

# SEND POLICY



<b>Owned and Written by</b>	<b>Janine Hobson Inclusion Manager</b>	<b>Date Autumn 2024</b>
<b>Approved by</b>	<b>Full Governing Body</b>	<b>Date 02/12/2024</b>
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## BUSHMEAD PRIMARY SCHOOL SPECIAL EDUCATIONAL NEEDS & DISABILITY POLICY

### **Vision**

At Bushmead children are empowered to be active, confident learners where they are inspired to be creative and excel.

### **Rationale**

This school values the abilities and achievements of all its pupils. We are committed to discovering and providing the best learning conditions for each pupil, promoting development in understanding and social maturity alongside their peers wherever possible.

### **Philosophy**

All children have the same entitlement to the full range of the school curriculum. We are committed to making this accessible to all our pupils through differentiation and varied teaching styles according to individual needs. Children with special educational needs or disabilities are the responsibility of all staff and they have a duty to do their best for them and to show them equal respect.

### **Legislation and Guidance**

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

[Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND and disabilities

[The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENDCos) and the SEND information report and The Equalities Act (2010), which sets out definitions of SEND.

### **Definitions**

The 2014 Code of Practice states that 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 him or her. Special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age."

"A child or young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools."

A disability is defined by the Equality Act 2010 is '...a physical or mental impairment which has a long term (a year or more) and substantial (more than minor or trivial) adverse effect on their ability to carry out normal day-to-day activities'. Making higher quality differentiated teaching (normally available to the whole class) is likely to mean that fewer pupils will require such support.

### **Objectives**

- To identify special needs in individual children.
- To provide a strategy for meeting those needs.
- To support staff in addressing the needs of pupils with special educational needs or disability.
- To ensure that children work at appropriate levels with differentiated resources.

- To raise the self-esteem and expectations of all pupils.
- To implement a system for monitoring and evaluating each child's progress.
- To create a framework for parental involvement and for external support services.
- To ensure smooth transition of pupils between different stages of evaluation and phases of their education.
- To identify and provide appropriate resources.

### **Admission arrangements**

Admission arrangements for children with special needs are the same as those for all children.

Where a child has an EHC Plan the school will be contacted, by the local authority responsible for the plan, in advance so that a smooth transition can be put into place.

### **Identification and Assessment arrangements**

In accordance with the *Code of Practice*, Bushmead Primary School accepts that a child has special educational needs if he or she has a learning difficulty that calls for special educational provision.

#### **For example:**

- If he/she has a significantly greater difficulty in learning than the majority of children of the same age.
- A child with special needs may have a disability which either prevents or hinders the child from making full use of normally available facilities.
- A child may be under compulsory school age and fall within the above definitions or would do so if special educational provision was not made for them.

At Bushmead Primary School we do not regard children as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. In addition to this, we accept that a child identified as more able using the school's criteria may also have special educational needs or disability.

Special educational provision means:

For children of age 2 or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the Local Authority, other than special schools, in the area.

The Inclusion Manager for Bushmead Primary School is Amy Clark.

The SENCo for Bushmead Primary School is Rebecca Picton

### **Identification of children with special needs:**

1. Baseline assessments on entry to the school.
2. Identification/notes from previous schools.
3. Class teachers' on-going records and observations; Inclusion Manager's classroom observations/assessments following concerns raised by staff.
4. Reports from professionals.
5. Samples of work, annotated with reference to National Curriculum programmes of study and the stage the child is attaining, together with observations of behaviour.
6. Results of tests e.g., or teacher assessment.
7. In school assessments e.g. cognitive profiling identifying an area of difficulty or need or Speech sounds assessment identifying missing sounds to focus on.

## **SEND Process**

Bushmead Primary School uses a graduated approach for dealing with special needs as set out in the 2014 Code of Practice.

### **ASSESS**

This could involve a range of methods including, but not limited to, teachers' assessment of pupil progress, attainment and behaviour, results of standardised tests screening and profiling tests, questionnaires of parents and young people and observations.

In some cases, external professionals from health or social services may already be involved with the child. These professionals will liaise with the school to help inform the assessments. Where professionals are not already working with school staff, the SENDCo will contact them, with parental consent.

