



St. George's Catholic Primary School and Nursery

Special Educational Needs & Disability Policy

At St. George's Catholic Primary School we value all pupils and celebrate diversity of experience, interest and achievement. We encourage each child to recognise their own value both as an individual and as part of the school family. We expect and encourage a high standard of positive behaviour in relationships with other pupils, staff, parents and visitors.

We aim to enable every individual, made in the image and likeness of God, to learn, grow and reach their full potential.

We aim to be a loving Christian family living the values of the Gospel...developing caring relationships with the local and wider community

(School Mission Statement aims)

To learn with kindness, respect and friendship through God's love.

This policy outlines the framework for the school to meet its duty, obligation and principal equality values to provide a high-quality education to all of its pupils, including pupils with SEND, and to do everything it can to meet the needs of pupils with SEND.

We recognise the diverse nature of learning needs and aim to ensure that all pupils, including those with SEND, have their needs met through a broad and balanced education. All pupils need to experience praise, recognition and success, and pupils with SEND have equal entitlement to this. Pupils with SEND engage in all activities within school so far as it is practical and compatible with their needs being met. Our curriculum aims to be fully inclusive and provide all children with the opportunity to fulfil their potential.

At St George's we are committed to identifying and supporting pupils with SEN (Special Educational Needs), providing effective, timely and appropriate support where necessary to enable all pupils to flourish.

Definition of Special Educational Needs & Disability

Definitions of special educational needs (SEN) taken from section 20 of the Children and Families Act 2014.

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 them.

A child of compulsory school age has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others of the same age,
or
- have a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions."

A child under compulsory school age has special educational needs if he or she is likely to fall within the definition above when they reach compulsory school age or would do so if special educational provision was not made for them.

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

Broad Guidelines

This SEND policy has been based on principles contained in the school's aims. These principles emphasise valuing each individual and fulfilling their potential through a broad, balanced curriculum suited to their needs.

The 2015 Special Educational Needs and Disability Code of Practice also stresses the need for a broad, balanced education for pupils with special educational needs, and recognises the need for close links between parents, schools, the Local Authority and all agencies involved in the welfare of pupils.

Aims

At St George's we recognise the following principles:

- The Government's aim for every child, whatever their background or their circumstances, to have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- That we instil a sense of belonging to a community based upon mutual respect
- For school staff to have positive working partnerships with other practitioners such as social workers, nurses, GPs and educational psychologists.
- That we raise the aspirations and expectations of all pupils with SEND and aim to enable all children to fulfil their potential and contribute to the life and work of the school.
- That all children have individual and different needs and abilities which are to be valued.
- That all our children are entitled to receive a broad and balanced curriculum relevant to their needs.
- Encourage all members of the school to grow in confidence and self esteem.
- Those children with SEND are entitled to receive the necessary provision and care required to meet their needs and enable them to take a full and active part in school life.

Objectives

- To ensure that the special educational needs of children are identified, assessed and provided for in accordance with the Code of Practice as early as possible in their school career, enabling all children to have full access to all elements of the school curriculum and school life
- To review and modify provision as necessary in consultation with parents, children and professionals
- To meet the needs of children with SEND as far as possible within a mainstream setting
- To provide quality of learning opportunities for children with SEND with a view to promoting a positive self-image and self-worth, developing their levels of achievement and maintaining a positive attitude to school life
- To make clear expectations of all partners in the process
- To identify the roles and responsibilities of staff in providing for children's special educational needs
- To achieve a level of staff expertise to meet pupils' needs
- To include the voice of the child in monitoring and reviewing Pupil Profiles/Support Plans.

This policy has been developed through in line with the 2015 SEND Code of Practice. It details how St. George's will do its best to ensure that the necessary provision is made for any pupil with SEND and those needs are made known to all who are likely to teach them.

Inclusion

St George's strives to be an inclusive school, engendering a sense of community and belonging through its:

- inclusive ethos
- broad and balanced curriculum for all children
- early identification of barriers to learning
- high expectations and suitable targets for all

When planning for the needs of children we take account of gender, ethnicity, culture, religion, language, sexual orientation, age, disability and social circumstances. It is important that we meet the diverse needs of all pupils to ensure inclusion for all and that pupils are prepared for full participation in our society. We measure and assess the impact regularly through meetings with the SENCO, our senior Leadership Team and pupil progress meetings with class teachers.

We aim to offer excellence and choice to all, regardless of ability; we have high expectations of all of our pupils. We strive to achieve this through removing barriers to learning and enabling participation. We want all pupils to feel they are a valued part of our school community.

Management of Special Educational Needs within School

Around 20% of children may have special educational needs at any time during their school career. Sometimes these are temporary; others last longer, even a lifetime. In line

with our school's commitment to 'quality first' teaching, all staff are responsible for meeting the needs of all pupils, regardless of differences. Provision for children with special educational needs is a matter for the whole school.

