



Churchfields Infants' School

Special Educational Needs Policy

March 2020

Approved by GB: 16/3/2020

Signed by Chair:

Next Review Date: March 2021

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Introduction

Our guiding principle is one of Inclusion and we aim to provide Quality First Teaching for all our pupils. This includes appropriate differentiation for individual pupils, high quality resources and effective use of additional adult support. We aim to identify and break down possible barriers to learning so that all our pupils experience success. This does not mean treating all pupils equally; it means treating all pupils as individuals and ensuring they have the required provision to achieve the best possible progress.

This SEN policy details how we ensure that the needs of all our pupils with special educational needs are met.

When carrying out our duties towards our pupils with SEN, we have regard to the Special Educational Needs Code of Practice January 2015.

Principles

- We value all children in our school equally.
- All pupils are entitled to a broad and balanced curriculum which is differentiated to meet their individual needs and abilities.
- All children are entitled to experience success.
- All children are entitled to have their particular needs recognised and addressed.
- All children should be helped to reach their full potential – we have high expectations for everyone.
- Good special needs practice is good practice for all pupils.
- Additional intervention and support cannot compensate for Quality First Teaching.
- Pupils and their parents/carers know their child best and should be full partners in planning and reviewing support for their child.
- Pupils with SEN have a unique perspective on their own needs and should be central to all decision-making processes about their support. As we are an Infant School this is done when appropriate given the age of the child.

Aims

- To ensure that we take the views of the child into account when planning and evaluating their SEN provision. These views may be talked about by the child but may also be shown through their behaviour or body language given that our children are still very young.
- To develop and maintain partnerships and high levels of engagement with parents.

- To raise the aspirations of and expectations for all pupils with SEN.
- To ensure that every child has his or her individual needs recognised and addressed through Quality First Teaching and effective additional support.
- To ensure that all pupils have equal access to a broad, balanced curriculum which is differentiated to meet individual needs and abilities.
- To ensure that pupils with SEN engage in all the activities of the school alongside pupils who do not have SEN where it is appropriate to them.

This policy will contribute to achieving these aims by ensuring that provision for pupils with SEN is a matter for the whole school and is a part of the continuous cycle of assessment and review.

Definition of special educational needs (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.

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

- Special Educational Needs: A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.
- A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age.
- Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England
- Disability: Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’.

Children are not regarded as having a learning difficulty solely because the language of their home is different from the language in which they will be taught.

Identification and assessment of pupils with special educational needs

The identification of SEN is built into our overall approach to monitoring the progress and development of all pupils. This allows us to identify pupils who are making less than expected progress at an early stage. Inadequate progress might be that which:

- is significantly slower than that of their peers starting at the same baseline

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- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap

We are aware that a number of factors may impact on a child's progress and attainment, including having English as an additional language, attendance and punctuality, and family circumstances. Therefore, we do not immediately assume that a child has special educational needs.

The first response to inadequate progress is high quality teaching targeted at the child's areas of weakness. Most pupils will have their needs met through Quality First Teaching. This may include appropriate differentiation of learning tasks, adaptations to the curriculum and learning environment, the provision of additional practical or visual resources, and time-limited interventions. We focus on early intervention to ensure 'gaps' are targeted and intervention is put in place at the earliest opportunity.

Where progress continues to be less than expected, the teacher will work with the SENCO to assess whether the child has SEN. The SENCO will gather information from the pupil, parents and class teacher. Discussions will be held with the pupil and their parents/carers in order to develop a good understanding of the pupil's areas of strength and difficulty, the parents' concerns, the agreed outcomes sought for the child and the next steps.

At Churchfields Infants' any concerns are recorded in a Record of Concern form that is shared with parents and the SENCo. The SENCo also has the opportunity of meeting with all teachers where children's individual needs can be monitored and planned for. After a Record of Concern has been agreed targets are set and these can then be assessed after a term with parents and Class teacher. Should these concerns remain the SENCo will liaise with teachers and parents and the decision is made about whether a child needs a more formal Individual Education Plan and be named on the school SEND list.

Special educational needs can be categorised under four broad areas:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

We recognise that, in practice, individual children often have needs that cut across more than one of these areas and that their needs may change over time. Our purpose is not to 'label' a child, but to work out what action the school needs to take. We consider the needs of the whole child and ensure that support is focused on individual need and personal outcomes rather than classification/label.

Teachers are responsible and accountable for the progress and development of all the pupils in their class, including those who have or may have SEN and who access support from teaching assistants or specialist staff.

