

# **St. Anne Line Catholic Junior School**



## **Special Educational Needs and Disability Policy**

**Reviewed : September 2022**

# ST. ANNE LINE CATHOLIC JUNIOR SCHOOL



Wickhay, Basildon  
Essex. SS15 5AF

## **Special Educational Needs and Disability (SEND)**

Date of Policy:	September 2022
Date last review adopted by Governing Body:	September 2021
Frequency of Reviews:	Annual

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We Love, We Learn, We Share, We Pray.**

**Together, we grow Our School each day**

### **Context**

This policy was developed in consultation with parents/carers, staff, governors and pupils of the school community and pays due regard to;

- The SEND Code of Practice: 0 to 25 years (July 2014)
- Part 3 of the Children's and Families Act and associated Regulations.

**Governor responsible for SEND:** Ruth Simons

**Headteacher:** Miss Nathalie Watson

**SENCO:** Mrs Nuala Stanley

**SENCO Qualifications:** National Award for SEN Coordination

**Contact Details:** [admin@st-anneline-jun.essex.sch.uk](mailto:admin@st-anneline-jun.essex.sch.uk)

This SEND policy is a key document to support the finest inclusive practice in our school.

It outlines our statutory responsibilities and approaches to ensure that all our pupils, including those with SEND, can achieve their full potential, their best possible learning outcomes and engage successfully in all aspects of the National Curriculum and the school community.

This policy is in line with our Teaching and Learning policy and aims to support the inclusion of all pupils. The Governing Body, Headteacher and SENCO will work together closely to ensure that this policy is working effectively.

At St. Anne Line Catholic Junior School we ensure that all staff are able to identify and provide for those pupils who have special educational needs or disabilities to allow them to fully participate in all aspects of our school community.

We strive to provide equality of opportunity for all members of our School community, making special provision for those with particular needs, including as to ability. We are committed to an inclusive and positive approach in ensuring that there is no unfair discrimination based on individual characteristics. The school expects that students and staff respect those of different backgrounds, e.g. race, culture, ethnicity, religion or beliefs, colour, nationality, national or ethnic origins, sex, transgender, gender identity/fluidity, sexual orientation or disability.

## **Our values and vision in relation to SEN provision**

This policy is based on the following principles identified in the SEND Code of Practice:

- The views, wishes and feelings of the child or young person and the child's parents.
- The importance of the child or young person and the child's parents, participating as fully as possible in decisions, and being provided with the information and support necessary to enable participation in those decisions.
- The need to support the child or young person, and the child's parents in order to facilitate the development of the child or young person and to help them achieve the best possible educational outcomes and other outcomes, preparing them effectively for adulthood.

This policy works alongside all our policies and our mission statement,

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and should be read in conjunction with them. Our aim at St Anne Line Catholic Junior School is to ensure the inclusion of all children.

## **Aims of this policy:**

- To ensure and provide the structure for a pupil-centred approach that engages the pupil, family, school and other professionals in planning for and implementing high-quality, needs-led provision that is consistent across the school. This is to ensure that all our pupils are able to access the same opportunities for learning and social development in accordance with our mission statement and achieve maximum progress, fulfilling their potential and promoting their well-being.
- To ensure that responsibility for the provision with SEND remains an integral part of whole school provision.
- To ensure that all pupils with SEND can engage successfully in all school activities, including making reasonable adjustments for those pupils with a disability so that they have good access to the curriculum and wider school learning environment.
- To work in close partnership with our Local Authority and other key agencies, wherever necessary, so that the needs and strengths of each pupil with SEND are fully understood, identified and there is a collaborative and coordinated approach to planning and reviewing any provision.
- To ensure a high level of staff and expertise to meet pupil's needs through targeted training and continued professional development.
- To implement a graduated response to meeting the needs of pupils using the Assess, Plan, Do, Review process, feeding into a One Plan cycle.
- Set appropriate individual learning outcomes based on prior attainment, high aspirations and the views of the child and family.
- To ensure all pupils and their families have a voice and that they are confident to state their feelings, thoughts and needs and express how the school can best support their child.
- To ensure that the parents' views are taken into account.

## **School admission for pupils with SEND**

Our admission arrangements are outlined in the school prospectus. In line with the Equality Act 2010 we will not discriminate against disabled children in respect of admission for a reason related to their disability. We will use our best endeavours to provide effective educational provision.

We recognise that the Code of Practice requires a school to admit all pupils who have an EHCP (Education, Health and Care Plan) where it has been requested by parents as their school of preference and named by the Local Authority (LA).

