

Special Educational Needs and Disability Policy/ Information Report

Policy Adopted: 26th November 2020

Review Date: November 2021

Learning Together with Kind Hearts and Determined Minds

Aims:

Our SEND Policy and Information Report aims to:

- Set out how our school will support and make provision for pupils with Special Educational Needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN

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 SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

This policy should be read in conjunction with the following school policies: Behaviour/Discipline Policy, Equalities Information and Equality Objective, Safeguarding Policies, Teaching and Learning Policy, Accessibility Policy and Home-School Agreement.

This policy was written, in the first instance, by the Inclusion Manager. It has been developed through a consultation process with parents/carers, and representatives from the Governing Body as well as parent /carers of children with Special Educational Needs and will be reviewed annually.

This policy was written in conjunction with Guidance for full opening of schools, July 2020 following closure of schools due to covid-19 and Borough Green Primary School Risk Assessment July 2020.

Definition of SEND

A child has SEND 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 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 *SEND Code of Practice (2014, p 4)*

Definition of disability

Many children 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’ *SEND Code of Practice (2014, p5)*

Roles and responsibilities

At Borough Green Primary School, the Inclusion Manager has SENCO (Special Educational Needs Co-ordinator) and FLO (Family Liaison Officer) responsibilities.

Inclusion Manager

Inclusion Manager is Nicola Pilfold.

She will:

- Work with the Headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents / carers, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEN support
- Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services

- Liaise with potential next providers of education to ensure pupils and their parents / carers are informed about options and a smooth transition is planned
- Work with the Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

The SEND Governor

The SEND Governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the Governing Body on this
- Work with the Headteacher and Inclusion Manager to determine the strategic development of the SEND policy and provision in the school

The Headteacher

The Headteacher will:

- Work with the Inclusion Manager and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEND

Class Teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the Inclusion Manager to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy

Frequently asked questions

1. What kinds of Special Educational Needs do we make provision for at Borough Green Primary School?

- Communication and interaction, for example, autistic spectrum disorder and speech and language difficulties
- Cognition and learning, for example, dyslexia, dyscalculia

- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD) and attachment disorder.
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, sensory processing difficulties, dyspraxia, hypermobility.
- Moderate/severe/profound and multiple learning difficulties

Each of the above needs should be discussed with the school to ensure that we are able to adequately meet the child's needs

There are other kinds of Special Educational Needs which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these needs can be met.

The school also currently meets the needs of pupils with an Education, Health and Care Plan, with the following kinds of special educational need: Communication and Interaction, Learning difficulties and Social, Emotional and Mental health. Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority in consultation with parents / carers and the school.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with Special Educational Needs.

2 What is our policy for identifying and assessing Information of pupils with SEN?

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- 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 the child and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents / carers. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

Consulting and involving pupils and parents / carers

A Class Teacher would highlight any concerns to the Inclusion Manager for example a pupil consistently not making expected progress. The Inclusion Manager decides assesses the pupil and decides on intervention and depending on the level of intervention a decision is made, in consultation with the parent / carers whether to place the pupil on the SEND register.

We will have an early discussion with the pupil and their parents / carers when assessing whether the pupil requires special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents / carers' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents / carers.

We will formally notify parents / carers when it is decided that a pupil will receive SEN support.

Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents/ carers
- The pupil's own views
- Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are

required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

3. This section gives information about Borough Green Primary School's policies for making provision for pupils with Special Educational Needs or Disabilities whether or not they have Educational, Health and Care Plan (EHC Plan).

3a How does the school evaluate the effectiveness of its provision for pupils with SEND?

Each review of the Provision Map/SEND provision plan will be informed by the views of the pupil, parents / carers and class teacher/s along with assessment information from teachers which will show whether adequate progress is being made.

At the end of an intervention period (typically less than a seasonal term) the adult leading the programme will review the progress of the intervention and consult with the class teacher and Inclusion Manager. The adult leading the programme will ask the child how she or he feels about the work they have done; if and how it has helped and what they would like to happen now. Each seasonal term a personalised copy of the Provision Map/Plan will be shared with the parent / carer by the class teacher so that they are clear about the support that their child will be receiving and the targets set for his/her support. At the end of each seasonal term, parents / carers of children with Special Educational Needs or disabilities will be invited to discuss the progress that has been made and the next steps for their child's learning. In this way, child and parent/carer voice directly impacts the creation of the subsequent provision.

The *SEND Code of Practice (2014, 6.17)* describes inadequate progress as:

- 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

The extra provision made for pupils, with an Education, Health and Care Plan, will be reviewed annually which will enable the school to make an informed 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 What are the school's arrangements for assessing and reviewing the progress of pupils with SEND?

