

# St Michael's Church of England Primary School



## SEN and Disability Policy/SEN Information Report

## Our Vision

Whoever you are, wherever you're from, whatever you believe, we welcome you into our loving, learning community. This is a place that nurtures everyone with the wisdom and resilience to face all that life brings. Each and every person has the opportunity to flourish here and achieve their God-given potential.

### **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

List other linked policies – Behaviour/Discipline Policy, Equalities Policy, Safeguarding Policy, Homework Policy, Complaints Policy, and Medical Policy.

This policy was developed with school staff who discussed issues during staff meetings, parents of children with and without special educational needs who were given the opportunity to read the draft policy and invited to feedback, representatives of the Governing body who were involved in amending the draft policy. The policy 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)*

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

At St Michael's 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, behaviour difficulties and social, emotional and mental. 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 currently has no children with a Statement of Special Educational need or Education, Health and Care plan of Special Educational Need:

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 St Michael's 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, including Y1 phonics screening, Spelling and reading ages are assessed to inform planning and interventions where necessary. Sandwell Maths tests may be used in both Key Stage One and Two to identify weaknesses and plan future steps. A dyslexia screen is used from year three onwards, but we recognise that we are not able to diagnose dyslexia, only identify it.

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: Making Numbers Count intervention, additional phonics support, Toe by Toe, The Power of Two, Fizzy, Clever Hands, Sensory Circuits, daily reading and the Five Minute Boxes for literacy and numeracy.

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 St Michael's we are experienced in using the following assessment tools, The Sandwell Maths Assessment, Benchmark Reading Assessment, the Burt Reading Test, One Minute Reading Test, Non-word Decoding Test, and GL assessment for dyslexia. We have access to external agencies that are able to use a range of other assessment if required. These include the Specialist Teaching Service

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 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

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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 St Michael's are listed in section two. 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 St Michael's the quality of teaching was judged to be good in our last Ofsted inspection.

We follow the Mainstream Core Standards advice developed by Kent County Council to ensure that our teaching conforms to best practice.

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<https://www.kelsi.org.uk/news-and-events/news/primary/special-educational-needs-mainstream-core-standards>

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 teaching, precision teaching, mentoring, social skills support groups, 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 St Michael's 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 Education, Health and Care Plans.

### 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. We currently support four children via Higher Needs Funding.

### 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 St Michaels 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. Funding has been made available and physical support has been made available to enable children with SEN to participate in all activities including residential trips.

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

At St Michael's 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: daily emotional check in, use of emotional coaching and the zones of regulation, one to one mentoring, small group work, art therapy, play 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, Drawing and talking sessions, Support from an ELSA trained member of staff, play therapy, mentor time with member of senior leadership team, external referral to CAHMs and time-out space for pupil to use where necessary..

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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 St Michael's is Mrs E Stanford, who is a qualified teacher and has been accredited by the National Award for SEN Co-ordination.

Mrs Stanford is available on 01580 763210 or [estanford@stmcep.school](mailto:estanford@stmcep.school). Mrs Stanford works on a part time basis and her days of work are Wednesday and Thursday. If you require support outside of these days, please contact the school office

#### 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:

- Raising dyslexia awareness
- Zones of regulation
- Emotional coaching
- Emotional literacy from the Educational Psychology Service.
- Training in language through colour.
- Anaphylaxis and using an Epi pen

In addition the following teachers have received the following enhanced and specialist training:

Mrs Hodge

Drawing and talking, Art therapy, supporting children with emotional needs within school.  
Fizzy, Clever Hands, supporting children with speech sound difficulties in mainstream schools

Mrs Stanford

Supporting Children with Selective Mutism, Dyslexia level two training, supporting children with a stammer, supporting children with epilepsy, Trauma based therapeutic support, grief and loss in children. Autism and the Autistic spectrum, supporting children with anxiety, Makaton

Mrs Edwards

Supporting children with Language Difficulties, Positive responses to challenging behaviour.  
Makaton

Mrs Sharpe

Fizzy Clever Hands, Speech sound difficulties, Drawing and Talking. ELSA emotional literacy support  
TA

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, the specialist teaching service based at Goldwyn School Ashford, The Wyvern School Ashford, Educational Psychologist, Speech and Language Therapist and

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Occupational Therapists, Physio Therapist. The cost of training is covered by the notional SEN funding. All staff have access to online training via the Specialist Teaching and Learning Service.

## 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 St Michael's are invited to discuss the progress of their children on two 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 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 St Michael's are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with their child's class teacher in the first instance if the matter is not resolved to their satisfaction then speak to the SENCO or Head teacher to resolve the issue before making the complaint formal to the Chair of the governing body.

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As set out in the St Michael's Complaints policy, 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
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc
- Membership of professional networks for SENCO e.g., SENCO forum, AEN updates, TST SENCo meetings.
- The early help team to enable access to support for children and families in need.
- Access to the Headstart programme for wellbeing support for pupils aged 10 plus.

### 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. Monday to Friday 9am - 5pm.

**Office:** Shepway Centre, Oxford Road, Maidstone, ME15 8AW

**Telephone:** 03000 412 412

**E-mail:** [iask@kent.gov.uk](mailto:iask@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 St Michael's we work closely with the preschool 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. The reception class teacher and SENCo carry out visits to the preschool and if necessary will make more visits to work alongside children who will be entering school. It is recognised that some children will

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need a staggered entry to school in order to accommodate their more complex needs. Staff will meet regularly with parents and any outside agencies involved with the child to enable an effective transition period occurs.

All children are able to meet with their new class teachers prior to transfer in September. We recognise that some children will need additional support with the yearly transfer to a new class, and will work with the child and parents to facilitate this.

We work closely with all receiving secondary schools and the SENCo and class teacher will meet with the receiving school's SENCo to ensure that important information is shared. Arrangements are made for parents and children to meet with the receiving school's SENCO.

All children receive the opportunity to visit their new school, and if necessary additional visits are arranged.

We contribute information to a pupils' onward destination by providing information to the next setting

### 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>

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

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