The LA must comply with this request and name the school in the EHCP unless:

- It would be unsuitable for the age, ability, aptitude or SEND of the child
- Or**
- The attendance of the inclusion of the child would be incompatible with the efficient education of others at the school or the efficient use of resources.

The SENCO, in collaboration with any other key agencies, where necessary, will ensure appropriate provision is in place to support pupils with SEND entering the school.

Any child placed on the SEN register at the point of joining St Anne Line should have any additional support they receive documented on a Provision Map. A 'One Plan' will be created for students on SEN

Support or with an EHCP. The proposed support should be discussed with parents, who should be asked for their input. The resultant One Plan should then be shared with parents by the end of the first half term, at the latest.

## **Identifying Special Educational Needs**

The term Special Educational Needs (SEN) has a legal definition which is set out in the Education Act 1996 and the Children and Families Act 2014. It applies to children who have learning difficulties or disabilities that make it significantly harder for them to learn or access education than most other children of their age. Provision for supporting these children would be additional to, or different from, that normally available in an adapted curriculum.

Pupils 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 are taught. Similarly, children of serving personnel, those who are looked after, those in receipt of a Pupil Premium Grant and those with attendance issues may also not have SEND although their situation may impact on progress and attainment.

Class teachers will make regular assessment of progress for all children and identify any child whose progress; is significantly slower than peers from the same baseline; fails to match previous rates of progress; fails to close, or widens, the attainment gap between the child and peers. This may include progress in areas such as social skills.

Before deciding that a pupil requires additional support, the SENCO and class teacher will review the current arrangements to meet the child's needs within daily class teaching and consider any further modifications and adaptations that should be put in place to support good progress.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

## **A Graduated Response to SEND**

### **Early concerns**

The progress made by all pupils is regularly monitored and reviewed. Initially, concerns registered by teachers, parents/carers or other agencies are addressed by appropriate adaptation within the classroom and a record is kept of the strategies used. This can then be used in later discussions should concerns persist.

All pupils' attainment and achievements are monitored by their teacher who is required to provide high-quality teaching and learning opportunities adaptation for individual pupils. If concerns are raised each pupil's difficulties will be considered against the four broad areas of needs:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

The comprehensive assessment will give a detailed picture of each pupil's strengths and their primary and secondary special needs. Where necessary, outside agencies will be contacted and advice will be implemented by the school.

Early discussions with pupils and parents will ensure that all parties have a good understanding of the pupil's strengths and difficulties, parental concerns are taken in to account, and that everyone is clear on the agreed outcomes and next steps are for the child.

Parents will be formally notified when it is decided that a pupil will receive SEND support.

## **Plan of Action**

### **Assess, Plan, Do and Review**

Where a pupil is identified as having SEND, we will take action to support effective learning by removing barriers to learning and putting effective special educational provision in place. This SEND support will take the form of a four-part cycle through which earlier decisions and action 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. This is known as the graduated response – Assess, Plan, Do, Review.

For pupils with low level special educational needs the cycle of Assess, Plan, Do and Review will fit into the regular termly assessment and planning cycle for all pupils. These are known as Pupil Progress Meetings. Teachers will also create a One Page Profile with the child to ensure the child's views are heard and acted upon. For those pupils with more complex need or for whom a more frequent cycle needs to be employed additional meeting dates will be set and will include the termly One Plan meeting.

#### **Assess**

- In identifying a pupil as needing SEN support the class teacher, working with the SENCO, should carry out a clear analysis of the pupil's needs. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, as well as from other areas of the school.
- The pupil's development in comparison to their peers and national data should also be considered along with the parents' views and experience, the pupil's views and, if relevant, advice from external support services. These will be recorded on a document called a One Page Profile. School and parents/carers will meet, where appropriate, with other agencies including those from Health and Social Care to create and update the One Page Profile.
- This assessment will be reviewed regularly to ensure support and intervention are appropriately matched to need, barriers to learning are identified and overcome and the impact is measured.

#### **Plan**

- Parents/carers with their child will meet with the class teacher or SENCO to decide on the interventions and support to be put in place as well as the expected impact on progress and development. This will be recorded on the One Plan with a date to review the plan. The date for review will depend on the level of need present.
- The One Plan will clearly identify the areas of need, the desired outcomes, the support and resources provided, including any teaching strategies or approaches that are required and when the One Plan will be reviewed.
- The support and intervention provided will be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness and will be provided by staff with appropriate skills and knowledge. These will take place, where possible, within the classroom setting to ensure full inclusion of all children in the classroom environment.

- The One Plan will involve a contribution by parents/carers to reinforce learning at home.
- Where appropriate the One Plan will detail the support from other agencies and how this will support the pupil in achieving the desired outcomes.
- Parents/carers will then be contacted to review the One Plan and discuss new targets if appropriate.

