

*"Learning Today, Leading Tomorrow"*



**Bishops Down Primary and Nursery School**

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

# SEN & Disability Policy

Date Agreed: October 2019

Date for Review: October 2020

Reviewed and updated by: Standards Committee

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### **Introduction**

This policy is written in line with the requirements of:  
Children and Families Act 2014  
SEN Code of Practice 2015  
SI 2014 1530 Special Educational Needs and disability regulations 2014  
Part 3 Duties on school – special educational needs co-coordinators

*This policy should be read in conjunction with the following school policies:  
Behaviour Policy, Equalities Policy, Safeguarding Policy, Homework Policy, Complaints Policy, Accessibility Plan*

### Key areas addressed:

- Facilities for pupils with SEND – See SEND information report
- Identification of pupils’ needs is done on an individual basis using both internal and external assessments.
- Access to the curriculum, information and associated services – All children will have access to the curriculum based on their level of need. The curriculum will be adapted to ensure that all children can make progress commensurate with their ability. The school follows the mainstream core standards developed by Kent County Council to ensure that our teaching adapts to best practise.
- The school is highly inclusive of pupils with SEND. Inclusion is at the heart of our philosophy on education. Quality First Teaching ensures that all children’s needs are met appropriately, with sufficient challenge and high expectations.
- Bishops Down has specialist resourced provision for pupils with physical disabilities and seven funded placements are available for this. In addition, we can make provision for frequently occurring special educational needs without an Education, Health and Care Plan (EHCP) for instance dyslexia, speech and language needs, autism and social and emotional difficulties. We can also meet the needs of pupils with an EHCP to support a wide variety of needs, including speech and language disorders, visual impairment and learning difficulties.
- We evaluate the success of our provision in many ways. We ensure that the children are making appropriate progress through a holistic approach to education, whilst at the same time ensure that their emotional and physical wellbeing is also carefully monitored.
- Our links to support services and external organisations strengthen the resources, skills and knowledge that we have at Bishops Down. We will always seek parental permission before referring to outside agencies.
- Working in partnership with parents is key to a successful learning journey. We ensure that parents are fully informed of the provision that is available for each child.

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### **Definition of special educational needs**

In this policy, ‘special educational needs’ refers to a learning difficulty that requires special educational provision.

The SEN Code of Practice (DfES, 2014)

- 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.
- 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

For children aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers.

For a child under two years of age, special educational provision means educational provision of any kind.

### **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)

### **Mission statement**

At Bishops Down Primary School we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and a safe and fully equipped learning environment which caters to the needs of every child as an individual. We are committed to inclusion within the school curriculum and participation in all aspects of school life.

Bishops Down Primary School adopts a 'whole school approach' to Special Educational Needs and Disability. All staff work to ensure inclusion of all pupils. The school is committed to ensuring that pupils with special educational needs and/or disabilities can achieve optimal outcomes.

### **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*.

Our aims are:

- To ensure that all pupils with SEND have their needs identified in order to support academic progression and continued good physical and mental health and wellbeing
- To ensure that every child is protected from harm and neglect and that every effort is made to enable them to learn and grow independently
- To ensure all children can access a balanced curriculum, differentiated where appropriate

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- To ensure that all pupils with SEND are able to fully access the curriculum by providing extra support or additional resources where appropriate and by removing their barriers to learning.

### **Objectives**

- **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 feeding schools 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 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, providing regular reports on their child’s progress, and providing information on the provisions for pupils within the school as a whole, and the effectiveness of the SEND policy and the school’s SEND work.
- **Work with and in support of outside agencies** when the pupils’ needs cannot be met by the school alone.
- **Create a school environment where pupils feel safe to voice their opinions of their own needs.** This will be made easier by carefully monitoring the progress of all pupils. Pupil participation is a right. This will be reflected in decision-making but also encouraged through wider opportunities for participation in school life [e.g. membership of the School Council].

### **Responsibility for the coordination of SEND provision**

- The person responsible for the coordination of provision for children with SEND is Michelle Woods (SENDCO)
- The Governor responsible for SEND provision is David Adams.