Roles and Responsibilities

Governing Body

- To do their best to secure the necessary provision for any pupil of the school with identified SEND
- To appoint a member of the body to be named as the person with special responsibility for SEND
- To ensure that SEND is given a sufficiently important place in considering the staffing and financial resources of the school
- To be kept informed of development in the school's SEND policy and practice and participate in reviewing these
- When necessary, or desirable, in order to co-ordinate provision for pupils with SEND will consult with LA, headteachers and/or Governing Bodies of other schools and external agencies
- Will respond to any complaints made in relation to the treatment or handling of complaints from parents concerning the provision made by the school

Headteacher

- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Day-to-day management of all aspects of the school's work including SEND provision
- Ensuring adequate resourcing of SEND
- Liaising with the local authority and external agencies
- Provision of leadership to provide a whole school approach to the operation of the policy
- Providing the SENDCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Liaising with the Governing Body

SENCO

- Overseeing development and review of policy
- Managing the day-to-day operation and implementation of the SEND policy
- Providing professional guidance to colleagues - both teaching and non-teaching staff and working closely with staff members, parents and other agencies
- Co-ordinating provision for pupils with SEND
- Support the development and monitoring of personalised learning programmes in discussion with colleagues

- Provision mapping for all pupils with SEND and overseeing implementation and delivery
- Maintaining SEND register
- Collecting, recording, updating and overseeing records of children with SEND
- Supporting and liaising with parents of SEND children as necessary
- Contributing to staff and governors' meetings
- Organising and contributing to staff training and leading staff meetings
- Collecting and overseeing provision of resources
- Collecting evidence required by LA for funding or assessment
- Conducts annual EHCP reviews, completes relevant paperwork in line with legislative requirements and liaises with the LA and families to ensure EHC plans are updated appropriately;
- Working with class teachers to complete the documentation required by external agencies and the LA
- Monitoring and evaluating provision and progress of children with SEND
- Liaising with external agencies including high school SEND departments to ensure smooth transition to Year 7
- Oversee implementation of recommendations from external agencies

All Teaching Staff

All teachers are teachers of children with special educational needs and such children are, therefore, a whole school responsibility. Teachers' specific responsibilities vary according to circumstances but their general responsibilities with regard to SEND, taken from the relevant DfE Teachers' standards are as follows:

1) Set high expectations which inspire, motivate and challenge pupils

- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions

2) Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching

3) Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional

language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

4) Make accurate and productive use of assessment

- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets and plan subsequent lessons

5) Manage behaviour effectively to ensure a good safe learning environment

- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them

Teachers must also show an awareness of the school's procedures for children with SEND and have involvement in:

- Implementation of the SEND policy
- Identification of pupils with SEND
- Gathering information
- Planning and reviewing provision for children with SEND on a Graduated basis
- Personalised planning for those children requiring individual support
- Planning, monitoring and evaluating individual targets
- Keeping up to date records
- Differentiating activities as appropriate
- Adapting teaching strategies
- Providing additional resources to support learning
- Reviewing and planning with TAs
- Providing a supportive and encouraging environment for all children
- Liaising with parents and carers as well as external agencies and colleagues, where necessary
- Attending and reporting to reviews as necessary
- Attending INSET and training sessions

At the heart of each classroom is a continuous cycle of assessment and planning which takes account of the wide range of abilities, aptitudes and interests of the children. The majority of children will learn and progress within these arrangements, but those children whose attainment falls significantly outside the expected range may have special educational needs.

Early identification is vital and the school uses a graduated approach to children's special educational needs as outlined in the Code of Practice. The class teacher usually makes an initial identification and informs the SENCO and parents at the earliest opportunity to share concerns and enlist their active support and participation.

Teachers will follow a graduated approach to enable all children to access the curriculum. Each stage of the approach must be addressed as appropriate. The first two stages are the responsibility of the class teacher because they are paramount to good classroom practice. Children receiving intervention and enhanced provision will however be noted on the SEND documentation, in order to ensure that the graduated

response has been followed effectively. If, despite these stages, children fail to make progress in their learning, the class teacher will have a discussion with the SENCO to decide whether it is appropriate to provide additional specific intervention, call on external agencies for advice and support and place the child on the SEND register. Each of these stages can be accessed at any time if appropriate. All decisions will be evidence-based and tracking data is vital at every stage in this process.

1) Quality First Teaching

Teachers will ensure that first and foremost they provide Quality First Teaching for all children. This may mean making reasonable adjustments to their teaching and/or classroom environment to enable children to participate and access the curriculum. The teacher may deploy classroom support staff to help meet the pupil's needs; this may be through additional differentiation of task or providing additional resources such as writing frames or word mats; or small-group/occasional 1:1 support where appropriate. General group intervention may form part of this stage and staff should discuss with parents additional strategies to support their child's learning.

2) Enhanced Quality First Teaching

If, after receiving Quality First Teaching, the pupil is still not making expected progress, the class teacher and SENCO will work together to identify the area of difficulty the child is experiencing.