#### **Do**

- The class teacher remains responsible for working with the pupil on a daily basis and will work closely with any teaching assistants involved to plan and assess the impact of support and interventions and how they can be linked with classroom teaching.
- The SENCO will support the class teacher in the further assessment of the pupil's needs, in problem solving and advising on the effective implementation of support.

#### **Review**

- There will be a review of the One Page Profile on the date previously agreed. This review will evaluate the impact and quality of support and interventions, and will include the views of the pupil (where appropriate) and parents/carers.
- Parents/carers will be given information about the impact of the support and interventions provided enabling them to be involved with planning the next steps. Where appropriate other agencies will be asked to contribute to this review.
- Where a child has complex needs involving more than one agency, it will depend on the pupil's needs and the frequency of the review as to whether external agencies attend each educational review.
- This review will feedback into the analysis of the pupil's needs then the class teacher, working with the SENCO will revise the support in light of the pupil's progress and development, with decisions on any changes made in consultation with the parents and the pupil.
- Where there is a sustained period of insufficient or no progress the school may decide to gain involvement and advice from a specialist or external agency. The school will consult with parents/carers before a specialist or external agency is involved – this will not be taken forward if the parent/carer refuses to give permission.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions, and their impact on the pupil's progress.

### **Approach to Teaching Pupils with SEND**

Teachers are responsible and accountable for the progress and development of all the pupils in their class. High-quality teaching is our first step in responding to pupils who have SEND. This will be differentiated for individual pupils.

We will also provide the following interventions:

- Same Day/Next Day interventions
- Precision Teaching
- Speech and Language Support
- Handwriting interventions
- Hops to writing
- Daily Readers
- Comprehension support

Further ways children with SEND are tailored for include; specific differentiation, targeted grouping, 1:1 support, adaption of teaching content, and specific aids such as coloured overlays.

## **Education Health Care Plan Requests**

Parents and the School have the right under section 36(1) of the Children and Families Act 2014, to ask the local authority to make an assessment with a view to drawing up an EHC plan. The School will always consult with parents before exercising this right. If the local authority refuses to make an assessment, the parents (but not the School) have a right of appeal to the First-tier Tribunal (Health Education and Social Care).

## **Removal from the SEND Register**

If a pupil makes good progress and achieves the outcomes set they will no longer require additional SEND support and his/her name will be removed from the register. Parents will be formally notified of this decision. Progress will continue to be monitored regularly as part of the termly tracking for all pupils.

## **Meeting the needs of pupils with medical conditions**

In compliance with revised statutory guidance arrangements are in place to ensure that any pupil with a medical condition is able, as far as possible, to participate in all aspects of school life and achieve their full potential.

These arrangements are set out in Care Plans. The Care Plans will detail the type and nature of support that will be available.

The plans will be:

- Produced through collaboration with parents, pupil as appropriate and health professionals.
- Shared with all relevant staff.
- Reviewed termly to reflect changing needs and support.

Where a pupil with a medical condition also has a disability or SEN, the Care Plan will be closely linked to provision to support accessibility and additional educational needs so that there is a coordinated approach.

Staff who have responsibility to support a pupil with medical needs, including the administration and supervision of medication, will receive appropriate, ongoing training and support so that they are competent and confident about their duties.

## **Training and Resources**

### **Allocation of resources**

- Resources are allocated to support children with identified needs.



- Each year we map our provision to show how we allocate human resources to each class; this is reviewed regularly and can change during the academic year, responding to the changing needs within our school.
- This may take the form of adapted work in class, support from a Learning Support Assistant (LSA) in focused intervention groups or for individuals.
- Specialist equipment, books or other resources that may help the pupil are purchased as required.

### **Continuing Professional Development (CPD) for Special Educational Needs**

- The SENCO attends regular meetings in school and within the locality to update their knowledge.
- External trainers are brought in periodically to address more specialist training needs such as training staff in the use of specific interventions.
- Peer support and guidance is available daily for all staff in school and some of the best training development occurs through professional dialogue with colleagues looking at meeting the specific needs of a pupil.
- We also have a Learning Mentor with more specialist skills to support pupils with more complex needs. They have access to additional training to update their knowledge and skills to respond to the needs of individuals or groups of pupils.

### **Transition**

St Anne Line Catholic Junior School is proactive in seeking to ensure that there is a successful transition between the phases of education.

For pupils joining our school the SENDCO and their team will make every possible opportunity to seek information about the nature and level of needs for the pupils identified with SEND and the provision that has already been offered to overcome these barriers.