SEN Support

When a pupil is identified as having SEN, we take action to remove barriers to learning and put effective special educational needs provision in place – SEN Support. Quality First Teaching remains our first response in relation to the identification of SEN, but we also ensure that the child receives high quality additional support and interventions carefully matched to their needs.

We adopt the graduated approach and four part cycle of 'assess-plan-do-review' as recommended in the SEN Code of Practice. In successive cycles the SEN Support received by the child is refined or revised depending on how effective it has been in achieving the agreed outcomes. Where a pupil continues to make less than expected progress despite the school's best efforts, and with the agreement of the child's parents/carers, we will involve appropriate specialists and outreach services.

At Churchfields Infants, all children who are named on the SENd list will have a termly Individual Education Plan. Some children will have their IEP written by their Class teacher following liaison with parents. Children who have additional support through outside professionals, such as the Educational Psychologist or an Outreach teacher have their IEP updated and reviewed with the SENCo within termly review meetings with parents and professionals.

Some pupils will make accelerated progress and cease to require SEN Support after a period of targeted intervention and these pupils will then be removed from the school's register of SEN pupils. However, we continue to monitor the progress of such pupils closely to ensure their progress is maintained.

Education, Health and Care Plans

A small number of children with the most complex needs may need the support of an Education, Health and Care Plan (EHC Plan) to enable them to achieve the best possible outcomes. If we believe that a child's needs require provision and resourcing over and above that which we make available to our SEN pupils from delegated funding, we will request that the Local Authority conduct an assessment of the child's education, health and care needs. We will involve the child and their parents/carers at every stage of the assessment process.

Prior to September 2014, the children with the most complex needs were issued with a Statement of Special Educational Needs rather than an EHC Plan. These children will continue to have a Statement until the Local Authority completes its transition from Statements to EHC Plans.

How Churchfields Infants' School adapts the curriculum and learning environment for pupils with SEN

It is the responsibility of teachers to make the appropriate adaptations to the curriculum and learning environment to enable pupils with SEN access to learning opportunities and experience success alongside their peers. Our teachers have a clear understanding of the needs of the SEN pupils in their class and know a range of strategies that can be utilised to support pupils. They are able to draw on the expertise of the SENCO, outreach teachers and professionals from other external agencies for advice as needed. E.g. SEATTS (Redbridge Outreach), Redbridge Service for Deaf and Hearing Impaired Children and Educational Psychology.

Additional support for learning available to pupils with SEN

The SENCO ensures that the school provides a range of intervention programmes to address the needs of groups of pupils and individual pupils within the school. Interventions available include:

Language for Thinking	to support reading comprehension
Colourful Semantics	to support sentence construction
Circle of Friends	to help establish and maintain friendships, turn taking and co-operation
Attention Churchfields	based on the Attention Autism programme
Box Clever	to support speech and language development
Happy Talk	to support speech and language development
Numicon	to support early maths skill development
Peanut Ball	to support development of gross motor skills and balance

Other interventions are also available and are evaluated on a regular basis by the SENCO.

Some interventions are delivered by trained Learning Support Assistants (LSAs) under the direction of the teacher and/or the SENCO. Other interventions are delivered by teachers. The school-based speech and language therapist works closely with school staff to ensure that we address the needs of our pupils with language and communication needs effectively.

Some pupils are supported in class for part of the school day by a LSA, either individually or in a small group. These pupils continue to have the same opportunities as their peers for learning in a group with the class teacher and the teacher remains responsible for their progress. LSAs

understand the need to develop independence in the pupils with whom they work and support is only assigned when it is needed.

Support for pupils with social, emotional and mental health difficulties

Some pupils' special educational needs relate to social, emotional or mental health difficulties. Whilst some pupils display their difficulties through challenging or disruptive behaviour, other pupils may become withdrawn or isolated. These difficulties may reflect underlying mental health difficulties such as anxiety or depression. Some pupils may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder. We address the needs of these pupils by individual or group interventions, liaising with relevant outreach services and health professionals as appropriate. We have a trained Learning Mentor within our school who can deliver Drawing and Talking Therapy and Sand Worlds. We are fortunate that we have a space within school for these sessions to be held giving the child a space to talk confidentially to the Learning Mentor.

Specialist provision, equipment and facilities

Although we do not have a sensory room at Churchfields Infants we are well resourced and specialist equipment is available to staff.

