



# Lakelands Primary School

## SEND POLICY

<b>Committee Responsible</b>	Local Governing Body
<b>Lead Staff Member</b>	Headteacher
<b>Approved by</b>	Board of Trustees
<b>Date Approved</b>	8 <sup>th</sup> June 2020
<b>Version</b>	1
<b>Review Date</b>	Summer Term 2021

This policy should be read in conjunction with the following school policies:

- Culture for Learning (Behaviour) Policy
- Anti-bullying Policy
- Safeguarding
- Child Protection
- Supporting Pupils with Medical Needs
- Accessibility Plan

Legislative Compliance

This policy has regard to:

[Children and Families Act 2014](#)

[The Code of Practice for SEND: 2014](#)

[Equality Act 2010](#)

[Schools SEN Information Report Regulations \(2014\)](#)

[Statutory Guidance on Supporting pupils at school with medical conditions \(April 2014\)](#)

[Teacher Standards](#)

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## **“Be the Change”**

**Compassion, Honesty, Aspiration, Nature, Generosity, Equality**

### **Policy Outline**

#### **Vision:**

Lakelands Primary School pupils will be motivated learners with a sense of pride and strive to do their very best, whatever their background or starting points. Each child has an individual personality and our dedicated staff will help to develop their confidence and self-esteem. Pupils will know about the importance of community and the values that underpin this; mutual respect, positive relationships and helping others. They will be responsible global citizens, equipped with the knowledge and skills to be forces of positive change in the world. They will leave our school in Year 6 ready for their next step as confident and compassionate members of society.

#### **Definition**

What are Special Educational Needs and Disability (SEND)?

At Lakelands Primary School we use the definition for SEN and for disability from the SEND Code of Practice (2014). This states:

*SEN: “A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England”*

*Disability: “Many children and young people who have SEN may 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 includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.”*

What is NOT SEN but may have an impact on progress and attainment?

- Disability (the Code of Practice outlines the “reasonable adjustment” duty for schools provided under the current Disability and Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of a Serviceman/woman

## **Roles and Responsibilities**

### Head Teacher:

Mrs Koulla Anslow is responsible for the day to day management of all aspects of the school including the provision of pupils with SEND.

### Special Educational Needs Co-ordinator (SENCo):

Mrs Lisa Cato is responsible for coordinating provision for children with SEND, developing the school's SEND policy and knowledge of current local and national initiatives and policies that support pupils with a range of different needs. She has achieved the National Award for SEN Co-ordination.

### Class Teachers:

Every teacher is a teacher of every child including those with SEND, and is responsible for ensuring each child in their class experiences quality first teaching, suitable differentiation according to their needs, and has access to a broad and balanced curriculum.

### SEND Governor

TBC

## **What are our aims for children with SEND?**

At Lakelands Primary School we value all children as individuals with a range of abilities, aptitudes and needs. We are committed to inclusion and will make appropriate arrangements for all children to participate as fully as possible in learning, physical, practical and extra-curricular activities.

We aim to ensure that all children are aspirational, by offering access to a broad, balanced and relevant curriculum including the National Curriculum. We respect the fact that children have differing needs and that children will require different strategies for learning and a range of different teaching approaches and experiences. Pupils with SEN will be supported in their learning within their classrooms. However, there will be times when spending time outside the classroom on an individual or small group basis will be more appropriate. When this happens, the class teacher will be fully aware of what new skills each child is learning, and will aim to incorporate these skills into their everyday learning in the classroom.

We aim to raise the aspirations of and expectations for all children with SEND, in order for them to become independent life-long learners. Our aim is always to focus on outcomes for children and not just hours of provision or support.

## **How will we achieve our aims?**

1. By identifying and providing for pupils who have SEND.
2. By working within the guidance provided in the SEND Code of Practice.
3. By providing a qualified SENCo.
4. By providing support and advice for all staff working with pupils with SEND.
5. By working in close partnership with the pupils with SEND and their parents/carers.