### **Arrangements for coordinating SEND provision**

The SENDCO will hold details of all children on the SEND register, Provision maps and targets for individual pupils (with EHCPs: Education, Health and Care plans, or at SEND Support level)

### **All staff can access:**

- The Bishops Down Primary School SEND Policy;
- A copy of the full SEND Register;

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- Guidance on identification in the Code of Practice
- Information on individual pupils’ special educational needs, including action plans, targets set and personalised provision plans.
- Practical advice, teaching strategies, and information about types of special educational needs and disabilities
- SEND Information Report

This information is made accessible to all staff and parents in order to aid the effective co-ordination of the school’s SEND provision. 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.

### **1. Admission arrangements**

(Please read alongside Admissions Policy)

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 statements of SEND and those without.

All SEND paperwork should be passed to the SENDCO by previous school or setting/parents/local support services as soon as possible. If the child is making a transition from another school, a meeting may be set up between the feeding school and the receiving school’s SENDCO to aid the smooth transition of the pupil, and discuss arrangements to be made as well as any other important information relating to that child’s needs. Where face-to-face meetings are not possible, contact will be made via telephone to ensure that there is a good understanding of what type of provision is required.

The school will do its best to ensure that the necessary provisions and preparations are made prior (where possible) to the start of the child’s school year. The child will be closely monitored from the start of the new school year to ensure that all the appropriate provisions are in place.

Separate admissions arrangements are in place for children who meet criteria to access our Specialised Resourced Provision (in essence; children who have an EHCP with a primary need of physical disability).

### **2. Facilities for pupils with SEND**

Please read alongside Accessibility plan.

As far as reasonable in terms of cost, children with special educational needs have access to all the school’s facilities. Some grassed areas are deemed to be inaccessible.

The school has a range of specialist SEND facilities in place. These are:

1. Wheel chair ramps, whole school fully accessible
2. Care suite x 2
3. Sensory room
4. Disabled toilets
5. Flashing fire alarms
6. Visual timetables

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During internal and external examinations, children who need a reader, scribe or additional time, will take their exams in a suitable location.

### **3. Allocation of resources for pupils with SEND**

Funding for supporting children’s provision comes from the notional SEND budget. If the cost of a child’s provision exceeds £6000 (this can be children with or without an EHCP) the school is able to apply for High Needs Funding. The school must acquire at least 3 terms evidence of provision before an application can be made. If High Needs Funding is approved, Kent County Council is then able to pay a proportion of the extra provision.

### **4. Identification of pupils’ needs**

#### **Identification**

The 2015 Code of Practice states that pupils have SEND if they fall within one or more of the following categories:

- Cognition and Learning;
- Behaviour, emotional and social development;
- Communication and Interaction;
  - (a) Speech, Language difficulties
  - (b) Autistic Spectrum Disorder
- Sensory and/or physical;
  - (a) Hearing impairment
  - (b) Visual impairment
  - (c) Physical and medical difficulties

and they have significant learning difficulties in relation to their peers which calls for additional or different provision.

It should be emphasised that the Code of Practice specifically states that pupils with medical conditions, disabilities, poor attendance or English as an Additional Language do not *automatically* fall within the category of having a special educational need. Thus, it is possible that a pupil with a diagnosis of a specific learning difficulty, e.g. dyslexia, does not have SEND because the gap between their ability and attainment is not significant. Likewise, it is possible that a pupil with a large gap between their literacy attainment and their chronological age does not have SEND because they either have a history of poor school attendance or have English as an Additional Language. Similarly, a pupil with ADHD or behavioural concerns outside of school, may not have special educational needs if they consistently manage the emotional and social demands of the classroom and school environment. Based upon the guiding criteria (see page 5) it is the School’s rather than the parent’s decision on whether a pupil is entered on the Special Educational Needs and Disability Register.

#### **Gaining information**

Information may be received from a pupil's previous school, parents, external agencies, an educational psychologist or a combination of these sources. The School will have due regard to the findings of a private

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educational psychological assessment but will not be held to its conclusions. When a private educational psychological assessment recommends a high resource input, the school may seek a second opinion from the educational psychologist employed by the County.

