



SANDHURST
— PRIMARY SCHOOL —

'Aim High Be Happy'

SEN & Disability Policy/SEN Information Report

Policy Control	
Responsible Person:	Head of School
Responsible Governor Team:	George Parkin
Approved by Governors:	Summer 2017
Date due for review:	Summer 2018

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

Our School Values

Sandhurst Primary School values

Enjoyment Challenge Independence Confidence Resilience

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

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 Management Policy

Single Equalities Scheme

Safeguarding Policy

Complaints Procedure

Home Learning Policy

Medical Policy

Dyslexia Policy

Accessibility Action Plan

Accessibility Policy

This policy will be developed with Parents/carers across the whole school. This process will involve emailing the draft SEN Information Report to all parents for their information, with a request for any comments/responses to be returned within one week. The responses will be collated and a small working party developed, to include the SEN Governor, SENCo and parents who respond to consultation. The draft will then be revised and presented to the Governing Body for review, before final draft completed and published. The SEN Information Report 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 Sandhurst 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 ADHD, 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: ASD, Speech and Language needs and Social, emotional 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 Sandhurst 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 e.g. Y1 phonics screening, Speech link (selected pupils in KS1), Language link (baseline completed in Term 1 of Yr. R for whole class), Cognitive Assessment Tests in years 4 and 5, reading levels through Read Write Inc resources and GL Assessments (used to inform pupil progress six times per year). 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 Better Reading Partnerships, Read Write Inc, Numbers Count, precision teaching methods.

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 Sandhurst Primary School we are experienced in using the following assessment tools: Lucid Rapid (Dyslexia Screener), Inclusion Development checklists (including Dyslexia checklist), Sensory Profile, Read Write Inc assessment materials, GL assessment materials and Language for Learning assessments. We have access to external advisors such as Educational Psychologists and the Specialist Teaching Service who can observe children and feedback to parents and school staff, identifying barriers to learning.

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 assessments will be shared with parents, put into a provision map and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available. However, only children receiving significant and ongoing additional support will be on the school's SEN Support register. Children who do not meet this criterion will continue to be monitored closely through pupil 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 more frequent assessments of reading age, spelling age etc. The assessments we use at Sandhurst Primary 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 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 Sandhurst Primary School the quality of teaching was judged to be 'requires improvement' in our last Ofsted inspection and the school is working closely with the Local Authority to improve this to good.

We follow the Mainstream Core Standards, advice developed by Kent County Council to ensure that our teaching conforms to best practice. Please see following weblink for copy:

http://www.kelsi.org.uk/pupil_support_and_wellbeing/targeted_support/inclusion/inclusion_and_achievement/publications_and_documents.aspx

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. precision teaching / mentoring, small group teaching, use of ICT software learning packages (e.g. Clicker6). 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 Sandhurst 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 such as improving ICT capacity across the whole school with the purchase of new Tablet computers.

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 whole school provision map, published on our school website. 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 Sandhurst Primary 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 Sandhurst Primary School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance list e.g. PSHE, Circle Time, SEAL games and resources, social stories and Lego 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 can also source further external support.

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 Sandhurst Primary School is Rachael Beaney, who is a qualified teacher and is training for the National Award for SEN Co-ordination. She has also completed the following training: Safeguarding, Further Literacy Support, KS1 Statutory Assessment, KS1 letters and sounds, Language for Learning, Social Stories, Dyslexia Awareness, Sounds Write, Read Write Inc, Team Teach, Team Building, Loss and Attachment, Social and Emotional Aspects of Learning, Pupil Premium support.

Rachael Beaney is available on 01580 850 288 or office@sandhurst.kent.sch.uk. The best days to arrange to meet her are a Wednesday or Thursday afternoon.

5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

The following courses have been attended by some, if not all of the teaching and support staff. Autism awareness, Dyslexia and Dyscalculia training, Social, Emotional and Mental Health training, Drawing & Talking, Lego Therapy, Precision Teaching, Wellbeing and self-esteem (using the 5 point scale), Speech and Therapy workshops, attachment training and positive handling training.

