

# SEN policy and information report

Smallwood CE Primary Academy



<b>Approved by:</b>	Board of Directors	<b>Date:</b> Summer 2023
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# Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Definitions .....	3
4. Roles and responsibilities .....	3
5. SEN information report .....	4
6. Monitoring arrangements.....	8
7. Links with other policies and documents .....	8

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## 1. Aims

Our SEN 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

### 1. Aims and Objectives

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the Special Educational Needs Code of Practice.

#### **Objectives**

- **Staff members seek to identify the needs of pupils with SEN as early as possible.** This is most effectively done by gathering information from parents, education, health and care services and early year's settings prior to the child's entry into the school.
- **Regularly Monitor the progress** of all pupils in order to aid the identification of pupils with SEN. Continuous monitoring of those pupils with SEN by their teachers will help to ensure that they are able to reach their full potential.
- **All teaching staff make appropriate provision to overcome all barriers to learning and ensure pupils with SEN have full access to the National Curriculum.** This will be co-ordinated by the SENCo and Headteacher and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.
- **Work with parents** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEN procedures and practices and providing regular feedback on their child's progress.
- **Work with and in support of outside agencies** when the pupils' needs cannot be met by the school alone. Some of these services include Schools and Families Specialist Service (SSFS), Educational Psychology Service, Speech and Language Therapy (SALT), Children and Adult Mental Health Service (CAMHS). Family network of SENCOs of Schools Dyslexia specialist.
- **Create a school environment where pupils can contribute to their own learning.** This means encouraging relationships with adults in school where pupils feel safe to voice their opinions of their own needs, and carefully monitoring the progress of all pupils at regular intervals. Students with School Focus Plans (SFP) will contribute their opinions and wants as part of the review process. Pupil participation is encouraged through school by wider opportunities such as school council, residential visits, school plays, sports teams and play leaders in the playground.

## 2. Legislation and guidance

Smallwood CofE Primary Academy

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 also complies with our funding agreement and articles of association.

### 3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- › A significantly greater difficulty in learning than the majority of the others of the same age, or
- › A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

### 4. Roles and responsibilities

#### 4.1 The SENCO

The SENCO is Julia Priest [jpriest@smallwood.cheshire.sch.uk](mailto:jpriest@smallwood.cheshire.sch.uk)

They will:

- › Work with the headteacher and SEN governor to determine the strategic development of the SEN 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 SEN, including those who have EHC plans
- › Provide professional guidance to colleagues and work with staff, parents, 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 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 SEN up to date

#### 4.2 The SEN governor

The SEN governor will:

- › Help to raise awareness of SEN issues at governing board meetings
- › Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- › Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

#### 4.3 The headteacher

The headteacher will:

- › Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision within the school
- › Have overall responsibility for the provision and progress of learners with SEN and/or a disability

## 4.4 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 SENCO to review each pupil's progress and development and decide on any changes to provision
- › Ensuring they follow this SEN policy

## 5. SEN information report

### 5.1 The kinds of SEN that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- › Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- › Cognition and learning, for example, dyslexia, dyspraxia
- › Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)
- › Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- › Moderate/severe/profound and multiple learning difficulties

### 5.2 Identifying pupils with SEN and assessing their needs

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. 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.

### 5.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents 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' 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.

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

#### **5.4 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 or behaviour
- › Other teachers' assessments, where relevant
- › The individual's development in comparison to their peers and national data
- › The views and experience of parents
- › 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.

#### **5.5 Supporting pupils moving between phases and preparing for adulthood**

As a school we feed to a wide range of secondary schools. We have established strong links with all our school and communicate frequently and early with school regarding transition to secondary school for pupils with additional needs. Meetings are had with the receiving school's SEN team and the school SENCO and child's class teacher, this also involved liaison with parents and the child in order to plan the most positive and 'smooth' transition being achieved between one setting and another. And documentation is then transferred following the agreed Cheshire East protocols surrounding transfer of records.

#### **5.6 Our approach to teaching pupils with SEN**

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 SEN. This will be differentiated for individual pupils.

