



Swanmead Community School

Statutory Policy 5

Special Educational Needs and Disability

Document history:

First introduced in current format		Nov 2017
Review Timescale		Annually
Version	Last Reviewed	Next Review
1	Nov 2017	Nov 2018
2	February 2019	Spring 2020
3	March 2020	Spring 2021
4	February 2021	Spring 2022
Changes made at last review?		Yes
Prepared by:	SENCo – Rachel Perkins	
Checked by:	Link Governor: SEND (Kate Murdoch)	

For approval by:

Full Governing Body	
Signed by the above:	
Date:	

Summary of changes:

Date of change	Nature of change
March 2019	p.3 detail of the school's graduated response with reference to the Swanmead Inclusion Pyramid
	p. 4 deletion of old system for funding p.4 change in terminology PLP to SEN Support Plan
	p.5 update in terminology p.5 deletion of old statement terminology
	p.6 room relocations

	p.6 change to SENCo work days p.6 SEN Award now completed by SENCo p.6 HLTA staffing changes p.6 update in line with Inclusion Pyramid
	p. 7 SEN Support Plans replacing PLPs
	p.8 name change Learning Support
	p.9 terminology- SEN Support Plan
February 2021	No changes required – this remains an accurate and effective policy, however, a note to state that Rachel Perkins is currently on maternity leave (Sept 2020 – June 2021) and the post of SENCO is currently being covered by Rachel Cox.

Introduction

Swanmead Community School values the abilities and achievements of all its pupils, and is committed to providing for them the best possible environment for learning. This policy should be taken as part of the overall strategy of Swanmead School and implemented within the context of our vision, aims and values.

We aim to meet the definition of Special Education Needs & Disability (SEND), as stated in the Code of Practice (January 2015). Special educational provision means: educational provision which is **additional to, or different from**, the educational provision made generally for children of their age in school. At any point in their school life a child may have Special Educational Needs (SEN).

Provision for pupils with SEND at Swanmead School also follows the Somerset Core Standards for All Children and Young People (4 – 16) (December 2016). In addition to Universal high quality teaching, students may require additional help in the form of SEN Support or High Needs where there are complex or long term difficulties.

This policy ensures that curriculum planning and assessment for children with SEN takes account of the type and extent of the difficulty experienced by the child. The needs of each child will be assessed and appropriate provision made.

All staff will be involved in providing for SEND pupils and are committed to supporting and reducing any barriers of learning that those pupils may face related to learning and inclusion at school, whatever the nature of their needs.

Aims

Our aims for the INCLUSION of pupils with Special Educational Needs are as follows:

- to offer excellence and choice to all pupils, whatever their ability or needs.
- to have high expectations of all pupils
- to achieve success through the removal of barriers to learning and participation
- for all pupils to feel valued as part of the school community
- to respect the fact that pupils have different educational needs and aspirations
- to cater for different learning styles
- to offer a range of different teaching approaches and experiences

Our aims for the PROVISION for children with Special Educational Needs are as follows:

- to create an environment that meets the SEN of each child
- to ensure that the SEN of children are identified, assessed and provided for
- to provide effective support at the earliest opportunity
- to enable all children to have full access to all elements of the school curriculum
- to ensure that the support is given in a way that minimises the disruption to the child

- to ensure that parents are involved in supporting their child's education
- to ensure that the child has a voice in this process
- to identify the roles and responsibilities of staff in providing for children's SEN

Special Educational Needs & Disability

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child 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 children of the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 educational institutions.

The Special Educational Needs and Disability Code of Practice

The Code of Practice is used nationally and was completely reviewed and revised for September 2014, the updated (January 2015) version forms the basis of SEND provision in school. The SEND Code of Practice outlines a graduated response to supporting pupils with SEN. This is reflected in the school's own graduated response as outlined in the 'Swanmead Inclusion Pyramid' (see appendix A) whereby a concern is raised about a potential SEN, beginning with adaptations to the universal/high quality teaching strategies; this forms the first part of an Assess, Plan, Do, Review cycle. If concerns are still evident despite adaptations to universal provision/high quality teaching, this is shared with parents and in school assessments take place. If a child requires interventions 'additional to and different from' basic entitlement based on a SEN need, the SENCO with the form tutor and key worker writes and implements a SEN Support plan, which is reviewed termly. Where there are issues over which the school would like additional advice and the school have completed two thorough APDR cycles, with parental permission, additional advice is sought from outside professionals.