Every pupil in the school has their progress tracked at least four times per year. In addition to this, pupils with Special Educational Needs may have more frequent assessments of reading age and spelling age depending upon the focus of their specific provision and targets. The assessments we use at Borough Green Primary School are listed in section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

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

3c. What is the school's approach to teaching pupils with Special Educational Needs and/or disabilities?

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to pupils who have SEND. This will be differentiated for individual pupils.

Additional intervention and support cannot compensate for a lack of good quality teaching. Borough Green Primary School 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 SEND most frequently encountered. SEND Code of Practice (2014, 6.37)

At Borough Green Primary School the quality of teaching is judged by Ofsted to be 'good' (2018).

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

<http://www.kelsi.org.uk/special-education-needs/special-educational-needs/the-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 tutoring, precision teaching, mentoring, small group teaching and use of ICT software learning packages. These may be delivered by additional staff employed through the funding provided to the school as 'High Needs Funding' or 'Pupil Premium Funding' for Disadvantaged Pupils' where pupils meet the eligibility criteria for either SEND and/or Pupil Premium.

3d How does the school adapt the curriculum and learning environment for pupils with Special Educational Needs?

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

At Borough Green Primary School we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with SEND. 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.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the following improvements have been made as part of the school's accessibility planning: improved ramp access to main entrance, disabled toilets and a shower and tools for the hearing impaired. In addition, spaces have been made to accommodate children that require a separate environment for calming and reflecting.

3e What additional support for learning is available to pupils with SEND?

As part of our budget we receive 'Notional SEND 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 SEND 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 currently offer is available from our Inclusion Manager. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year or 3% of notional SEN funding for resourcing pupils with high needs, and above that amount the Local Authority should provide top up to the school known as 'Needs Specific Top-Up Funding' which was implemented in April 2015.

3f How does the school enable 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 Borough Green Primary School are available to pupils with SEND either with or without a disability or an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to provide additional adult support to enable the safe participation of the pupil in the activity. A risk assessment will be formulated, shared with and signed by parents / carers prior to the commencement of the activity.

For particularly able children or children that have a particular talent, activities or clubs may be offered so the children can access opportunities that are additional and different. Where these pupils fit the criteria for 'Notional SEN Funding' or 'Pupil Premium Funding', then this may be used to enable these children to access these opportunities.

3g What support is available for improving the emotional and social development of pupils with Special Educational Needs?

At Borough Green Primary School, we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills. This is through both

direct teaching and other areas (within the curriculum) such as Growth Mindset or PSHE or indirectly through everyday conversations with adults as well as the school's ethos and culture that promotes mastery, generosity, independence, belonging and resilience through growth mindset techniques

Some children will require additional support, at Borough Green we can offer the following: speech and language support, mentor time with member of senior leadership team, social communication group, Sensory Room and time-out space for pupils to use when upset or agitated, anger management support (The Incredible 5 Point Scale), Lego Therapy, making 'Reasonable Adjustments' to the school behaviour policy, Steps (Re-integration programme) as well as access to outside agencies such as CHATS, Young Healthy Minds, Fegans and Project Salus. Early Help may be offered to support families and is accessed via the Inclusion Manager.

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. Who can I contact regarding the co-ordination of SEND?

The Inclusion Manager at Borough Green Primary School is Mrs Nicola Pilfold, who has eighteen years of classroom teaching experience across all year groups and who is an experienced Inclusion Manager, completing the National Award for SEND Co-ordination in 2015. She also holds an Honorary Degree BSc in Natural Biology, (which includes studies on the brain and behaviour as well as Child Development).

Mrs Nicola Pilfold is available daily on 01732 883459 or npilfold@bgpschool.kent.sch.uk

5. What training is offered to staff that work with pupils with SEND and how does the school secure specialist expertise?

Supporting pupils with SEND is built into Initial Teacher Training, and where more specific need is identified, through the appraisal process, teachers receive additional training as required. Similarly, appraisal of Teaching Assistants identifies their training needs, and these are met through shadowing in-house experts, attending specific training courses.

In addition, Teaching Assistants meet with the Inclusion Manager regularly for in-house training and groups of TAs have specialised in areas of need such as communication and interaction, cognition and learning, sensory and physical needs and social, emotional and mental health.

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: Ridgeview School, Bower Grove School, Grange Park Secondary School, Educational Psychologist, Speech and Language Therapists, Occupational Therapists. The cost of training is covered by the Notional SEN Funding.