Concern about a pupil's progress may be expressed at any time, by the class teacher, support staff, Deputy Head or Head Teacher, parents or the pupil.

### **Planning in order to optimise SEND pupils' educational attainments**

Pupils, including those with SEND have the right to planned, coherent lessons. However, to identify and address individual SEND needs, additional planning and monitoring is required. The monitoring is recorded and is available upon request. The planning is in a written format and the plans include:

#### **Individual targets on provision maps**

Pupils who have an EHCP will have Personalised Provision Plans. The class teacher is responsible for issuing targets in collaboration with the SENDCO. Pupils who need extra support in an area – be that academic, social, emotional or behavioural, will have clear targets outlined on a class provision map. The outcomes of the intervention are tracked by the class teacher who records exit data on the provision maps.

#### **Review of needs**

A review of needs is informed by objective and subjective data.

- **Pupils with EHC Plans**

The targets are continually kept under review by the class teacher. The targets are reviewed and set termly on an individual Personalised Provision Plan. This is informed by the views of the pupil, parent and class teacher and other external agencies that may support the child.

- **Annual Reviews**

The statutory Annual Review of an EHC Plan is the formal review of the provision. At the Annual Review any suggested changes to the needs of the pupil will lead to a recommendation to change the EHC Plan. Unless there are exceptional circumstances the pupil is expected to attend their Annual Review so that the child can make their views known.

### **What happens when a pupil is not making adequate progress?**

The SEND Code of Practice describes inadequate progress (2014, 6.17) as being:

- Significantly slower than that of their peers starting from the same baseline
- Failing to match or better the child's previous rate of progress
- Failing to close the attainment gap between rate of progress
- Widening of the attainment gap

However, there can be no hard or fast rule about what constitutes adequate progress. A pupil with major emotional difficulties for example, who has been the recipient of recent significant domestic upheaval, could be deemed to have made adequate progress over a year if they have not regressed.

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If a pupil is not making adequate progress, a change of strategy rather than additional human resources may initially be tried. If after a further term, inadequate progress continues, external advice may be sought.

An interim Annual Review may be held for a pupil with an EHC Plan who is making inadequate progress. Additionally, if a pupil with an EHC Plan receives either 3 fixed term exclusions in one calendar year or a fixed term exclusion of 5 days, the Head Teacher will alert the LEA to the deteriorating situation and, if necessary, request additional support.

### **5. Arrangements for providing access by pupils with SEND to a balanced and broadly based curriculum**

- a) It is the responsibility of class teachers to develop a range of teaching and learning styles and produce, within reason, materials so that the presentation of the curriculum is differentiated to provide for pupils of all abilities.
- b) It is the responsibility of class teachers to include lesson learning objectives which reflect the pupil’s stage and pace of learning and, where necessary, to modify the curriculum. This could include choosing material from Key Stage 1 or focussing on a limited number of aspects of the age-related programme of study.
- c) Support for pupils with special educational needs may be provided in class or by withdrawal of individuals or small groups. Individual pupils may also be given access arrangements in tests or assessments, by the provision of spoken mental maths materials, a laptop, extra time, additional breaks, a prompter, a reader or a scribe.
- d) 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.

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

The Head Teacher oversees the school’s policy for inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by the Senior Leadership Team together with the SENDCO to ensure that it promotes the inclusion of all pupils. This includes learning outside the classroom.

We aim to optimise opportunities for participation and achievement across all areas of school activity (social, emotional, curricular physical).

- Providing a balanced curriculum for all pupils both in and outside of the classroom, including play and interaction at mealtimes and playtimes, and extending to extracurricular activities and school day trips and residential visits.
- Practicing teaching methods that suit the needs of individual pupils.