Somerset Core Standards for Children and Young People (0 – 25)

Swanmead School follows the Local Authority Core Standards (introduced Spring 2017).

The Somerset Inclusion Statement is:

All children and young people in Somerset have the right to an inclusive education where they feel they belong. An inclusive education encourages all children and young people to be the best they can be, whilst making learning enjoyable and fulfilling; socially, emotionally and academically.

In Somerset all education settings use the core standards in their identification of, and planning for, children and young people with Special Educational Needs and Disabilities (SEND). The core standards help schools to provide a 'graduated response' to children and young people with SEND. They provide a summary of Somerset SEND universal and targeted provision. Special educational provision is underpinned by high quality teaching (element 1) and is compromised by anything less.

Both documents are followed at Swanmead School. Pupils will be recorded on the SEN register in the following categories.

SEN Support (element 2)

SEND Support offers additional targeted support to pupils (element 2). For most pupils requiring SEND Support their needs and provision will be met through the school's devolved SEND budget.

High Needs Top Up Funding (element 3)

High Needs offers support for those few children who have complex and long term difficulties – this will include pupils who have an EHCP (see below). In some cases, a child may have complex and long-term difficulties that require one to one support over and above that available through SEND Support. Additional resources may then be funded by the Local Authority using High Needs Top Up Funding (HNTU). Currently this additional funding is allocated by a banding system.

Education & Health Care Plan (EHCP)

Parents of pupils with exceptional needs can request an additional level of SEND Support by requesting an Education and Health Care Plan (EHCP) for their child. An application can also be made by the school. This request is dealt with by the Local Authority (Somerset County Council). An SEND caseworker is allocated and if agreed, the EHCP forms a legal document. The contents of the EHCP outline the pupil's needs and the provision required to meet those needs. The EHCP is reviewed annually.

Roles and responsibilities

The Role of the **Headteacher** is to:

- Ensure effective provision for SEND pupils
- Keep the Governing Body well informed about SEND within the school
- Ensure that the school has clear and flexible strategies for working with parents of SEN students, and that these encourage involvement in their child's education.

Mark Walker is the Headteacher

The role of the **Governing Body** is to:

- have due regard to the SEND Code of Practice to fulfil its duties toward pupils with SEND
- have due regard to the Somerset Core Standards for all Children & Young People (4 – 16) to fulfil its duties toward pupils with SEND
- secure a high standard of provision for SEND pupils
- report annually to parents on the success of the school's policy, including the allocation of resources from the school's budget, through the school profile
- identify a governor to have specific oversight of the school's provision for SEND pupils including deployment of funding, equipment and personnel
- ensure that SEND pupils are fully included in school activities
- be fully involved through discussions with the SENCO in developing and subsequently reviewing SEN policy

Kate Murdoch is the governor with responsibility for SEND.

The role of the **Special Educational Needs Co-ordinator (SENCO)** is to:

- manage the day to day operation of the policy
- co-ordinate the provision for children with SEND including creating and reviewing the SEND register
- liaise, support and advise colleagues within school regarding teaching SEN pupils

- Advise on the graduated response to providing additional SEN support in school
- oversee the preparation and review of SEN Support Plans
- oversee the records of all pupils with SEND
- inform parents when pupils are placed on the SEND register
- liaise with parents of children with SEND
- liaise between the pupil, parents and all support agencies
- liaise with partner schools, particularly at times of transition for SEND pupils
- monitor and evaluate the special needs provision and report to the governors
- manage the SEND budget and resources, to ensure appropriate provision for SEND pupils
- contribute to the professional development of all staff
- Collaborate with curriculum co-ordinators so that learning for all children is given equal priority
- Ensure with the Headteacher and school governors that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

Rachel Perkins is the school SENCo.

The role of the **Teacher and Learning Support Staff** is to:

- ensure the Code of Practice is followed when teaching pupils with SEND
- ensure the Somerset Core Standards are implemented for all Children & Young People (4 – 16) when teaching pupils with SEND
- support the identification of SEND through assessment procedures (APDR) and the school's graduated response
- Provide high quality teaching and/ or support to meet the needs of SEN pupils
- develop and review SEN Support Plans for SEND pupils in collaboration with the SENCO
- work with SEND pupils to ensure delivery of the SEN Support Plan

All **teachers** are teachers of pupils with SEND and have a responsibility to ensure that the needs of every child in their class are met.

