

## Aston St Mary's School Policy

<b>Subject: SEND</b>	<b>Author: Jennifer Dean</b>
<b>Effective date:</b>	<b>June 2019</b>
<b>Review date:</b>	<b>June 2020</b>

### 1. Purpose

This policy sets out how provision for Special Educational Needs and Disability is implemented at Aston St Mary's School.

### 2. Scope

This policy applies to all teachers, ancillary staff and governors

### 3. Definitions

**SEND:** Special Educational Needs and Disability

**INCO:** Inclusion Co-ordinator

**SENCO:** Special Educational Needs Co-ordinator

**ESP:** Education Support Plan

**SEN:** Special Educational Needs

**LSAs:** Learning Support Assistants

**EPS:** Educational Psychologist

**SA:** School Action

**SA+ :** School Action Plus

**CAF:** Common Assessment Framework

**TAF:** Team around the Family

**PPMs:** Pupil Progress Meetings

**EHCP:** Education Health and Care Plan, sometimes called Pathfinder

**Pupil Premium:** A sum of money allocated to the learning provision for specific pupils (based on the entitlement to free school meals over a period of time)

### 4. Development of Policy

This policy is in accordance with the fundamental principles of the SEND Code of Practice 2014, the school's inclusion policy and the school's Local Offer.

### 5. Aims

At Aston St Mary's School we believe that every pupil has a right to achieve their full potential. We work to adapt a balance, relevant and challenging curriculum to the needs of all our pupils. We recognise that there is a continuum of needs and a continuum of provision which may be made in a variety of forms. We also recognise that the needs of most children will be met in a mainstream school. We celebrate and encourage Christian and British values.

We aim to

- Address the needs of all children who may have SEND either throughout or at any time during their time at Aston St Mary's School.
- Provide access to a broad and balanced curriculum including the National Curriculum

- Ensure equality of educational opportunity
- Provide for the early identification and assessment of pupils with SEND
- Value and take into consideration the knowledge, views and experience of parents
- Take into account the views of the pupil, considered in the light of his/her age and understanding and involve the pupil at every opportunity
- Liaise with other agencies when necessary to ensure a fuller assessment and more appropriate provision
- Work in partnership with all staff, governors and parents

## **The School's SEND Provision**

### **6. The Role of the SENCO**

The SENCO is responsible for the administration of this policy. She keeps the SEND register which is updated termly. The SENCO attends PPMs with the SLT to consider the progress of groups of pupils including those with SEND and ensures that provision for interventions is planned and resourced on a termly basis. She ensures that class teachers complete termly ESPs for pupils requiring intervention outside normal classroom differentiation and is available to support and advise on all SEND matters. The SENCO is available to meet parents alongside the class teacher when required. She is responsible for referrals to outside agencies such as advisory teachers and the EPS and will liaise with these professionals co-ordinating and supporting meetings and appointments. The SENCO is also responsible for initiating actions where there is a significant need or difficulty such as the co-ordination of a CAF, TAF or application for EHCP. The SENCO is responsible for the purchase of resources required to improve access to the curriculum for pupils with SEND.

### **7. Admission Arrangements**

Aston St Mary's School does not discriminate against any pupils with SEND

### **8. Allocation of Resources for Pupils with SEND**

For the vast majority of children in mainstream schools including those with SEND, money is allocated to the school to meet their needs through the school budget. Part of the budget is used to enable Aston St Mary's School to offer targeted support for all pupils with SEND, usually via learning support in small groups. Individual support is offered only occasionally for specific interventions. We aim to enable all pupils, including those with SEND, to become independent learners. Support for learning is usually provided by LSAs working under the direction of the class teacher. Occasionally 1-1 tuition is provided by a teacher, through the allocation of the Pupil Premium. An EHCP does not bring with it additional funding. The SENCO will apply for Exceptional Needs Funding where applicable. Support for each group or individual pupil is allocated on a termly basis following PPMs.

### **9. Entitlement, Access and Modification**

We offer a continuum of provision to meet a diversity of pupil needs. The support offered may include differentiated learning activities, the support of a LSA, the provision of different resources and variations in approach to suit different learning styles. Pupils with SEND will

normally work alongside their peers in their classrooms. Occasionally it may be necessary to use a separate area for a specific intervention.

## **10. Identification and Assessment Procedures**

Pupils may enter the school with an already identified SEN. If this is the case then liaison with the previous setting, including transfer of documentation should enable a continuum of provision. Identification usually takes place when concern is expressed about a child, and is assisted by evidence gathered in school, taking into account the views of the parents. Once identified, provision is put into place, via an ESP and the school's provision planning, to support the pupil. All interventions are fully considered with a view to the expected outcomes which are evaluated at their duration. Assessments take place normally through PPMs held termly, and half termly where there is a concern. More specialised assessments, in the case of significant need, may take place after a pupil has been referred to a specialist service.

## **Education Support Plans**

These are in the school's own format, see appendix 1

They are drawn up each term by the SENCO, in consultation with the pupil and class teacher. They indicate specific targets, or 'next steps' in learning and/or behaviour for the pupil. Each target is achievable and the ESP will show the provision for working towards a successful outcome, (who, what, when). ESPs are reviewed each term with parents when outcomes and actions are discussed.

## **11. Complaints Procedure**

We hope to avoid complaints through our policy of positive communication with pupils and parents.

In the first instance concerns about SEND provision should be discussed with the class teacher, and /or SENCO.

If these cannot be resolved at this point then the head teacher should be consulted.

## **12. Staff Policies and Partnerships within the School**

### **Professional Development**

Staff training needs are identified through performance management and these take into account school priorities as well as personal professional development. Our LSAs are a skilled and motivated team who, as well as our teaching staff, have all benefitted from specialist training in many areas of SEND and intervention provision.

### **Governors Training**

Governors are regularly advised of opportunities for training opportunities including SEND. One governor is linked with the SENCO and is developing this area of expertise. All governors are aware of their responsibility for the school's provision for SEND, and keep this in mind when making school and class visits.

### **13. Parent Partnership**

We promote parental partnership by

- Working collaboratively with parents on the Governing Body and the PTFA
- Keeping in touch via our newsletters, parent mail and website
- Seeking the views of parents through questionnaires
- Providing opportunities for parents to talk about their children's progress both at parents consultation evenings and, by appointment, whenever there is a need or concern
- Providing information about planned learning within the child's class
- Providing homework at an appropriate level to support learning
- Providing a comprehensive annual report on their child's progress
- Agreeing an individual education plan for children with SEN
- Welcoming parental support both at home and within school
- Notifying parents of courses available to them

### **14. Collaboration with Other Agencies**

#### **Other Schools**

Liaison with professionals from other schools takes place through regular meetings such as the SENCO cluster group, and the Primary Heads Forum. On transition there are meetings between staff at Aston St Mary's School and the next school to ensure that a clear picture of a pupil's SEND is communicated and all relevant documents are transferred.

#### **Children, Schools and Families**

The SENCO will make referrals to many different single agencies and may also be required to attend/convene multiagency meetings such as CAFs or TAFs.

The need for confidentiality in these matters is recognised and the head teacher is responsible for these arrangements. Social services and education welfare services have responsibilities under the Children Act 1989, and we will endeavour to act in accordance with their advice.

### **15. Evaluation and Review**

This policy will be reviewed annually. The quality of provision will be monitored by the head teacher and the SENCO who will report to governors.

### **AUTHORISATION**

Signed by the Chair of the Curriculum Committee on behalf of the Governing Body, who approved this policy:

Date: April 2018

Signed: Amath