### **PLAN**

This is likely to involve the SEND team and parents, working with teachers to plan appropriate provision, which is clearly communicated with all concerned. This may be in class support or more targeted provision and intervention. Any planning will have a clear focus on expected outcomes for the child or young person. This will also be recorded on the school's information system and an Individual Education Plan or Provision Plan may be formulated.

### **DO**

The SEND Code of Practice places the teacher at the centre of the day-to-day responsibility for working with all pupils, it is imperative that teachers work closely with any support or specialist staff involved to plan and assess the impact of targeted interventions. The SENDCo will support the class or subject 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 progress of pupils who are receiving SEND Support should be reviewed termly and should include parents three times a year. The impact and quality of the support and interventions will be evaluated and will feed back into the analysis of the pupil's needs. The class or subject teacher working with the SENDCo will revise the support in light of the pupil's progress and development, deciding on any changes to the support and outcomes in consultation with the parent and pupil.

Where a pupil has an Education & Health Care Plan (EHCP) the Local Authority, in cooperation with the school, must review that Plan as a minimum of every 12 months.

### **Managing the needs of Pupils on the SEND Register**

Each pupil with SEND is an individual and their plan is tailored to meet their particular needs. Plans are reviewed termly with parents and pupils. Decisions regarding the level of support provided are needs led, working within the constraints of the school budget.

The class teacher is responsible for:

- the progress and development of all pupils including those with SEND

- ensuring all children are planned for and fully included in the classroom
- creating provision plans termly identifying SMART targets for each child on the SEND register
- regular liaison with parents and the SENDCo
- effective deployment of additional adults
- Identifying on class planning the provision they are making for pupils with SEND
- Mapping year group provision termly

SEND Special Needs Assistants are responsible for:

- ensuring that day to day provision is in place for the pupils they support
- implementing agreed strategies and programmes, and advice from specialists.
- record keeping
- resources
- maintaining specialist equipment
- regular communication with class teacher and SENDCo

The Inclusion Manager & SENDCo are responsible for:

- the SEND policy and its implementation
- coordinating support for children with SEND
- updating the SEND register and maintaining individual pupil records (including provision plans)
- monitoring the quality of provision and impact of interventions
- attending network meetings and updating staff
- referrals to and liaison with outside agencies
- line managing SEND support staff
- liaising with and advising staff
- maintaining regular liaison with parents/carers
- co-ordinating annual reviews
- supporting staff in identifying pupils with SEND.
- mapping SEND provision throughout the school
- maintaining links and information sharing with receiving schools

### **Role of the Governing Body**

In line with the SEND Code of Practice, the Governing Body must:

- Do its best to ensure necessary provision for any pupil who has special educational needs or disability
- Ensure that, where the 'responsible person' has been informed by the Local Authority that a pupil has special educational needs or disability, those needs are made known to all who are likely to teach them
- Ensure that all teachers in the school are aware of the importance of identifying, and providing for, those pupils who have special educational needs or disability
- Consult the Local Authority and governing bodies of other schools, when it seems to be necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
- Ensure that a pupil with special educational needs or disability joins in the activities of the school together with pupils who do not have special educational needs or disability, so far as is reasonably practical and compatible with the child receiving the special educational provision their learning needs call for and the efficient education of the pupils with whom they are educated and the efficient use of resources
- Report to parents on the implementation of the school's policy for pupils with special educational needs or disability

- vii. Have regard to this code of practice when carrying out its duties toward all pupils with special educational needs
- viii. Ensure that parents are notified of a decision by the school that SEND provision is being made for their child.

Most of the day-to-day responsibility for these points will rest with the Inclusion Manager who would ensure that the Headteacher is always informed of all actions taken.

### **Criteria for removing pupils from the SEND Register**

When a child has made sufficient and sustained progress towards achieving their personal targets and it is felt that they are able to maintain this with quality first teaching, they may be removed from the SEND register. The school will continue to monitor pupils recently removed from the register to ensure good progress is maintained.

### **Statutory Assessment**

If a child continues to have difficulties that constitute a significant barrier to learning, the parents or school can request the Local Authority to make a statutory assessment. The school will provide the Local Authority with all the relevant information to enable them to make a decision on whether to provide the child with an EHCP, incorporating joint planning across health and care.

### **Access to Curriculum**

All children follow a balanced and broadly based curriculum, including the National Curriculum. Some may need to have the curriculum differentiated or may progress in smaller steps. Some children may need adult help or will record work in different forms i.e., pictorially or verbally. We use National Curriculum programmes of study as broad experiential areas within which to set individualised objectives for pupils.