6. How will the equipment and facilities to support children and young people with Special Educational Needs be secured?

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

7. What are the arrangements for consulting parents / carers of children with Special Educational Needs?

All parents / carers of pupils with SEND at Borough Green Primary School are invited to discuss the progress of their children three times a year. In addition, we are happy to arrange meetings outside of these times. Parents / carers are also welcome to book a phone or Zoom call with the Inclusion Manager, Nicola Pilfold.

As part of our normal teaching arrangements, all pupils will access some additional teaching to help them to close the gap 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 / carers at least three times per year.

If improvements in progress are not seen, we will contact parents / carers 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. The parents / carer will be invited to discuss planning and reviews of this provision. Parents / carers will be actively supported to contribute to assessment, planning and review.

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

8. How will the school consult and involve young people with SEND regarding their education?

We will have an early discussion with the pupil and their parents / carers when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents / carers' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

When a child has been identified as having special educational needs because special educational provision is being made for him or her, the child will be consulted and involved in the arrangements made for them wherever possible. Parents / carers 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. See also section 3a.

9. How will the Governing Body respond to complaints from parents / carers of pupils with Special Educational Needs concerning the provision made at the school?

Parents / carers who wish to make a complaint about the provision made for SEND will be referred to our Complaints Policy. We encourage parents / carers to discuss their concerns with their class teacher, Inclusion Manager or Headteacher to resolve the issue before making the complaint formal to the Chair of the Governing Body. The SEND Governor is Sharon Foster.

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

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

10. How does the Governing Body involve 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 endorses the school's engagement with the following bodies: -

- Membership of LIFT for access to specialist teaching and learning service
- Link to Disabled Children's Service
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupils 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 e.g. NAS, SENCO forum, NASEN etc.
- Links to the local food bank
- Links to children's social services

11. What are the contact details of support services for the parents / carers of pupils with Special Educational Needs, including those for arrangements made in accordance with clause 32 (Parent / carer Partnership Services).

Parent / carer IASK (Information, Advice and Support Kent provides free, impartial, confidential, advice, support and options around educational issues for parents / carers who

have children with Special Educational Needs or Disabilities (0-19). They empower parents / carers to play an active and informed role in their child's education. They can be contacted on

HELPLINE: 03000 41 3000

Office: 03000 412412 and

FAX: 03000 671198

E-mail: [kentparent / carerspartnershipservice@kent.gov.uk](mailto:kentparent/carerspartnershipservice@kent.gov.uk)

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

12. How does the school support pupils with Special Educational Needs in transferring between phases?

Pre-school/Nursery to Early Years:

The children in Nursery/Pre School are initially assessed at two and a half years old. At Borough Green Primary School, we work closely with pre-schools (our main feeder nursery is owned by Borough Green Primary) attended by the children and all assessment information is used to build a picture of the needs and strengths of each child and shared in 'My Unique Transition' Document and via an online assessment tool Tapestry.

Parents / carers and Early Years teachers meet in a 1:1 setting in the summer term before they transfer to us. This meeting aims to seek information that will make the transfer as seamless as possible. Parents / carers will also meet the new class teachers and teaching assistants at information meetings which are set up prior to children beginning school. Further information meetings as well as 1:1 consultations are set up to support parents/ carers in the first two terms of starting school.

Year 6 to Secondary

The Assistant Headteacher and class teacher holds meetings with parents / carers of children in Year 5 and Year 6 to provide guidance on applications to secondary school. The Inclusion Manager also advises parents / carers of children with SEND about appropriate secondary options, and where applicable, can support parents / carers with their liaison with local secondary schools. Once a school place has been allocated, the secondary teachers will visit to meet the children and liaise with the class teachers and Inclusion Manager regarding any children with SEND. We actively encourage our Year 6 children to engage with school visits to their new schools. SEND files are passed to a pupil's onward destination, and in the case of a child with an EHC Plan, will hold annual reviews and transition meetings for departing children to which the form tutor or another member of staff from the secondary school will be invited. We will agree with parents / carers and pupils which information will be shared as part of this.

13. Where can I find out about Kent County Council's local offer?

The local authority's local offer is published on <http://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-local-offer> and is has already been added to our website. (bgpschool.kent.sch.uk - key information – Special Educational Needs) Parents



/ carers without internet access should make an appointment with the Inclusion Manager for support to gain the information they require.

14. How often is the Special Educational Needs and Disability Policy/ Information Report policy reviewed?

This policy and information report will be reviewed **annually by the Governing Body or sooner if** there are legislative changes.