

*Be the best we can, for ourselves, for others and for God*



## **HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL**

### **SEN&D POLICY**

**September 2016**

*Christian values underpin all that we do at Hildenborough CEP School. We feel it is important for both adults and children alike to understand that Christian values are based on God and the work of Jesus Christ. We believe that the understanding and application of Christian values strengthens the school community's spiritual development and this is reflected through daily deeds and actions. Core Christian values include hope, righteousness, love, and putting God first in our lives. As a school we have chosen the particular Christian values of love, honesty and courage to enhance the children's curriculum and daily school life.*

Last Reviewed	Sept 2016
Next Review Date	Sept 2017
Ratified by	FGB
Ratified on	22.9.16
Lead Person	FGB
Category	Staff

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# Hildenborough C of E Primary School SEN&D Policy

At Hildenborough CEP School we aim to  
“Be the best we can, for ourselves, for others and for God”.

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:

Accessibility Plan

Behaviour and Discipline Policy

Equality and Diversity Policy

Equal Opportunities Policy

Single Equality Scheme

Child Protection Policy

Home Learning Policy

Complaints Policy

E-Safety Policy

Anti-bullying Policy

Supporting Pupils with Medical Needs Policy

Pupil Premium Policy Review Statement

This policy was initially written by the SENCO, Lynn Millis, who is a qualified teacher and has been accredited by the National Award for SEN Co-ordination and also holds the following qualifications B.Ed. (Hons) Degree. She is also a member of the Senior Leadership Team. It was then developed from 2014-2015 in collaboration with representatives from the governing body and parents of children including those with special needs and disabilities and will be reviewed annually.

Lynn Millis is available on 01732 833394 or [lynn.millis@hildenborough.kent.sch.uk](mailto:lynn.millis@hildenborough.kent.sch.uk). She is available Monday, Tuesday morning and Wednesday.

It has been updated with input from the staff, Governors and a working parent party.

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## **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)*

## **This policy answers the following questions:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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)

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

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

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

At Hildenborough C of E 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 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: speech and language needs, autism, hearing impairment and physical impairment. 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 Hildenborough C of E Primary School we monitor the progress of all pupils six times a year to review their academic progress in mathematics, reading and writing. We also use a range of assessments with all the pupils at various points: SpeechLink and LanguageLink screening in YrR, Yr1 phonics screening and single word reading age assessments 2 times a year from Year 1 to 6.

Where progress is not sufficient, even if a 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 small group booster teaching in reading, writing and maths; regular reading with an adult; specialist teaching with a qualified Dyslexia teacher; access to school based counsellor; social skills group work; handwriting practice group work; access to appropriate educational computer software; fine motor skills group work; sensory circuits; use of writing support software (Clicker 6); individual or small group speech and language support.

We acknowledge other factors that may impact on progress and attainment e.g. attendance and punctuality, health and welfare, English as an Additional Language, being in receipt of pupil premium funding, however know these alone do not constitute special educational needs. Sometimes a referral is made to a single agency or a Team Around the Family will be requested via collaboration between the parents/pupil and school.

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 assessment tools to determine the cause of the learning difficulty. At Hildenborough C of E Primary School we are experienced in using the following assessment tools: LUCID Rapid (early screener for reading difficulties), LASS Junior (older pupil screener for reading difficulties), SpeechLink and LanguageLink assessments, Test of Visual Perceptual Difficulties, Memory Magic. And we have access, via the Specialist Teaching and Learning Service (STLS), to a wide range of assessment tools that are available on a loan basis. The SENCO attends training by the STLS on how to administer relevant assessments. A full list of available assessments can be requested from the STLS team based at Ridge View Special School.

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 SEN support plan (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 we have identified a SEN 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, however, we welcome parents to make an appointment to discuss their child at any time either with the teacher or Mrs Millis or Mrs Stone (see 4 for contact details). 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 Hildenborough C of E Primary School are listed in section 2. Using these it will be possible to see if pupils are increasing their level of academic skills in key areas. We also track social development or other identified area of need, as appropriate.

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 (scaffolded or deepened) 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 Hildenborough C of E Primary School the quality of teaching is judged to be good in our last Ofsted inspection.

We follow the Mainstream Core Standards [<http://www.ridge-view.kent.sch.uk/lift-process-and-referral-routes>] advice developed by Kent County Council to ensure that our teaching conforms to best practice.