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: Broomhill Bank Special School, Educational Psychologist, Speech and Language Therapist, Occupational Therapists, Physio Therapist. 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 Sandhurst Primary are invited to discuss the progress of their children on three occasions a year and receive an interim report in both the autumn and spring term, and 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 may use internal or external assessments which will help us to address these needs better and parents will be actively supported to contribute to assessment, planning and review through Provision Mapping. However, only children receiving significant and ongoing support to maintain progress will be listed on our SEN support register.

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 Sandhurst Primary School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with class teacher, SENCO, Assistant Headteacher or Headteacher to resolve the issue, before making the complaint formal to the Chair of the governing body.

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

There are some circumstances, usually for children who have a Statement of SEN where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The governing body have engaged with the following bodies:-

- Free membership of Local Inclusion Forum Team (LIFT) for access to specialist teaching and learning service
- A Service Level Agreement with Educational Psychology service for 3 days per year
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc
- Membership of professional networks for SENCO e.g. SENCO forum and subscription to NASEN.

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on

HELPLINE: 03000 41 3000

Office: 0300 333 6474 and

Minicom: 0300 333 6484

E-mail: kentparentpartnershipservice@kent.gov.uk

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

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 Sandhurst 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. We have strong links with our feeder Nursery in Sandhurst and children regularly visit the school site. In addition, our Year R teacher makes visits to the Nursery prior to transition and visits home settings. The SENCO accompanies the Year R teacher on these visits to support transition of vulnerable children. In addition, the SENCO attends a transition meeting for all students who have been supported by the specialist teaching service in the nursery settings.

In terms of in-school transitions from year to year, class teachers complete transition meetings in Term 6, where current and new class teachers meet to share progress data and discuss provision maps and provision plans. One page profiles are also discussed to prepare new class teachers to support vulnerable children in their class.

Finally, transition to secondary settings is supported through completion of transition forms by Year 6 staff. In addition, the secondary school staff will visit the children here in school to prepare for transition to Key Stage 3. In some cases, additional visits are organised to support more vulnerable children and the SENCOs from both settings will meet to assist families with this process. One Page Profiles will be handed on to KS3 settings to support vulnerable students and their new teachers.

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/about-the-local-offer> and parents without internet access should make an appointment with the SENCO for support to gain the information they require.

Approved by the GB on

Next review on

Appendix 1 – Staff Training

	Staff: CT or TA	Training Course Title
A	CT	Assessment for learning

		autism awareness
		Every child a writer
		improving writing
		phonics into spelling
		Spiritual Moral Cultural
		Teaching and learning
B	TA	child protection
B	CT	Autism Awareness
		early years
		EYFS briefing
		Inset
		letters and sounds for schools
		social stories training
C	CT	Aspiring Senco
		Aspiring senior leaders
		Emotional Intelligence
		every child a writer
		Improving Writing ks2
		Level 3 Mathematics
		Spelling training
D	CT	Aspiring senior leaders
		Lesson Observation
		science
C	TA	child protection
D	TA	child protection
E	TA	child protection
		time to talk2
D	CT	Better mathematics conference
		creative problem solving
		Designated child protection
		Education visits co coordinator
		lesson observation
		Sims assessment
F	TA	autism awareness
		Behaviour management
		child protection
G	TA	child protection
		Video Conferencing
H	TA	child protection
E	CT	Design and Technology
		Design and Technology
		early years
		letters and sounds
		literacy for high achievers

		Moderation course
		NQT Mentoring
		Teaching and learning
F	CT	Early years twilight
		EYFS
		moderation early years
		New EYES profiles
		NTQ Induction
		Paediatric first aid
		Paediatrics first aid
		wellbeing and involvement
G	CT	Ass Head development prog
		ks1 moderation
		letters and sounds
		maths moderation
		Video Conferencing
I	TA	child protection
		Communicate in print
		first aid in the work place
J	TA	child protection
K	TA	child protection
H	CT	moderation of writing
		Teaching and learning
I	CT	Aspiring leaders
		lesson observation
		Maths leadership meeting
		maths moderation
		national curriculum maths
		New Primary Maths
		Primary maths conference
J	CT	English Leadership meeting
		evaluation and assessment
		Key stage 2
		lesson observation
		Primary English curriculum
		Talk Talk
	SENCo	National Award for SEN Coordination (pending)