



## **SEN&D Policy / SEN Information Report**

# **Godinton Primary School**

**May 2016**

**Policy approved by Governor's Strategy Group 17/05/16**

**This Policy is due for renewal in Term 6 2017-2018**

**Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.**

All references to parents within this policy also refers to carers and guardians.

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

Behaviour/Discipline Policy, Equalities Policy, Accessibility Plan, Inclusion policy, Safeguarding Policy, Homework Policy, Complaints Policy

This policy was developed through initial consultation with the Disability Equality Working Party. A draft policy was then shared with parents through a letter referring them to the school website and paper copies were made available for collection at the school office. Interested parties were then invited to attend a meeting with the Assistant Head – Inclusion and chair of governors to share their views, both positive and negative on the draft document. Any agreed amendments were then made with the policy being placed on the school website for a period of 10 working days for final approval before this was ratified with the governing body and adopted formally by the school. This 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)*

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

At Godinton 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:

- Down Syndrome and associated difficulties
- Emotional, social and mental health needs

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 Godinton Primary School 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:

- Y1 phonics screening check
- Speech link and language link assessments (year R)
- Class Based Summative assessments from Year R onwards.
- School Based Phonics Assessments in Upper School.
- Literacy assessments package for children in year 3 who have not passed the phonic screening tests in year 1 or 2 or are making slow progress in reading and writing.
- Verbal and Non Verbal Reasoning tests in Year 4 and 5.

- Working memory assessments.
- Assessments accessed via an Educational Psychologist in a small number of cases.
- Leuven Scales to assess pupil wellbeing.

Where progress is not sufficient, even if special educational need have not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are:

- Additional small group booster work in literacy and maths
- Pre- teaching of skills and concepts in English or Maths
- Differentiated targets to meet individual needs
- 1:1 reading
- Intervention relative to a child's specific need
- Personalised curriculum
- Lego Therapy
- Social and emotional small group work or 1:1 support as agreed with parents.
- Fizzy and Clever Hands programme for fine and gross motor skills
- Intervention programmes to support pupils with English as an additional language (age appropriate)
- Speech production support – speech link or Speech and language therapy based
- Language development intervention related to Language link/ Speech link or Speech and language therapy based
- Small group support for phonic development and spelling
- Sounds Write intervention
- Discussion at Pupil Progress meetings.

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 Godinton Primary School we are experienced in using the following assessment tools:

- Working memory assessments
- Literacy assessment package which consists of a single word reading/spelling/sounds-write diagnostic/ language link assessment
- Sandwell Maths assessment for Year 3 upwards
- Boxhall Profile
- Speech Link
- Language link
- Use of class based assessments to establish specific areas of difficulty

And we have access to external advisors who are able to offer additional assessment and advice such as:

- Full cognitive Assessment - An Educational Psychologist is employed for one day per term by the school.
- Specialist Teaching Assessment accessed through the Local Inclusion forum Team (LIFT) who have expertise in cognition and learning, communication and interaction and behaviour.
- Private Therapist such as counselling from CHATS school counselling service.
- School /nurse assessment for personal care, hearing, behaviour management.
- Developmental Assessment/ ADHD assessment – Community Paediatrician
- Outside Agency specialist assessment – Speech and Language Therapy, Mental Health Assessments through CAMHS (Child and Adolescent Mental Health Services)
- Specialist School Outreach Service.
- School based psychotherapy student who provides play based therapy for a small number of pupils.
- Early Help Notification – Support from Early Help Practitioners

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 as necessary 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 in order to enable the child to make progress.

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 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 additional assessments completed with them. The assessments we use at Godinton Primary School are referred to in section 2. Using these, it will be possible to see if pupils are increasing their level of skills in key areas. If assessments do not show adequate progress is being made, SEN support will be reviewed and adjusted. An annual outcome will be decided upon for each pupil with SEN at their final parents evening of the year so that pupils, parents and staff have a long term, collaborative aim to work towards during the next academic year.

### **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 Godinton Primary School the quality of teaching is judged to be good.

We follow the Mainstream Core Standards advice (available on request) 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'. Teaching Assistant placements are reviewed annually and staff are deployed to meet the needs of the children.

### **3d. How the school adapts the curriculum and learning environment for pupils with special educational needs**

At Godinton 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 have recently made the following improvements as part of the school's accessibility planning:

- Amend the access to the after school club to ensure access for all is safe and secure.
- Consult on the new build with regard to DDA requirements.
- Investigate how wheel chair access could be improved in the school by reorganising storage boxes in corridors and investigate how electronic doors could gradually be introduced to internal doors of the school site.
- Introduce the use of Leuven well – being and involvement scale throughout the school.
- Develop the use of peer support through the school to support learning.
- Investigate how the level of therapeutic services available to all pupils could be increased.
- Purchase of 15 iPads which has also enabled greater access to be given to SEN and D pupils through specific apps.
- Review how staff, pupils and parents access resources and information provided by Godinton Primary school.

and have identified that the following aspects of the school need to be improved:

- A long term plan to extend the hall and community space to allow for greater access for parents to school life as well as increase the availability of community access for mother and toddler groups as well as physical interventions such as the Fizzy programme.