Admissions

The Governing Body believes that the admissions criteria should not discriminate against pupils with SEND. We have due regard for the practice advocated in the Code of Practice, in that 'All schools should admit pupils already identified as having SEND, as well as identifying and providing for pupils not previously identified as having SEND'. The needs of children admitted with SEND are assessed individually; any necessary arrangements are put into place and reasonable adjustments made where possible.

The Local Authority has the responsibility to name the school for all pupils in receipt of an Education and Health Care Plan (EHCP).

Special Provision

The school has no special provision other than that listed in this policy (eg. language unit, autism support unit or dedicated provision for the hearing or visually impaired).

Facilities for vulnerable pupils, those with SEND, Disabled Access

The school site is almost completely accessible via level corridors and outside paths, the use of platform lifts and an enclosed lift. Only two areas are currently inaccessible to wheelchair

users – Room 18 (music/ drama studio) and the nurture base. Arrangements are made for pupils and visitors with limited mobility to receive music/ drama teaching or to meet members of the nurture team in alternative, accessible rooms. There are dedicated rooms for Learning Support, Nurture Groups, Pastoral support (HUB) and Therapy, each fully equipped with appropriate resources & facilities and staffed by adults with relevant, up to date training. There are adapted toilet facilities with full disabled access and a hoist installed.

Allocation of Resources

The school employs a **SENCo** (part-time) to manage the provision for SEND pupils. The SENCo works Tuesdays, Wednesday mornings and Fridays and can be contacted at the school. Mrs. Perkins can access a selection of assessment tests and works closely with the HUB team and Learning Support team. She has completed the National SENCo Award.

Learning Support Assistants (LSAs) are employed by the school to offer additional support to pupils. Some LSAs will be assigned to named individuals and their role and duties will be defined by the needs of that pupil. Some LSAs will work with differing groups of pupils and individuals under the direction of the SENCo and class teachers. The employment of LSAs is to some extent dependent on the level of High Needs Top Up funding for individuals on the SEND register and numbers of LSAs may vary accordingly.

Two **Higher Level Teaching Assistants** (HLTAs) are employed, to support progress in English and Maths respectively. These adults will work regularly with individuals or groups of pupils on the SEND register to support their needs.

An **Assistant SENCo** is employed at Swanmead School who may at times support pupils on the SEND register.

In the **HUB** at Swanmead Community School, three members of staff offer **Pupil Support**. This ranges from pastoral support for social, emotional and mental health difficulties to support during times of illness, bereavement or family upheaval. Their work will regularly, but not exclusively involve pupils listed on the SEND register. The HUB offers a safe place for pupils to retreat to in times of difficulty, stress or worry and can be used on a regular or *ad hoc* basis.

A wide range of resources, programmes and diagnostic tests are available for use with SEND pupils in school.

Identification of Learning Difficulties

All designated SEND pupils are assessed on entry to determine appropriate provision for their needs. The school will always strive to identify pupils with new SEND at the earliest opportunity and to inform parents of any concerns.

The school has a clear graduated approach to responding to an initial concern regarding a pupil and a potential SEND need (see Appendix A). In addition to this regular monitoring of pupil achievement alerts staff to poor attainment or progress – Cognition & Learning

difficulties. Reading ages are tested termly and Spelling ages are tested annually. If the gap between a pupil's score and their chronological age widens beyond accepted levels this raises concern and, in discussion with parents, the pupil is likely to be placed on the SEND register. If attainment levels in the core subjects of English and Maths fall significantly below age expected levels, or their progress has slowed or ceased, these will also raise concern. Concerns are likely to have been discussed with parents prior to reaching this level, unless the change occurs suddenly.

For other aspects of SEND – Communication & Interaction; Sensory and Physical; Medical conditions; Social, Emotional & Mental Health Difficulties - prior knowledge, observations in school, information from home and input from other agencies will inform the identification of SEND.

Review of Pupil Needs: SEN Support Plans

Strategies to support SEND pupils will be recorded in SEN Support Plans, which include: an outline of the pupil's strengths and weaknesses, targets, teaching strategies, provision made, date for review and the outcomes. The SEN Support Plan will record only that which is different from or additional to the normal differentiated curriculum, and will concentrate on a few individual targets that match the pupil's needs. The SEN Support Plan will be reviewed by the SENCo termly alongside key workers and pupil and parent voice will also be sought at least termly.

