



Special Educational Needs and/or Disability (SEND) Policy

Created March 2016

Reviewed 25/11/2016

Ratified by FGB on 08/12/2016

To be Reviewed November 2017

Introduction

The whole team at the Flitch Green Academy is committed to providing a welcoming, attractive and stimulating environment to support the needs and develop the learning of the children and families in the community. Every child and family in our community is valued and diversity is celebrated. Our academy is staffed by a team of qualified teachers and teaching assistants. The academy provides a broad and balanced curriculum in a safe, stimulating and caring environment, which allows everyone to achieve, develop, learn and grow.

All areas of academy life are inclusive and the teaching is tailored towards individual learning providing challenge and support; encouraging everyone to reach their full potential. Staff provide a positive ethos to enable the children to work towards the development of 'life skills' and instil life-long learning aspirations for everyone through a range of activities, which are fun and enjoyable.

MISSION STATEMENT FOR the Flitch Green Academy

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 academy curriculum and participation in all aspects of academy life. We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care.

Our Academy adopts a 'whole academy approach' to special educational needs. All teachers are teachers of special educational need and all staff work to ensure inclusion of all pupils. The academy is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

INCLUSION STATEMENT

We endeavour to make every effort to achieve maximum inclusion of all pupils whilst meeting pupils' individual needs. This policy builds on our Academy Inclusion Policy, which recognises the entitlement of all pupils to a balanced, broadly based curriculum. Our SEND policy reinforces the need for High quality teaching that is fully inclusive. The Governing Body will ensure that appropriate provision will be made for all pupils with SEND.

Aims and Objectives of this Policy

- To reach high levels of achievement for all.
- To be an inclusive academy.
- To ensure the identification of all pupils requiring SEND provision as early as possible in their academy career.
- To meet individual needs through a wide range of provision.
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To share a common vision and understanding with all stakeholders.
- To give transparent resourcing to SEND.
- To provide curriculum access for all.
- To work towards inclusion in partnership with other agencies.
- To achieve a level of staff expertise to meet pupil need.

We recognise that many pupils will have special needs at some time during their academy life. In implementing this policy, we believe pupils will be helped to overcome their difficulties

2. ADMISSION ARRANGEMENTS

No pupil will be refused admission to academy on the basis of his or her special educational need. In line with the SEN and Disability Act we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision. (Please see academy's Admissions Policy).

3. MANAGEMENT OF SEND WITHIN THE ACADEMY

The governing body has delegated the responsibility for the day-to-day implementation of the policy to the SENCo who has Qualified Teacher Status. All academy staff have a responsibility for pupils with SEND in their class, firstly to ensure Quality First Teaching with differentiation and personalisation to meet need. Staff are aware of their responsibilities towards pupils with SEND (Special Educational Needs and Disabilities), whether or not pupils have an Education, Health and Care Plan, (EHCP). A positive and sensitive attitude is shown towards all pupils by adults in academy. Staff responsibilities are identified in individual job descriptions.

Teaching Assistants play a major role in the support of pupils with SEND. The rationale for the deployment of TAs is pupil centred.

The SENCo (Current SENCo is Miss Emma Hodgkinson) is responsible for:

- Overseeing the day-day operation of this policy.
co-ordinating provision for children with special educational needs
- Liaising with and advising teachers.
- Managing learning support assistants.
- Overseeing the records on all children with SEN.
liaising with parents of children with SEN (in conjunction with class teachers) contributing to the in-service training of staff.
liaising with external agencies including the LA's support and educational psychology services, health and social services, and voluntary bodies

- The SENCO is responsible for reporting to the governor with responsibility for SEN on the day-day management of SEN policy. Termly meetings should take place.

4. IDENTIFICATION AND ASSESSMENT

We accept the principle that pupils' needs should be identified and met as early as possible.

There are four areas of need as stated in the SEND Code of Practice, 2014

Whilst these four areas broadly identify the primary need of a pupil we also consider the needs of the whole child, which may also impact on a pupil's progress:

- Communication and Interaction (C and I)
- Cognition and Learning (Cog)
- Social Emotional and Mental Health difficulties (SEMH)
- Sensory and/or Physical. (S/P)

Whilst these four areas broadly identify the primary need of a pupil we also consider the needs of the whole child, which may also impact on a pupil's progress these can include:

- Disability
- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL)
- Being in receipt of the Pupil Premium. (PP)
- Being a Looked After Child (LAC)
- Being a child of a service woman/man.

The SENCO works closely with the senior leadership team, using whole academy tracking data as an early identification indicator.

We use a number of additional indicators of special educational needs

- The analysis of data including entry profiles at FS KS1 and 2 baseline and end of FS data,
- End of Key Stage SATs
- Reading ages
- Annual and termly pupil assessments
- The following up of teacher concerns.
- Following up parental concerns.
- Tracking individual pupil progress over time.
- Information from previous schools on transfer.
- Information from other services.