Children will be excused from the SAT's exams or be allowed special arrangements if it is recommended on their EHCP, or where it is seen as being in the best interests of the child after discussions with all relevant bodies.

### **Criteria for Success**

- i. Pupils are identified at an early stage of their need.
- ii. We can identify that progress is being made to meet these needs.
- iii. SEND is an integral part of curriculum planning in all subjects and a whole school approach is being taken.
- iv. When teachers are differentiating the curriculum as shown in schemes of work.
- v. When pupils are achieving objectives with tangible evidence available.
- vi. When pupil self-esteem and teacher expectations are rising and success is being achieved, evidence may be: increased awards, improved attendance, improved behaviour, a greater enthusiasm and keenness to learn.
- vii. Information and evidence are available indicating the current stage of learning and achievement that can be used for setting future targets.
- viii. Parents and external agencies are regularly involved in consultations with the school to consider how best to address each child's special educational needs.
- ix. Pupils move through the stages of assessment and schooling confidently with agreed support and advice.
- x. A system is in place to identify and allocate appropriate resources.

- xi. All parties are confident that this policy has addressed and answered their questions and concerns.

### **Complaints**

Complaints about SEND provision are dealt with in accordance with the schools' complaints procedure as detailed in the School Prospectus.

### **In-Service Training**

As Bushmead Primary School believes in a whole school approach to helping children with special needs, we are keen to keep abreast of good practice. INSET takes place regularly as part of the school's ongoing programme. The Inclusion Manager may discuss new implications relating to the Code of Practice, relay information and advice given on Local Authority courses or a speaker may be invited in to talk on a relevant topic.

### **External Assistance**

Where pupils have higher levels of need, and with parental permission, the school may seek advice from external agencies.

These agencies include:

- Educational Psychology Service (EPS)
- Luton Support Service (LSS)
- Speech and Language Therapy Service (SALT)
- Behaviour Support Service (BSS)
- Autism Outreach Team (ASD Team)
- Physiotherapy and Occupational Therapy
- School Nurse/Paediatric health team
- Child and Adolescent Mental Health Service (CAMHS)
- Luton Provision & Special School Outreach services
- Next Steps Alternative Learning Provision (ALP)

### **Parents in Partnership**

**This Policy should be reviewed in line with the LBC Local Offer.**

Parents are always welcome in school and time will always be made by staff to discuss their concerns or worries. Parental involvement and assistance in helping children with SEND is important as it gives the child confidence that everyone is working together in their best interests.

The school will:

- Inform and involve parents from the start of any SEND provision.
- Explain to parents the stages and processes we will be going through to help their child and keep them fully informed of progress.
- Notify parents of any changes in the provision for their child. Their opinions are always sought and noted and they are invited to reviews on an annual basis.
- Give parents the opportunity to regularly check their child's SEND provision and communicate with the intervention team via Provision Map

### **Involving Pupils**

We believe that children should be included in the decision-making process on their educational future, both short and long term, wherever possible. Children have the right to

have their opinions considered and this deeper involvement will enable this to happen. We ascertain the pupils' voice towards their targets in the Provision Plan reviews and in trialling new programmes and resources to be used in school. We also ensure that the SEND pupil voice is represented yearly on the School Council.

### **Storing and Managing Information**

Pupil records and SEND information may be shared with staff working closely with SEND pupils to enable them to better meet the individual child's needs. We are grateful to parents for their information sharing and openness and respect their confidentiality. Pupil SEND files are kept in the SENDCo office, in a locked cabinet or on the Schools secure record keeping software (CPOMS). Individual SEND files are transferred to receiving schools when pupils leave Bushmead Primary School and are confirmed to be on roll.

### **Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0–25 (July 2014) and has been written with reference to the following related guidance and documents:

Equality Act 2010: advice for schools DfE Feb 2013

School SEND Information Report

The National Curriculum in England Key Stage 1/2 framework document

Safeguarding Policy Accessibility Plan Teachers Standards 2012

#### Appendix 1: Key Documentation

The following documents have informed this guidance which parents may find helpful:

Special educational needs and disability code of practice: 0-25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Special educational needs and disability: a guide for parents and carers

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Keeping children safe in education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

### **Equality Statement**

We have carefully considered and analysed the impact of school policies on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirements to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.