## How do we identify SEND at our school?

We recognise the importance of the early identification of Special Educational Needs. Children who are experiencing difficulty in one or more of the four broad areas of need are identified initially through discussions between teachers and parents. The purpose of identification is to work out what action the school needs to take, not to fit a child into a category. The four broad areas of need are:

- **Communication and Interaction:**

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives. Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

- **Cognition and Learning:**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

- **Social, Emotional and Mental Health Difficulties:**

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

- **Sensory and/or Physical Needs –**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

## **What should a parent do if they think their child may have Special Educational Needs?**

If parents have concerns relating to their child's learning then they should initially discuss these with their child's class teacher. Parents may also contact the SENCo or the Head Teacher directly if they feel that this is more appropriate, and can do this by speaking to the school office to make an appointment.

How do we implement a graduated approach to SEN Support?

Our class teachers continuously monitor all of the children in their class and track their progress carefully. If, despite accessing high quality teaching which is differentiated for individual pupils, a child is identified as having a potential special educational need, the class teacher alongside the SENCo, will begin the following process for identifying and managing the needs of the pupil in close consultation with the child's parents/carers.

The class teacher will:

- Complete a 'What's Working/What's Not Working' form in consultation with the child and their parents, in order to gather all information/evidence relevant to the child's needs.
- Share the form with the SENCo along with a '4+1 Questions' form to establish what has already been tried to support the child.
- Be supported by the SENCo to use the Essex Provision Guidance Toolkit to decide whether the child would benefit from additional intervention and support in the form of an 'Action Plan.
- Create an 'Action Plan' based on outcomes for the child alongside the SENCo, and in consultation with parents/carers, and review it termly.
- Meet with the SENCo and the child's parents/carers to whether the child should be entered onto the SEN register in order to receive SEN Support.
- Decide alongside the SENCo whether it is appropriate at this stage for Outside Agency advice to be sought.

The school works closely with a range of outside agencies including:

- Educational psychologists
- School Nurse
- Speech and Language Therapists
- Occupational Therapists
- Renew counselling service
- EWMHS (Emotional Well-being and Mental Health Service)

## How do we monitor progress and manage the needs of our pupils on the SEN Register?

Once a child is identified as having a special educational need, their progress and support is monitored using a four part cycle: Assess – Plan – Do – Review:

- **Assess** – the child's needs are assessed at least termly by the class teacher in consultation with the SENCo.
- **Plan** – the teacher and the SENCo create an Action Plan, in consultation with the parent and the pupil. This clearly states long term outcomes for the child, targets to help those be achieved and the interventions and support to be put in place in order for this to happen. The support and intervention provided is selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness, and is provided by staff with sufficient skills and knowledge. Parents are kept fully aware of the planned support and interventions and, where appropriate, plans seek parental involvement to reinforce or contribute to progress at home.
- **Do** - the class teacher is responsible for working with the child on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class, they still retain responsibility for the child. They work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching. The SENCO supports the class teacher in the further assessment of the child's particular strengths and weaknesses, in problem solving and advising on the effective implementation of support.
- **Review** – the impact and quality of the support and interventions is evaluated, along with the views of the child and their parents. This feeds back into the analysis of the child's needs. The class teacher, working with the SENCO, revises the support in light of the child's progress and development, and decides on any changes to the support and outcomes in consultation with the parent and child. Parents have clear information about the impact of the support and interventions provided, enabling them to be involved in planning next steps.

The views of parents and pupils are actively sought in this four part process during at least termly meetings with school staff.

We also monitor progress and evaluate SEND provision through:

- pupil progress meetings held each term between the Head Teacher and class teacher
- twice yearly parent/teacher consultation meetings
- regular 'Learning Observations' in class carried out by the Headteacher
- regular observations of the work of our Teaching Assistants
- monitoring visits by the SEN Governor
- annual parent views questionnaires
- pupil perception interviews
- monitoring teachers' planning for pupils with SEND

For a very small percentage of pupils, whose needs are significant and complex and the SEN Support required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs, in consultation with parents/carers. This may result in an Education, Health and Care (EHC) Plan being provided by the local authority.