Pupils in receipt of additional funding through the banding system and/ or who have an EHC Plan will have an Annual Review meeting, involving parents, the pupil and relevant professionals to ensure that appropriate provision is in place. The purpose of this review is to evaluate success against agreed criteria and set new targets. In the case of pupils with an EHCP, the LA caseworker should also be invited to attend this meeting as amendments may need to be made to the Plan; this is particularly pertinent at times of transition between schools.

For Year 8 Annual Reviews the SENCo of the new school will be invited to attend. This enables the receiving school to plan appropriately for the new school year. It also gives parents the opportunity to meet the new SENCo.

At Year 4 the SENCo from Swanmead School will attend relevant review meetings at the First School prior to transfer.

SEND INSET

All teachers are encouraged to attend courses that help them to acquire the skills needed to work with SEND pupils. The SENCo attends local training to ensure that provision at Swanmead School remains up to date with current legislation and best practice in SEND. Part of the SENCo's role in school-based INSET is to develop awareness of resources and practical teaching strategies for use with SEND pupils. As a routine part of staff development, INSET requirements for SEND will be assessed and the Governing Body will be informed of training needs. The School's SEND INSET needs will be included in the School Management Plan. Specific SEND training is provided to all staff as and when appropriate

and can be bought in via Somerset LA services eg. Learning Support for Literacy and Numeracy training, SLCN, Team Teach, Dyslexia friendly teaching, Hearing Impairment.

Partnership with Parents

Swanmead firmly believes in developing a strong partnership with parents and that this will enable children and young people with SEND to achieve their potential. The school recognises that parents have a unique overview of the child's needs and how best to support them and that this gives them a key role in the partnership.

Parents hold key information and have a critical role to play in their children's education. They have unique strengths, knowledge, and experience to contribute to the shared view of a child's needs and the best way of supporting them.

The school can make available, to all parents and carers of pupils with SEND, details of Somerset SENDIAS, an information and advice service for parents, carers and young people with SEND.

Links to Support Services

The school, where possible, makes full use of expertise provided by external agencies and professionals in Somerset for identification, assessment and support for SEND pupils at all stages. The following are actively involved with the school:

Educational Psychologist

Virtual School and Learning Support Team

Physical Impairment and Medical Support Team (PIMST) Hearing Impairment Service (HI)

Speech & Language therapists (SLT) Visual Impairment Service (VI)

Parent and Family Support Assistant (PFSA) Occupational Therapist (OT)

Child and Adolescent Mental Health Service (CAMHS) Children's Social Care

Language & Communication / Autism Team (SLCN/ ASD) Paediatrician

SENATAS (ICT support for pupils with SEND) Physiotherapist

Links with other Schools

The school maintains close links with its local partner schools – Greenfylde First School, The Three Saints Federation and Wadham School. These links are particularly important at times of transition for SEND pupils. SENCOs liaise to ensure that the needs of SEND pupils are understood and considered in advance. They may attend meetings and Annual Reviews at link schools to plan for transition, arrange additional pupil visits, etc.

Links with other Agencies and Voluntary Organisations

The school also has contact with the following agencies – some regularly, some as required:

Traveller Education Education Welfare Officer

Children's Social Care Community Police

The Youth Service Youth Offending Team

School Nurse Parent Partnership

Barnardo's counselling/ bereavement support

Local Organisations, eg. Ferne Animal Sanctuary, Pre-school, Rotary Club

Complaints Procedure

The school's complaints procedure is outlined on the school website. The SEND Code of Practice outlines additional measures the LA must set up for preventing and resolving disagreements. These will be explained to parents as required.

Monitoring

The Governing Body will report annually on the success of the policy and will consider the views of all parties involved with this provision. Pupil progress will provide evidence for the success of the SEND policy and this will be analysed carefully through consideration of each pupil's success in meeting SEN Support Plan targets, progress noted through use of standardised tests and across the curriculum.

The outcomes of this review will be to inform the School Development Plan.

Policy Review

The Special Education Needs Policy is reviewed and updated annually by the SENCO, the Headteacher and the Governing Body.

Appendix A