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. 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 Hildenborough C of E 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 make ongoing improvements as part of the school's accessibility planning (See Accessibility Plan)

*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 provision map. 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 (KCC's Schools Funding Forum is currently developing a system for this which will be implemented in April 2015)

*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 Hildenborough C of E Primary School are available to pupils with special educational needs either with or without a statement of special educational needs / 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*

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At Hildenborough C of E 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 in PSHE lesson; peer to peer interventions, when children can explore social issues together, actively encouraging playground buddies, whole school assemblies 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: time-out space for pupil to use when upset or agitated, 1 to 1 support from trained in-school counsellor or if necessary a referral to NHS CAHMs

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 Hildenborough C of E Primary School is Lynn Millis, who is a qualified teacher and has been accredited by the National Award for SEN Co-ordination and also holds the following qualifications B.Ed. (Hons) Degree.

Lynn Millis is available on 01732 833394 or [lynn.millis@hildenborough.kent.sch.uk](mailto:lynn.millis@hildenborough.kent.sch.uk). She is available Monday, Tuesday morning and Wednesday.

The Head Designated Safeguarding Lead is Pam Scott.

[headteacher@hildenborough.kent.sch.uk](mailto:headteacher@hildenborough.kent.sch.uk)

David Hemsley, Joe Kenward and Caroline Stone are also Designated Safeguarding Leads and are available on 01732 833394 or [david.hemsley@hildenborough.kent.sch.uk](mailto:david.hemsley@hildenborough.kent.sch.uk) [jonathan.kenward@hildenborough.kent.sch.uk](mailto:jonathan.kenward@hildenborough.kent.sch.uk) or [caroline.stone@hildenborough.kent.sch.uk](mailto:caroline.stone@hildenborough.kent.sch.uk).

*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*

The majority of teachers and teaching assistants have had the following awareness training:

- Autism
- Team Teach
- Attachment
- Dyscalculia
- Various Speech and Language

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- Mental Wellbeing

In addition the following members of staff have received the following enhanced and specialist training:

Caroline Stone – Foundation course in child counselling; Language for Learning training, Makaton

Lynn Millis – EarlyBird Plus training, dyscalculia, working memory, Makaton, ADHD, Language for Learning SENCO guide, attachment.

Kay Edwards – Specialist Teacher for Dyslexia, Lexia and Dyslexia Institute Literacy Programme (DILP)

Jane Coomber, Hannah Sandell - Sensory Circuits

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, Ridge View Special School, Kent Educational Psychology Service, Speech and language therapy service, occupational therapists, physio therapist, dyslexia specialists etc. 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 Hildenborough C of E Primary School are invited to discuss the progress of their children on two occasions a year and receive a written report three times 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 either in an academic or social context, depending on needs, 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 and central to any plans to apply for an Educational, Health and Care Plan.

In addition to this, parents of pupils already having a statement of SEN / 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 Hildenborough C of E Primary School are used for complaints about provision made for special educational needs (see Complaints Policy). We encourage parents to discuss their concerns with the class teacher in the first instance. If they still feel the issue is unresolved then they are welcome to contact the school office to arrange a meeting with the SENCO or SEN manager. The Headteacher can also be contacted to resolve the issue before making a formal complaint 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 a Statement of SEN 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 LIFT for access to specialist teaching and learning service
- Ability to purchase ad hoc support from the Kent Educational Psychology service
- 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 eg NAS, SENCO forum, NASEN gateway

*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>

The Citizens Advice Bureau also offer help and advice which can be viewed at [www.adviceguide.org.uk](http://www.adviceguide.org.uk) and then selecting the Education tab.

*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 Hildenborough C of E 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. Transition meetings are held for some children with SEN when starting school. Early Years setting staff meet with school staff and parents to discuss how to ensure a child's needs are met in their new school.

We also contribute information to a pupils' onward destination by providing information to the next setting. School will share relevant information with receiving secondary school SEN departments so as to facilitate smoother transition. Pupil files are forwarded to a new school on request should a child move schools outside of the usual transition points. Children who are struggling with transition are helped in many ways to make the journey smoother.

*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>

and parents without internet access should make an appointment with the SENCO for support to gain the information they require.

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Approved by the GB : September 16

Updated: September 2016

Next review on : September 2017

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