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- Promoting an inclusive ethos throughout our school and encouraging social responsibility and understanding amongst all our pupils.
- Providing supported group activities, such as breakfast club and lunch clubs, so that, if necessary, children with SEND can take part in social interaction in a quiet environment

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

Provision maps with entry and exit criteria are used to monitor, review and evaluate the success of interventions used to support pupils. Half termly pupil progress meetings allow class teachers, in collaboration with the SENDCO, to evaluate the progress and success of provision.

The Governing Body evaluate the success of the education provided to students with SEND by using a selection from the following criteria:-

- Percentage of students on the SEND register who, on an annual basis, are making adequate, good or outstanding progress
- Evidence of external judgements and comments.
- Parents of students with EHC Plans who at the Annual Review have expressed gratitude or disquiet of the SEND provision.
- The attendance and punctuality of students with SEND.
- Details from pupil questionnaires on pupil satisfaction with the level and quality of support and how much they have enjoyed their learning.
- Details of any exclusions and whether the total number is proportionate to the cohort.
- Number of pupils referred by the school to external services and internal arrangements to support students who are experiencing social or emotional difficulties.
- Pupils’ taking on positions of responsibility and their involvement in extracurricular activities.
- Details of parental concerns made to members of the Senior Leadership Team, Governors or the County.
- Analysis of information gained from RAISE on line.

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and pupils throughout the year.

### **8. 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 SENDCO, Phase Leader, Deputy or Head Teacher, who will be able to advise on formal procedures for complaint.

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If a parent wishes a statutory assessment to be made, they should in the first instance discuss this with the SENDCO. If the School disagrees with a parental request for a statutory assessment, the parent can apply directly for a statutory assessment via Kent County Council SEN.

### **9. In service training (CPD)**

#### **All staff**

In-service SEND training for staff is important in developing the staff confidence and expertise to ensure barriers to achievement are reduced. The co-ordination of INSET is the responsibility of overseen by the Deputy Head.

#### **Newly qualified, non-qualified staff and trainee teachers**

The SENDCO will, in addition to the continued professional development of staff, deliver INSET on SEND related issues to newly qualified and trainee teachers. Outside agencies may also be involved.

Separate INSET for all staff will take place as the need arises. Individually, staff can request or be asked to attend courses. Staff will be considered for a course if attendance can demonstrate that the increased expertise will benefit the institution and the SEND students within it.

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 and facilitates/signposts relevant SEND focused external training opportunities for all staff. The SENDCO, with the Senior Leadership Team, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management.

### **10. 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.

The following services will be involved as and when is necessary:

- The educational psychology service (EPS)
- Speech and Language Therapy
- CAMHS
- Specialist Teachers (Physical/sensory, cognition and learning, language and interaction, Emotional, Behavioural and Social difficulties)
- Paediatrician referrals
- Early Help referrals – to involve early help workers or other agencies such as Young Healthy Minds

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

Bishops Down Primary School believes that a close working relationship with parents is vital in order to ensure;

- a) early and accurate identification and assessment of SEND leading to the correct intervention and provision continuing social, emotional and academic progress of children with SEND.

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b) personal and academic targets that are set and met effectively.

Contact with parents is very important when dealing with a child's special educational needs. The school welcomes feedback from parents all year round and parents can make an appointment to speak to any member of staff including the SENDCO throughout the year for any reason.

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 any 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.

### **12. Links with other schools**

The SENDCO attends LIFT (Local Inclusion Forum Team) Meetings six times each year, where good practice is shared across schools. The Head Teacher also attends the LIFT Executive group.

Bishops Down is developing an outreach/in-reach service to support other schools with children who have physical disabilities and/or complex medical needs.

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

- Bishops Down Primary School invites and seeks advice and support from external agencies in the identification and assessment of, and provision for, SEND.
- Educational Welfare Officer
- Social Care
- Health and Medical professionals
- Child and Family Consultation Services

In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency. Permission will be sought from parents for any observations and meetings concerning their child.

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Signed \_\_\_\_\_  
**(Headteacher)**

Clare Owen

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**(SENDCo)**

Michelle Woods

Signed \_\_\_\_\_  
**(SEND Governor)**

David Adams

Date \_\_\_\_\_