Where there is a high level of need, staff will receive the appropriate training prior to the pupil attending our school. It may involve sharing meetings with the child's family and other key agencies supporting the child. This may involve setting up a detailed Transition Plan. This is likely to be the case if the child has an EHCP. The same process applies when pupils with SEND are leaving our school setting.

### **Funding**

Funding for SEND in mainstream schools is mainly delegated to the school's budget. It is the expectation that schools provide support to their pupils with SEND from their SEND budget. Where a pupil requires an exceptionally high level of support that incurs a greater expense, the school can make a request for additional resources to the local authority.

### **Personal Budgets**

Personal budgets are only available to pupils with EHCPs. Funding can be made available to parents/carers as a personal budget for them to commission their own provision for their child under certain conditions.

## **Roles and Responsibilities**

Provision for pupils with SEN is a matter for the school as a whole. In addition to the Governing Body, Headteacher and SENCO, all members of staff have important responsibilities.

### **Governing Body**

The Governing Body endeavours to follow the guidelines as laid down in the SEND Code of Practice (2014) to:

- Use their best endeavours to make sure that a child with SEND gets the support they need – this means doing everything they can to ensure the quality and effectiveness of SEND provision within the school.
- Ensure the topic of SEND is discussed and promoted within governing body meetings.
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school
- The Governing Body will ensure the school meets all of its statutory duties, ensure that additional funding is deployed effectively, and the views of parents and pupils are fully considered.

### **Headteacher**

The Headteacher endeavours to follow the guidelines as laid down in the SEND Code of Practice (2014) to:

- Take responsibility for the day-to-day management of all aspects of the school's work, including provision for children with special educational needs.
- The Headteacher will keep the Governing Body fully informed on special educational needs issues.
- The Headteacher will work closely with the SENCO and the SEN Governor to determine the strategic development of the SEND policy and provision within the school.

### **SENDCO**

The SENDCO endeavours to follow the guidelines as laid down in the SEND Code of Practice (2014) to:

- In collaboration with the Headteacher and Governing Body, the SENDCO determines the strategic development of the SEND policy and provision with the ultimate aim of raising the achievement of pupils with SEND.
- The SENCO takes day-to-day responsibility for the operation of the SEND policy and coordinates the provision for individual children, working closely with staff, parents/carers and external agencies.
- The SENCO provides relevant professional guidance to colleagues with the aim of securing high-quality teaching for children with SEND.
- Through analysis and assessment of children's needs and by monitoring the standards of pupils' achievements and setting targets, the SENCO develops effective ways of overcoming barriers to learning and sustaining effective teaching.

- The SENCO liaises and collaborates with class teachers so that learning for all children is given equal priority.

The principle responsibilities for the SENCO include:

- Overseeing the day-to-day operation of the SEND policy,
- Co-ordinating provision for SEND pupils and reporting on progress,
- Advising on the graduated approach to providing SEND support – Assess, Plan, Do, Review,
- Monitoring relevant SEND CPD for all staff,
- Overseeing the records of all children with SEND and ensuring that they are up-to- date,
- Liaising with parents/carers of children with SEND,
- Being a point of contact with external agencies,
- Overseeing transition of SEND to the next setting or class,
- Monitoring the impact of interventions provided for pupils with SEND,
- To lead on the development of high-quality SEND provision as an integral part of the school improvement plan,
- Working with the Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

### **All Teaching and Non-Teaching Staff**

- All staff have a responsibility to be aware of the school’s SEND policy and the procedures for identifying, assessing and making provision for pupils with SEND,
- Class teacher are fully involved in providing high-quality teaching and adaption for individual pupils. This includes reviewing and, where necessary, improving their understanding of strategies to identify and support vulnerable pupils,
- Class teachers are responsible for setting suitable learning challenges and facilitating effective SEND provision in response to pupils’ diverse needs, to remove potential barriers to learning. The process should include working with the SENCO to carry out a clear analysis of the pupil’s needs, drawing on the teacher’s assessments and experience of the child as well as previous progress and attainment,
- Class teachers are responsible for the progress and attainment of all children with SEND.
- LSAs will liaise with the class teacher and SENCO on planning, on pupil response and on progress in order to contribute effectively to the graduated response.
- Teachers and LSAs are responsible for monitoring interventions weekly on ‘Weekly Intervention Sheets’. This will allow for continuity between adults and constant review of targets and effectiveness.
- All staff are responsible for ensuring this SEND policy is followed.

### **Responding to Complaints**

In the first instance parent complaints about the provision or organisation of SEND are dealt with through the procedures outlined in the school’s complaint policy.