year.

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

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

The school SENCO keeps up to date with local and national updates in SEND.

Roles and Responsibilities

The **Governors** will ensure that:

- SEND provision is an integral part of the School Development Plan
- Necessary provision is made for any student with SEND
- Staff are aware of the need to identify and provide for students with SEND
- Students with SEND join in school activities alongside other students, as far as is reasonably practical and compatible with their needs and the efficient education of other students.
- They have regard to the requirements of the SEND Code of Practice 2015
- They are fully informed about SEND issues, so that they can play a part in the school's self-evaluation process.
- They set up appropriate staffing and funding arrangements and oversee the school's work for students with SEND
- The quality of SEND provision is regularly monitored.
- A director is identified to be the person responsible for SEND and for this person to link with the SENCO

The **Headteacher** has responsibility for:

- The management of all aspects of the school's work, including provision for students with SEND
- Keeping the **Board of Directors/ Governors** informed about SEND issues
- Working closely with the SENCO

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- Ensuring that the implementation of this policy and the impact on the school is reported to Governors

The Special Educational Needs Coordinator (SENCO) is responsible for:

- Overseeing of the day to day operation of the SEND policy
- Coordinating provision for students with SEND
- Organising and mapping the work of the Learning Support Assistants and other support staff within the school to meet pupils' needs effectively
- Advising on the deployment of other resources to meet pupils' needs effectively
- Ensuring that an agreed, consistent approach is adopted
- Supporting and advising school staff on the
- Graduated approach to SEND, including completion of appropriate assessments, and advising on appropriate targets, strategies and resources.
- Liaising closely with parents of students with SEND to ensure coproduction, with 'parents working as partners'
- Act as key point of contact with outside agencies (e.g. Early Years providers, Local Authority, health and social care professionals, educational psychologists and potential next providers of education) to ensure coproduction between all parties involved with our children and families
- Maintaining the school's SEN Record and associated files.
- Assisting in the monitoring and evaluation process of students with SEND through the use of school assessment information.
- Contributing to in-service training of staff.
- Developing good practice within a network of schools
- Producing reports for the Governors and an annual report for the 'Directors' Report to Parents'.
- Ensuring the schools Local Offer is maintained and up-to-date

Cheshire East's Local Offer

The purpose of the Local Offer is to enable parents and young people to see more clearly what services are available in their area and how to access them. It includes provision from birth to 25, across education, health and social care. Cheshire East's Local Offer is available from the website http://www.cheshireeast.gov.uk/children_and_families/special_educational_needs/local_offer.aspx

Storing and Managing Information

Confidential documents are stored on the school's portal and Safeguarding system CPOMs.

Admission Arrangements

The admission policy for Acton Primary Academy is that of the Local Authority. Allocation of places into Reception is administered by the LA. Neither a student's abilities or their learning difficulties feature in the admission of a student, unless they have a Statement or an Education, Health and Care Plan (EHCP) which names this school as the one they should attend. For further information see the school's admission policy.

Accessibility

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The school's accessibility plan can be found on the website.

Dealing with Complaints

The school works, whenever possible, in partnership with parents to ensure a collaborative approach to meeting pupil's needs.

All complaints are taken seriously and are heard through the school's complaints policy and procedure.

Bullying

The school has a zero-tolerance approach to bullying and ensures that children with SEND and disability are not subject to bullying. For further details please see the school's Anti Bullying Policy.

N Kingshott, September 2021