Here at Churchfields we have our Language Facility for Nursery aged children who have diagnosed significant speech and language delay. This provision is managed by staff at school but children throughout the borough with significant Speech and Language delay are given a space if an Educational Psychologist and parents agree that this is the best provision for them. We have eight morning spaces and eight afternoon spaces. These children are integrated into the daily running of Nursery. Each child benefits from the direct support of a Speech therapist in 1:1 sessions held daily and reviewed termly within progress review meetings. For more information on this service please see the information on our website.

If a child needs specialist equipment due to physical or medical needs, the SENCO will liaise with the relevant professionals to secure the equipment needed and any training for staff required in its use. E.g. physiotherapy, occupational therapy, Newbridge Outreach, SERC.

How Churchfields Infants' School evaluates the effectiveness of its provision for pupils with SEN

Intervention programmes are time-limited and the progress of children taking part is tracked. If there is no evidence that an intervention is effective, we will either adapt the intervention to more closely meet the child's needs or we will plan a different type of support.

The success of the education offered to children with SEN will be judged against the aims of this SEN policy. The SEN policy will be reviewed annually and the Governing Body's Annual Report will report on the implementation of the policy.

How Churchfields Infants' School assesses and reviews the progress of pupils with SEN

We have robust tracking systems for monitoring the progress of all our pupils, including those with SEN.

The 'assess-plan-do-review' cycle ensures that we match provision closely to each child's needs and that we respond quickly to any evidence of inadequate progress.

The progress of SEN pupils in relation to the outcomes in their Education, Health and Care Plan are reviewed annually. A child's objectives or outcomes are broken down into smaller steps and recorded on the child's Individual Education Plan. These short-term targets are reviewed at least termly. We involve the child (when appropriate) and family fully in the planning and review process.

Admissions

Pupils with SEN are admitted to the school on the same basis as any other child. The Governing Body uses the LA admissions criteria.

Roles and responsibilities

Provision for pupils with special educational needs is a matter for the school as a whole. However, some key individuals and groups have particular areas of responsibility:

Governing Body

- to ensure that the necessary provision is made for any pupil who has special educational needs
- to consult the local authority and the 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
- to ensure that parents are notified of a decision by the school that SEN provision is being made for their child
- to ensure that pupils' needs are made known to all who are likely to teach them
- to ensure that teachers in the school are aware of the importance of identifying, and providing for, those pupils who have special educational needs
- to ensure that a pupil with special educational needs joins in the activities of the school together with pupils who do not have special educational needs, 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

- to review the SEN policy annually and to report annually on the allocation of available resources and the success of the policy in meeting
- to appoint a member of the Governing Body to have special responsibility for SEN within the school who will meet on regularly with the SENCO and conduct visits to the school on a planned programme

The Headteacher

- to manage all aspects of the school's work, including provision for pupils with SEN
- to keep the governing body fully informed
- to work closely with the school's SENCO
- to seek out and share best practice with the LA and other schools

The Special Educational Needs Co-ordinator

The Special Needs Co-ordinator is Mrs Emma Beck. Her key responsibilities include:

- to work in collaboration with the Headteacher, school governors and staff to develop a clear strategic direction for SEN
- to oversee the day-to-day operation of the school's SEN policy
- to coordinate and develop high quality provision to meet the needs of pupils with SEN
- to work in partnership with parents/carers of pupils with SEN to develop and review effective support for their child
- to work with teachers to monitor the effectiveness of interventions and the progress made by pupils with SEN
- to liaise with the relevant Designated Teacher where a looked after pupils has SEN
- to advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- to liaise with professionals from outside agencies, such as educational psychologists, outreach services, health and social care professionals, and independent and voluntary bodies, ensuring that appropriate referrals are made and strategies are implemented
- to liaise with other schools to ensure that pupils make smooth transitions between school placements
- to work with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regards to reasonable adjustment and access arrangements
- to promote the inclusion of pupils with SEN in the school community, ensuring they have access to the school's curriculum, facilities and extra-curricular activities

- to ensure that the records of pupils with SEN are maintained and kept up to date
- to support and advise teachers about differentiated teaching methods appropriate for individual pupils with special educational needs
- to coordinate the effective deployment learning support assistants, providing support and training as needed
- to contribute to the in-service professional development of staff in relation to SEN

Teachers

- to provide Quality First Teaching for all the pupils in their class
- to provide for the individual needs of all their pupils, adapting their teaching and the learning environment as appropriate
- to be accountable for the progress of all their pupils, including those who receive additional support from learning support assistants and specialist teachers
- to work with the SENCO to monitor the effectiveness of interventions and the progress made by pupils with SEN