We will also provide the following interventions:

- › Nessy spelling program
- › Beanstalk reading
- › Art therapy
- › ELSA
- › Play Therapy
- › SWANs
- › ELKLAN
- › SALT
- › GL Dyslexia Screening

#### **5.7 Adaptations to the curriculum and learning environment**

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.

## 5.8 Additional support for learning

We have six teaching assistants who are trained to deliver interventions such as bespoke phonics, speech and language, reading recovery programs to name a few.

Teaching assistants will support pupils on a 1:1 basis when a need is identified and EHCP in place.

Teaching assistants will support pupils in small groups when need is identified, EHCP, other agency reports provided, Pupil Premium.

We work with the following agencies to provide support for pupils with SEN:

- SALT
- CEAT
- Educational Psychologist
- Occupational Therapy
- SWANs
- Vision Specialists

## 5.9 Expertise and training of staff

Our SENCO has over ten years teaching experience and one year in this role.

They are allocated 2 hours a week to manage SEN provision.

We have a team of twelve teaching assistants, including 1 higher level teaching assistant (HLTA) who is trained to deliver SEN provision.

In the last academic year, staff have been trained in ELSA, Precision Teaching, ELKLAN, Play Therapy, SALT, OT.

We use specialist staff for Beanstalk Reading interventions.

## 5.10 Securing equipment and facilities

Each child's needs are assessed then discussed with the SENCO, equipment and facilities are purchased or adapted as appropriate to need where possible.

## 5.11 Evaluating the effectiveness of SEN provision

We evaluate the effectiveness of provision for pupils with SEN by:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions after designated weeks dependent on the intervention in place
- Using pupil questionnaires
- Monitoring by the SENCO
- Using provision maps to measure progress
- Holding annual reviews for pupils with EHC plans

## 5.12 Enabling pupils with SEN to engage in activities available to those in the school who do not have SEN

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to go on our residential trip(s) to Delamere Residential Facility, Standon Bowers and Conway Residential Facility.

All pupils are encouraged to take part in sports day/school plays/special workshops.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

Please see the Accessibility Plan.

## 5.13 Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development in the following ways:

- › Pupils with SEN are encouraged to be part of the school council
- › Pupils with SEN are also encouraged to be part of all clubs to promote teamwork/building friendships
- › We provide Social and Emotional lessons across all classes every other week
- › We have regular diversity awareness days

We have a zero-tolerance approach to bullying.

## 5.14 Working with other agencies

External agencies are worked with closely to best facilitate the support and progress of children. As a school the SENCO has regular meetings with other local SENCOs, CEAT, Educational Psychologists, SALT specialists, SWANS, Visyon, Social Workers, Adoption and Fostering services, CEIAS, Occupational Therapists. We also involve other specialist support services such as Ruby's Fund and provide training for staff, and parents, where appropriate.

## 5.15 Complaints about SEN provision

Complaints about SEN provision in our school should be made to the Julia Priest and Iestyn Lewis in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- › Exclusions
- › Provision of education and associated services
- › Making reasonable adjustments, including the provision of auxiliary aids and services

## 5.16 Contact details of support services for parents of pupils with SEN

CEIAS [Home \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Parent Forum [Cheshire East Parent Carer Forum - Live Well Cheshire East](#)

Advice Services Portal [Search results - Live Well Cheshire East](#)

Cheshire East Family Information Service [Family Information Service \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

Ruby's Fund <https://www.rubysfund.co.uk/>

## 5.17 Contact details for raising concerns

Julia Priest [jpriest@smallwood.cheshire.sch.uk](mailto:jpriest@smallwood.cheshire.sch.uk) 01477 500362

## 5.18 The local authority local offer

Our contribution to the local offer is: <http://www.smallwood.cheshire.sch.uk/page/send/85083>

Our local authority's local offer is published here [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer)

## 6. Monitoring arrangements

This policy and information report will be reviewed by Julia Priest SENCO **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## 7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Behaviour
- Equality information and objectives
- Local Offer
- Supporting pupils with medical conditions