

# Horsmonden Primary School

## SEN & Disability Policy/SEN Information Report

Updated 23/2/16, approved by Governors March 2016

This policy is written in line with the requirements of:-

Children and Families Act 2014

SEN Code of Practice 2014

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer

Equality Act 2010

Schools Admissions Code, DfE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

SI 2013 758 The School Information (England) (Amendment) Regulations 2013

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

Behaviour/Discipline Policy, Safeguarding Policy, and Complaints Policy.

This policy will be developed with Parents/carers across the whole school. This process will involve emailing the draft SEN Information Report to all parents for their information, with a request for any comments/responses to be returned within one week. The responses will be collated and a small working party developed, to include the SEN Governor, SENCo and parents who respond to consultation. The draft will then be revised and presented to the Governing Body for review, before final draft completed and published. The SEN Information Report will be reviewed annually.

### **Definition of SEN**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in

mainstream schools or mainstream post-16 institutions. *SEN Code of Practice (2014, p 4)*

### **Definition of disability**

Many children and young people who have SEN may also 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 provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’ *SEN Code of Practice (2014, p5)*

### **1 The kinds of special educational need for which provision is made at the school**

At Horsmonden Primary School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education, Health and Care Plan, for instance ADHD, dyslexia, dyspraxia, speech and language needs, autism, Asperger’s syndrome, learning difficulties and behaviour difficulties. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

The school also currently meets the needs of pupils with a statement of special educational need / Education, Health and Care plan with the following kinds of special educational need: ASD. Decisions on the admission of pupils with a statement of special educational need / Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without a statement of special educational needs / Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

### **2 Information about the policy for identification and assessment of pupils with SEN**

At Horsmonden Primary School we monitor the progress of all pupils six times a year to review their academic progress. We also use a range of assessments with all the pupils at various points, eg Regular assessment of Phonics through the Read, Write INC programme, Y1 phonics screening, Speech Link (selected pupils in KS1), Language Link (baseline completed in Term 1 of Yr R for whole class), CAT testing in Years 4 and 5, teacher assessment of reading across the school during Guided Reading sessions. Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are Daily Readers, Phonics streaming, 5 Minute Boxes for maths and phonics, Spelling Support, Friendly Group, Social Stories.

Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range of assessment tools to determine the cause of the learning difficulty. At Horsmonden Primary School we are experienced in using the following assessment tools: Lucid Rapid (Dyslexia Screener), Inclusion Development checklists (including Dyslexia checklist), Sensory Profile, and Language for Learning assessments. We have access to external advisors who are able to use the following assessment tools: Educational Psychologist can observe children and feedback to parents and school staff, identifying barriers to learning; The Specialist Teaching Service can also observe children and feedback to parents and school staff.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a provision map and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

### 3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans, including

#### 3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2014, 6.17)* describes inadequate progress thus:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between rate of progress
- Widens the attainment gap

For pupils with or without a statement of special educational needs / Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

*3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs*

Every pupil in the school has their progress tracked six times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use at Horsmonden Primary are listed in section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

*3c the school's approach to teaching pupils with special educational needs*

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2014, 6.37)*

In Horsmonden Primary School the quality of teaching was judged to be 'requires improvement' in our last Ofsted inspection and the school is working closely with the Local Authority to improve this to good.

We follow the Mainstream Core Standards, advice developed by Kent County Council to ensure that our teaching conforms to best practice. Please see following weblink for copy:

[http://www.kelsi.org.uk/pupil\\_support\\_and\\_wellbeing/targeted\\_support/inclusion/inclusion\\_and\\_achievement/publications\\_and\\_documents.aspx](http://www.kelsi.org.uk/pupil_support_and_wellbeing/targeted_support/inclusion/inclusion_and_achievement/publications_and_documents.aspx)

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. precision teaching / mentoring, small group teaching, use of ICT software learning packages (eg Clicker7). These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding'

### 3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At Horsmonden Primary School we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in statements of special educational needs / Education, Health and Care Plans.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the Governors have recently made the following improvements as part of the school's accessibility planning such as: Early Years Advisor visiting school; Term 1 2014 INSET used to reorganise learning environments to promote independence and resourcefulness and ICT training on CLICKER6 for whole staff in Term 2 2014 (updated Clicker7 installed and whole staff training given on 3/3/16). Library has been moved from the double decker bus to inside the building.

The Governors have identified that the following aspects of the school need to be improved to buildings, curriculum, training of staff :

- Increased use of ICT to support learning eg permanent access to Clicker 7 in classrooms.
- Further development of resources and support available to children with Dyslexia

### 3e additional support for learning that is available to pupils with special educational needs

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and a full list of the interventions we can offer is on our whole school provision map, published on our school website. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs, and above that amount the Local Authority should provide top up to the school through an application to High Needs Funding (HNF).

### 3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs

All clubs, trips and activities offered to pupils at Horsmonden Primary are available to pupils with special educational needs either with or without an Education, Health and Care Plan.

Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity

*3g support that is available for improving the emotional and social development of pupils with special educational needs*

At Horsmonden Primary School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance e.g. PSHE, Circle Time, Friendly Group, social stories and Lego therapy and indirectly with every conversation adults have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following: access to counsellor, mentor time with member of senior leadership team, external referral to CAMHs, art therapy, time-out space for pupil to use when upset or agitated.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

*4 The name and contact details of the SEN Co-ordinator*

The SENCO at Horsmonden Primary School is Elaine Hickman, who is a qualified teacher and is undertaking the National Award for SEN Co-ordination. She also holds the following qualifications; Post Graduate Certificate in Education and a BA(Hons).

Elaine Hickman is available on 01892 722529 or [senco@Horsmonden.kent.sch.uk](mailto:senco@Horsmonden.kent.sch.uk) The best days to arrange to meet her are a Tuesday or Wednesday.

*5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured*

All teachers and teaching assistants have had the following awareness training (see attached appendix 1.)

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are: Broomhill Bank Special School, Educational Psychologist, Speech and Language therapist, occupational therapists, physio therapist. The cost of training is covered by the notional SEN funding.

6 Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at Horsmonden Primary are invited to discuss the progress of their children on three occasions a year and receive a written report once per year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map which will be shared with parents three times per year.

If following this normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at Horsmonden Primary School are used for complaints about provision made for special educational needs. We encourage

parents to discuss their concerns with class teacher, SENCO, Deputy Headteacher or Headteacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an Education, Health and Care Plan where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

*10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils*

The governing body have engaged with the following bodies:-

- Free membership of Local Inclusion Forum Team (LIFT) for access to specialist teaching and learning service
- A Service Level Agreement with Educational Psychology service for 3 days per year
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc
- Membership of professional networks for SENCO ie NASEN

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on

**HELPLINE:** 03000 41 3000

**Office:** 0300 333 6474 and

**Minicom:** 0300 333 6484

**E-mail:** kentparentpartnershipservice@kent.gov.uk

<http://www.kent.gov.uk/kpps>

12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At Horsmonden Primary School we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible. We have strong links with our feeder Nursery in Horsmonden Kindergarten and children regularly visit the school site. In addition, our Year R teacher makes visits to the Kindergarten and other settings prior to transition and also visits home settings.

In terms of in-school transitions from year to year, class teachers complete transition meetings in Term 6, where current and new class teachers meet to share progress data and to develop new provision maps for Term 1 of the new year. One Page Profiles are also discussed to prepare new class teachers to support vulnerable children in their new class.

Finally, transition to secondary settings is supported through completion of transition forms by Year 6 staff. In addition, the secondary school staff will visit the children here in school to prepare for transition to Key Stage 3. In some cases, additional visits are organised to support more vulnerable children and the SENCOs from both settings will meet to assist families with this process. One Page Profiles will be handed on to KS3 settings to support vulnerable students and their new teachers.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on <http://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-local-offer> and parents without internet access should make an appointment with the SENCO for support to gain the information they require.

Approved by the GB .....March 2016.....

Next review on .....March 2017.....

## Appendix 1 – Staff Training

	<b>Staff: CT or TA</b>	<b>Training Course Title</b>
A	CT	Assesment for learning
		autism awareness
		Every child a writer
		improving writing
		phonics into spelling
		Spiritual Moral Cultural
		Teaching and learning
B	TA	child protection
B	CT	Autism Awareness
		early years
		EYFS briefing
		Inset
		letters and sounds for schools
		social stories training
C	CT	Aspiring Senco
		ASpiring senior leaders
		Emotional Intelligence
		every child a writer
		Improving Writing ks2
		Level 3 Mathematics
		Spelling training
D	CT	Aspiring senior leaders
		Lesson Observation
		science
C	TA	child protection
D	TA	child protection
E	TA	child protection
		time to talk2
D	CT	Better mathematics conference
		creative problem solving
		Designated child protection
		Education visits co ordinator
		lesson observation
		Sims assessment

F	TA	autism awareness
		Behaviour management
		child protection
G	TA	child protection
		Video Conferencing
H	TA	child protection
E	CT	Design and Technology
		Design and Technology
		early years
		letters and sounds
		literacy for high achievers
		Moderration course
		NQT Mentoring
		Teaching and learning
F	CT	Early years twilight
		EYFS
		moderation early years
		New EYES profiles
		NTQ Induction
		Paediatric first aid
		Paediatrics first aid
		well being and involvement
G	CT	Ass Head development prog
		ks1 moderation
		letters and sounds
		maths moderation
		Video Conferencing
I	TA	child protection
		Communicate in print
		first aid in the work place
J	TA	child protection
K	TA	child protection
H	CT	moderation of writing
		Teaching and learning
I	CT	Aspiring leaders
		lesson observation
		Maths leadership meeting
		maths moderation
		national curriculum maths
		New Primary Maths
		Primary maths conference

J	CT	English Leadership meeting evaluation and assessment
		Key sstage 2
		lesson observation
		Primary English curriculum
		Talk Talk
	SENCo	National Award for SEN Coordination (pending)