Teaching Assistants

- to support pupils with their learning under the direction of the class teacher and/or the SENCO, implementing strategies recommended by the teacher, SENCO or professionals from external agencies
- to develop the independence of the pupils with whom they work
- to provide feedback to the teacher and/or the SENCO on the progress of the pupils with whom they work to inform planning and review

Arrangements for training and staff development

The school makes an annual audit of training needs for all staff taking into account school priorities as well as personal professional development. SEN training is a high priority at school and we strive to deliver this through school Inset sessions, specific training sessions for whole school (such as in Attachment, Trauma and Loss) or bespoke training required to meet the needs of individual children. Particular support is given to Newly Qualified Teachers and other new members of staff.

Arrangements for partnership with parents

We recognise the importance of working in partnership with parents. Parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents of pupils with special educational needs will

be treated as partners and supported to play an active and valued role in their child's education.

We will always tell parents when their child is receiving help for their special educational needs and will involve them fully in planning and reviewing any SEN provision.

A child's class teacher will work closely with parents at all stages in his/her education and if parents have concerns their first port of call should be the class teacher. Parents of any pupil identified with SEN may contact the SENCo at any time or use the Parents in Partnership Service of Redbridge for independent support and advice.

Pupil participation

Pupils and young people with special educational needs often have a unique knowledge of their own needs and circumstances and their own views about what sort of help they would like to help them make the most of their education. They will be encouraged to participate in the decision-making processes, including the setting and evaluation of targets. We are committed to developing more person-centred ways of working to make it easier for our SEN pupils to express their views. As an Infant school we will carefully consider whether our children are of an appropriate age to be participating in target setting.

Storing and managing information

We take the storing of information seriously here at Churchfields Infants and all files are saved electronically, accessed only by teachers and SENCo on the school system. Paper files are stored in a locked cupboard in the Deputy Head's office. Information is shared according to our GDPR guidelines.

Links with other mainstream schools and special schools

Advanced planning for pupils in Year 2 is essential to allow a smooth transition to Junior school. The SENCO will liaise with the SENCO of the Junior School to ensure that effective arrangements are in place to support pupils at the time of transfer. Here at Churchfields we make transition plans for all children placed on the SEN list which includes additional visits to meet staff at the Junior School and to tour the building.

When pupils move to another school their records will be transferred to the next school within 15 days of the pupil ceasing to be registered, as required under the Education (Pupil Information) Regulations 2000.

Churchfields Infants' School has good links with local special schools through the outreach services.

Links with other agencies and voluntary organisations.

External support services play an important part in helping the school identify, assess and make provision for pupils with special education needs.

The school receives regular visits from the nominated Education Welfare Officer for the area.

The SENCO works closely with the Educational Psychologist assigned to the school and meets with her at the beginning of each term to plan her work in the school for the term.

Other agencies and outreach services that the school works with include:

- SEATTS (Redbridge Outreach services)
- Speech and language therapy service
- Occupational therapy service
- Physiotherapy service
- Joseph Clark Service for the Visually Impaired
- Redbridge Service for Deaf and Hearing Impaired Children
- Newbridge Outreach
- SERC (special Education Resource Centre)
- Early Years Advisory and Support Service
- CAMHS (Child and Adolescent Mental Health Service)
- Redbridge Child Development Centre
- Virtual School for Children Looked After
- Social Care services

Complaints procedures

The schools' complaint procedures are set out in the school prospectus. Under the Children and Families Act 2014 parents may seek advice on resolving disagreements with the LA and/or the Independent Mediation Service. The school will make further information about this process available on request.

Churchfields Infant School's Local Offer

Further information on Model School's arrangements for supporting pupils with SEN can be found in the school's Local Offer which can be accessed via the FIND website: <http://find.redbridge.gov.uk>. or directly through our website page for Churchfields Infants School. Our School Local Offer forms part of the local authority's Local Offer, which is also available on this site and provides information for parents/carers on SEN services available within Redbridge and neighbouring boroughs.

Legislation and guidance relevant to this policy

Children and Families Act 2014, Part 3
Educational Needs and Disability Code of Practice: 0 to 25 years 2015
Equality Act 2010
Education Act 2011

Related school policies

Inclusion Policy
Equality Policy
Accessibility Plan
Health and Safety Policy
Medicines in School Policy

Read by Full Governing Board and agreed in March 2020