## **What are the criteria for exiting the SEN Register?**

A child may be removed from the SEN Register if:

- Their progress is such that they achieve what is broadly expected for a child of their age.
- The child no longer requires support which is additional to or different from what is normally provided within the class.

Parents/carers will always be informed if their child no longer requires SEN Support. If a child is taken off of the SEN Register, their progress will continue to be closely monitored by their class teacher and the Head Teacher.

## **What training do the staff supporting children with SEND undertake?**

An ongoing programme of training is in place to ensure that teachers and learning support staff have the appropriate skills and knowledge in areas that will improve their teaching and support of children with SEN. Our training programme is based on the needs of the pupils currently at the school, and the needs of those pupils known to be transferring to Lakelands Primary School.

How do we support families of pupils with SEN?

- At Lakelands Primary School we have an open door policy where parents are actively encouraged to share any worries or concerns they may have with school staff.
- The school organises a number of parent workshops during the year for various classes. These are advertised in the school newsletter or through letters home for specific classes and aim to provide useful opportunities for parents to learn more about how to support their children's learning.
- The SENCo organises regular coffee mornings for parents of pupils with SEN, which are informal opportunities for parents to share ideas and learn about new developments in the world of SEN.
- Parents are encouraged to look on the school's website which contains the school's SEND Information Report, and other relevant policies.
- The school has a range of parent leaflets designed to support parents working with their children at home, copies of these can be found in the reception area or can be requested from the school office.
- The school is able to put parents in touch with other agencies who can support their needs.
- Parents are encouraged to view the Local Offer provided by the local authority, which can be accessed on the internet at: <http://www.essexlocaloffer.org.uk> and on the school website.

## **How do we support pupils at school with medical conditions?**

- The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.
- Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

## SEND Policy

- For further information please see the school's policy for Supporting Pupils with Medical Conditions, which can be found on the school's website or a paper copy can be requested through the school office.

### **Behaviour**

Positive behaviour and attendance are essential foundations for a creative and effective learning and teaching environment in which all members of the school community can thrive and feel respected, safe and secure – in a positive climate for learning.

### **Principles**

The Culture for Learning (Behaviour) Policy forms an integral part of the curriculum. It is recognised that it is important to teach values such as respect, fairness and inclusion as well as knowledge and skills. The highest standards of behaviour and conduct is expected, with support and encouragement provided from all members of our community as we base our teaching and our school ethos on these values, whether in or out of school, at weekends and after school hours.

We appreciate that for some of younger pupils, positive behaviour still needs to be fully developed and the school is committed to supporting them to become responsible, resilient, well behaved young people. The behaviour policies include a degree of differentiation in and support given in recognition of our less mature pupils and also for pupils with complex social, communication needs. Autism-friendly practice must be in place, and to support inclusion for these pupils, a 'safe space' should be available to meet sensory needs.

### **Racial, Religious and Sexual harassment and Bullying**

The school wishes to promote equality and eradicate all forms of bullying in its school.

Harassment and bullying will not be tolerated. Adults are advised to follow reporting procedures as outlined in the school's anti-bullying policy. Sanctions and restorative justice approaches are to be applied as appropriate to the circumstances, and in some cases the police may be contacted.

It is recognised that pupils with SEND can be particularly vulnerable to bullying, and that children with communication difficulties may be unable to recount events. It is important that parents have confidence these vulnerabilities are taken into account by staff when dealing with issues of bullying involving pupils with SEND.

### **How does the school store and manage information for pupils with SEND?**

The Headteacher and SENDCo are responsible for storing, managing and keeping SEN records up to date. Important information about pupils will be stored on CPOMS (a secure, electronic recording software programme). When a child transfers to a new school, all relevant information is passed on. This is scanned into CPOMS.

### **Who should parents/carers contact if they have a complaint about the provision for SEND?**

Please see the school's complaints procedure policy for more details, but in the first instance parents/carers are encouraged to contact the Head Teacher if they have a complaint about the provision for SEND at Lakelands Primary School.