The SENCO maintains a list of pupils identified through the procedures listed; this is called the SEND Support list. This list is reviewed each term when a detailed analysis of the list takes place. For some pupils, a more in depth individual assessment may be undertaken by the academy or other educational or health professionals

5. CURRICULUM ACCESS AND PROVISION

In order to meet the learning needs of all pupils, teachers differentiate work. They work to meet individual learning needs and to mark work and plan homework effectively.

Where pupils are identified as having special educational needs, the academy provides for these additional needs in a variety of ways. The provision for pupils is related specifically to their needs. A provision map records a graduated response to individuals.

The range of provision may include:

- In class support for small groups with a Teaching Assistant (TA)
- Small group withdrawal with TA, individual class support / individual withdrawal.
- Further differentiation of resources.
- Interventions.
- Provision of alternative learning materials/ special equipment
- Group support.
- Provision of additional adult time in devising interventions and monitoring their effectiveness.
- Staff development/training to undertake more effective strategies.
- Access to Specialist Teaching and Educational Psychology Service Steps or other support services for advice on strategies, equipment, or staff training.

6. MONITORING PUPIL PROGRESS

Progress is the crucial factor in determining the need for additional support.

Adequate progress is that which:

- Narrows the attainment gap between pupil and peers.
- Prevents the attainment gap widening.
- Is equivalent to that of peers starting from the same baseline but less than the majority of peers.
- Equals or improves upon the pupil's previous rate of progress.
- Ensures full curricular access.
- Shows an improvement in self-help and social or personal skills.
- Shows improvements in the pupil's behaviour.

7. RECORD KEEPING

The academy will record the steps taken to meet pupils' individual needs. The SENCO will maintain the records and ensure access to them. In addition to the usual academy records, the pupil's profile will include:

- Information from parents
- Information on progress and behaviour
- Pupil's own perceptions of difficulties
- Information from health/social services
- Information from other agencies

8. Outcomes and ACTION PLANS

All pupils on our SEND Support list will have their provision recorded on a provision map. This will include SMART targets and any provision made that is additional to and different from usual classroom provision. Provision mapping is carried out for each class by the class teacher and the SENCo will monitor this.

For children with an EHCP or any child who it is felt may need an EHCP in the future will have an individual action plan (in Essex this is called a person centred plan) This will be written by class teachers with the families and child concerned. Outcomes will be identified with the parents/carers and depending on the age of the child with the child. Once an outcome has been identified skills needed to achieve the outcome are then also identified and short-term targets to meet the outcome are set and strategies put in place.

For pupils with an EHCP, provision will meet the recommendations on the plan. Strategies for pupils' progress will be recorded in Person Centred plans containing information on

- Short-term targets
- Teaching strategies
- Provision made
- Date for review
- Success and/or exit criteria
- The outcomes recorded at review

The Person Centred plan will record only that which is different from or additional to the normal differentiated curriculum, and will concentrate on three or four individual targets that closely match the pupil's needs. The Person Centred Plan will be created through discussion with both the pupil and the parent or carer.

8.1 REVIEWING A ONE PLAN

Individual Action Plans will be reviewed at regular intervals with the inclusion of parents, carers and pupils' views.

9. CODE OF PRACTICE GRADUATED RESPONSE

The academy adopts the levels of intervention as described in the SEN Code of Practice.

The Code of Practice advocates a graduated response (assess, plan do and review to meeting pupils' needs).

If the academy decides, after consultation with parents, that a pupil requires additional support to make progress, the SENCO, in collaboration with teachers, will support the assessment of the pupil and have an input in planning future support and add the pupil to the SEND Support list. The class teacher will remain responsible for planning and delivering individualised programmes. Parents will be closely informed of the action and results.

Placement of a pupil on the SEND Support list will be made by the SENCO after full consultation with parents. External support services may advise on targets for a new Person Centred plan and provide specialist inputs to the support process.

Person Centred plan intervention will usually be triggered when despite receiving differentiated teaching and a sustained level of support, a pupil:

- Still makes little or no progress in specific areas over a long period.

- Continues to work at National Curriculum levels considerably lower (one year lower) than expected for a pupil at a similar age.
- Continues to experience difficulty in developing literacy /numeracy skills.
- Has emotional problems that substantially impede their learning.
- Has sensory or physical needs requiring additional specialist equipment or visits/advice from specialists.
- Has communication or interaction problems that impede the development of social relationships, thus presenting barriers to learning.

Parental consent is sought before any external agencies are involved. The resulting Person Centred plan may incorporate specialist strategies. These may be implemented by the class teacher but involve other adults

9.1 REQUEST FOR STATUTORY ASSESSMENT

The academy will request a Statutory Assessment from the LA when, despite an individualised programme of sustained intervention within SEN Support the pupil remains a significant cause for concern. A Statutory Assessment might also be requested by a parent or outside agency. The academy will have the following information available:

- Records from past interventions.
- Current and past Person Centred Plans.
- Records and outcomes of regular reviews undertaken.
- Information on the pupil's health and relevant medical history.
- National Curriculum levels.
- Other relevant assessments from specialists such as support teachers and educational psychologists.
- The views of parents.
- Where possible, the views of the pupil.
- Social Care/ Educational Welfare Service reports
- Any other involvement by professionals

Education, Care and Health Plans

An EHCP will normally be provided where, after a Statutory Assessment, the LA considers the pupil requires provision beyond what the academy can offer. However, the academy recognises that a request for a Statutory Assessment does not inevitably lead to an EHCP.