### **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 class provision maps. 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 Godinton 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**

At Godinton 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 of:

- PSHE
- Circle time
- Whole school emotional wellbeing awareness

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:

- Lego Therapy
- Social and emotional small group work or 1:1 support
- Therapeutic play work with a Psychotherapy post graduate student.
- CHATS counselling
- Bereavement support for loss
- Mentor time with a member of SLT
- Class based wellbeing intervention
- CAMHS referral/ Educational Psychology referral
- Advice provided by an Educational Psychologist and/ or the local CAMHS team implemented.
- Opt out or time out options for pupils who find the school day challenging emotionally.
- Early Help notification

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 Assistant Head – Inclusion (SENCO) at Godinton Primary School is Mrs Sarah Stein, who is a qualified teacher and has been a SENCO continuously since before 1 Sept 2009. She has also completed a Post – Graduate Diploma on Inclusion, SEN and Institutional Development.

Mrs Sarah Stein is available on 01233 621616 or [sarahstein@godinton.kent.sch.uk](mailto:sarahstein@godinton.kent.sch.uk). Mrs Stein teaches on a Thursday and Friday and is more easily contacted on a Monday, Tuesday and Wednesday

#### **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 (See Appendix 1)

In addition, please see Appendix 2 for the enhanced and specialist training that our teachers and teaching assistants have completed.

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 Wyvern school/ Goldwyn School (outreach support from specialist provision),
- Educational Psychologist – Mrs Rebecca Rice
- Speech and language therapy
- Occupational therapy
- Physiotherapy
- Local Inclusion Forum Team (Lift) to access the Specialist Teaching Service.
- School Nurses Team

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 Godinton Primary School are invited to discuss the progress of their children on three occasions a year and receive a written review of their children's individual targets three times per year along with a report on attainment and effort. We ask parents to parents evening so that we can discuss their child's progress, new targets and their current additional provision. In addition to this 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, regardless of whether they have Special Educational Needs or not.

If following this usual 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 planning and reviews of this provision at parents evening. 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 Godinton Primary School are used for complaints about provision made for special educational needs and parents should refer to the school complaints policy for further guidance. We encourage parents to discuss their concerns with the following members of staff to resolve the issue before making the complaint formal to the Chair of the governing body (Mr Steve King):

- Class teacher

- Assistant Head teacher – Inclusion (Mrs Sarah Stein)
- Any other member of the Senior Management Team – Miss Hayley Collins (Assistant Head – Curriculum). Miss Jill Talbot (Deputy Head teacher) or Mr Jim Holditch (Head teacher)
- Family Liaison Officer (Mrs Tracey Jones)

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
- Employ an Educational Psychologist for 2 days per term which equates to 12 days per year.
- Access 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 e.g. Lift, SENCO forum.

#### **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

<http://www.kenttrustweb.org.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 Godinton 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. Transitions between phases are managed in the following ways:

### **Nursery – Year R**

- A new intake meeting is held for new Year R parents in Term 6 of the academic year prior to the children joining the school in September.
- Reception teaching staff make visits to Nursery placements during the summer term prior to the children joining us at the beginning of the next academic year.
- A 'getting to know your child' meeting is held with parents prior to the children joining the school in Year R.
- Story time sessions are organised for the new children in the summer term.
- A short term phased placement is used to introduce the new Year R children to school life in September. All children are full time by the end of the first term of the academic year.
- A transition booklet or social story will be devised if an individual requires this support as well as additional visits to their new classroom to meet their teacher should it be felt to be necessary.

### **Internal transition between year groups**

- Class swap afternoon arranged for all children to meet their new teacher and see their new classroom.
- A Transition meeting is held between all year groups on the last INSET day of Term 6 and is attended by all teachers and teaching assistants so that information about the classes can be shared with those staff who will be receiving the class in the September of the following academic year. The intention behind this is to enable smooth transitions between all year groups and classes in the school. The details of this meeting are recorded on a transition plan.
- A transition booklet or social story will be devised if an individual requires this support as well as additional visits to their new classroom to meet their teacher should it be felt to be necessary.

### **Year 6 – Year 7**

- All secondary schools are invited into school to meet with the children and staff to share information.

- Additional visits or transition meetings will be arranged with the Assistant Head – Inclusion and parents if this was felt to be necessary for the children.
- Year 6 staff will complete transition forms which are requested by the secondary schools giving key information about the children.
- All year 6 children participate in a series of ‘Moving on’ sessions which are completed in their secondary school groups and are intending to help the children prepare for the move to year 7 in September.
- Our Family Liaison officer runs ‘Moving on’ sessions for our year 6 parents.
- A transition booklet or social story will be devised if an individual requires this support as well as additional visits to their new classroom to meet their teacher should it be felt to be necessary.

We also contribute information to a pupils’ onward destination by providing information to the next setting through the passing on of documentation and information regarding the child, liaison with staff from the receiving school and separate transition meetings being held should they be felt to be necessary which would involve parents, pupils and outside agencies, attendance at year 7 annual reviews and CAF or TAF meetings should this be requested.

### **13. Information on where the local authority’s local offer is published.**

The local authority’s local offer is published on <https://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.

### **14. Child in Care (previously known as Looked After Children)**

As for all our pupils, Godinton Primary School is committed to helping every Child in Care (CIC) achieve the highest standards they can. Staff are aware that Looked After Children can be at risk of underachieving at school because they have experienced disruption to their family life and education. Some may have low expectations, poor emotional and psychological health and a lack of family support. Godinton Primary School will support Looked after Children who have special educational needs or disability.