An EHCP will include details of learning outcomes for the child. These are used to develop targets that are;

- Matched to the longer-term outcomes set in the EHCP
- Of shorter term outcomes established through parental/pupil consultation
- Implemented in the classroom.
- Delivered by the class teacher with appropriate additional support where specified.

Reviews of an EHCP

EHCPs must be reviewed annually. The LA will inform the head teacher at the beginning of each academy term of the pupils requiring reviews. The SENCO will organise these reviews and invite:

- The pupil's parents
- The pupil (if appropriate)
- The relevant teacher
- A representative of the SEN Inclusion and Assessment Team
- The Educational Psychologist
- Any other person the SENCO or parent/carer considers appropriate

The aim of the review will be to:

- Assess the pupil's progress in relation to the outcomes in the EHCP
- Review the provision made to meet the pupil's need as identified in the EHCP
- Consider the appropriateness of the existing EHCP in relation to the pupil's performance during the year, and whether to cease, continue, or amend it
- If appropriate to set new outcomes for the coming year
- At Key Stage Phase transitions Reviews, receiving schools should be invited to attend in order to plan appropriately for the new academy year. It also gives parents the opportunity to liaise with teachers from the receiving school.
- Within the time limits set out in the Code, the SENCO will complete the annual review forms and send it, with any supporting documentation to the LA. The academy recognises the responsibility of the LA in deciding whether to maintain, amend, or cease an EHCP of SEN.

10. PARTNERSHIP WITH PARENTS/CARERS

The academy aims to work in partnership with parents and carers.

We do so by:

- Keeping parents and carers informed and giving support during assessment and any related decision-making process about SEN provision.
- Working effectively with all other agencies supporting children and their parents.
- Giving parents and carer's opportunities to play an active and valued role in their child's education.
- Making parents and carers feel welcome.
- Ensuring all parents and carers have appropriate communication aids and access arrangements.
- Providing all information in an accessible way.
- Encouraging parents and carers to inform academy of any difficulties they perceive their child may be having or other needs the child may have which need addressing.
- Instilling confidence that the academy will listen and act appropriately focusing on the child's strengths as well as areas of additional need.
- Allowing parents and carer's opportunities to discuss ways in which they and the academy can help their child.
- Agreeing targets and outcomes for the child.
- Making parents and carers aware of the Parent Partnership services.

11. INVOLVEMENT OF PUPILS

We recognise that all pupils have the right to be involved in making decisions and exercising choice (SEN Code of Practice). Where appropriate all pupils are involved in monitoring and reviewing their progress.

We endeavour to fully involve all pupils by encouraging them to:

- State their views about their education and learning.
- Identify their own needs (self-assessment and self-evaluation, Assessment for Learning)
- Share in individual target setting across the curriculum.
- Self-review their progress and set new targets.
- In addition pupils who are identified as having SEND are invited to participate in:
 - Person Centred plan reviews and setting of individual targets.
 - Annual reviews.

12. SPECIAL PROVISION

The academy has the following special facilities:

- Wheelchair access;
- Disabled toilets with hand rails;
- All mainstream classrooms are: carpeted (excluding toilets and practical areas), have rubber soled tables, high frequency lighting and acoustic ceiling tiles giving improved acoustic conditions for all pupils, and in particular, for hearing-impaired pupils.
- Individual adaptations will be made for specific pupils e.g. chair supports and individual workstations.

13. LINKS WITH EDUCATION SUPPORT SERVICES

We aim to maintain useful contact with support services in Children and Young People's Services. For pupils on our SEND Support list any one or more of the following agencies may be involved:

- Educational Psychologist
- School Nurse
- Specialist teachers
- Occupational therapist
- Physiotherapist
- Paediatrician
- Speech and language therapist.

14. LINKS WITH OTHER SERVICES

Effective working links are maintained with:

- Community Health Service
- Family support and safeguarding
- Parent Partnership Service.

15. INSET

In order to maintain and develop the quality of our provision, staff undertake appropriate training and further professional development. Recent courses and in service training opportunities undertaken are detailed in the Principal's report to governors each term.

16. RESOURCES

The provision for SEN/AEN is funded through the main revenue budget for the academy. Funds are deployed to implement the SEND policy.

17. COMPLAINTS

If there are any complaints relating to the provision for pupils with SEN these will be dealt with in the first instance by the Principal/SENCo. The chair of governors may be involved if necessary. In the case of an unresolved complaint the LA may be involved. Please see the academy's Complaints Procedure available on the academy's website.

18. REVIEW OF THE SEND POLICY

This policy was developed through consultation with staff, parents, carers and pupils. The academy considers the SEN Policy document to be important and, in conjunction with the Governing Body, undertakes a thorough review of both policy and practice each year. The outcomes of this review are used to inform the Academy Improvement Plan.

SENCO (Emma Hodgkinson)

SEND Governor (Nikki Brazier)

Both can be contacted via the Academy Office on 01371 822330