Teachers may need to adapt their teaching and/or classroom environment further to ensure that children make progress. This may be further differentiation, extra practice of a certain skill, group interventions or increased adult support from a teacher or teaching assistant in a specific subject. Teachers will deploy any TAs to support learning according to the needs of their class. Reports from outside agencies may be received and recommendations will contribute to the in-class support and provision arranged.

3) SEND Register

Staff will work with the SENCO to discuss and devise further individual and specific interventions, support and strategies, based on specific measurable targets. Teachers should complete a SEND support plan for the child, and ensure that parents, children and all staff members involved know and agree the targets, strategies and support required. The plan should be used and reviewed regularly, targets updated and progress noted.

At this level, school may seek parental consent to request support and advice from specialist outside agencies (e.g. Educational Psychologist, School Nurse, Speech and Language Therapist). Advice on new targets and fresh strategies will be implemented by the class teacher based on the advice they receive from external agencies.

4) High Needs Funding and Statutory Assessment

Where a request for high needs funding is made by the school to the Local Authority (L.A), the child will have demonstrated significant cause for concern. The LA will need information about the child's progress over time and will also need documentation in relation to the child's special educational needs and any action taken to deal with those needs, including any resources or special arrangements put in place. The school will provide this evidence through provision at earlier stages of the Graduated Approach. The school will be required to submit a costed plan outlining where additional funding would be spent to enable the child to make further progress. If a

child's progress continues to be a cause for concern after all of the above has been provided, the school can request statutory assessment which involves consideration by the LA, working cooperatively with parents, the school and other agencies, as to whether a statutory assessment of the child's special educational needs is necessary. If it is deemed necessary, the LA may provide an Education Healthcare Plan.

Further information can be found in 'The Graduated Response in Sefton' document which can be found on the school website.

Monitoring and Evaluation

The school's system for observing and assessing the progress of individual children will provide information about areas where a child is not progressing satisfactorily. Under these circumstances, staff may need to consult the SENCO to consider what else might be done. This review may lead to the conclusion that the pupil requires help above and beyond that which is normally available within the particular class or subject. The key criterion for action is evidence that current rates of progress are deemed inadequate within our school assessment and tracking system.

The SENCO monitors the movement of children within the SEND system in the school and liaises with staff and outside agencies to ensure all our pupils are able to make adequate or better progress.

Provision maps and SEND Support Plans are working documents, and an integral part of the planning, learning and teaching and assessment process. They are reviewed and updated in consultation with staff. The SENCO works closely alongside all staff to ensure provision is effective.

The SENCO and headteacher work closely together to review the work of the school in this area. Reports are prepared for the Governors outlining pupil progress and other issues that may have arisen regarding SEND. The designated SEND Governor keeps an overview of the SEND provision being made.

Nature of Intervention

The SENCO and the child's class teacher will decide on the action needed to help the child progress in the light of their concerns and assessments. This may include:

- different learning materials or special equipment
- some group or individual support
- working with parents/carers to help them support their child at home
- extra time from the SENCO to devise the nature of the planned intervention and to monitor its effectiveness
- staff development and training to introduce more effective strategies
- access to LA support services for one-off or occasional advice on strategies or equipment.

Partnership with Parents/Carers

The school will have regard to the SEND Code of Practice when carrying out duties towards all pupils with SEND and ensure that parents are notified of a decision by the school that SEND provision is being made for their child.

Partnership with parents plays a key role in enabling children with SEND to achieve their full potential. The school recognises that parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents will be treated as partners and supported to play an active and valued role in their children's education.

We aim to work in partnership with parents/carers. We do so by:

- keeping parents/carers informed and giving support during assessment and any related decision making process about SEND provision
- working effectively with all other agencies supporting children and their parents
- making parents/carers feel welcome and valued
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- inviting and encouraging parents to contribute information for referrals to outside specialists and to meet with any specialists involved for feedback

Involvement of Pupils

We recognise that all pupils have the right to be involved in making decisions and exercising choice (SEND Code of Practice). Children with SEND often have a unique knowledge of their own needs and their views about what sort of help they would like are ascertained. Where appropriate, they will be encouraged to participate in the decision making processes and contribute to the assessment of their needs, the review and the transition process. We endeavour to fully involve all pupils by encouraging them to:

- state their views about their education and learning
- identify their own needs (self-evaluation)
- share in individual target setting across the curriculum
- self-review their progress and set new targets

Small group and 1:1 teaching also give rise to spontaneous comments and discussions which help school and pupil to communicate effectively.

Partnership with External Agencies

St George's has close contact with a range of outside specialists from different LAs. For particular pupils any one or more of the following agencies may be involved (with parents'/carers' permission only). The following list is not exhaustive:

- Sefton Special Educational Needs Inclusion Service (SENIS)
- Educational Psychology Service

- Speech and Language Service
- Occupational Therapy
- Educational Welfare Service
- Parent Partnership Service
- School Nurse
- Community Paediatricians
- Behaviour Support

Allocation of Resources Amongst Pupils

We make every effort to achieve maximum integration of pupils with SEND and their peers, whilst meeting pupil's individual needs. Each year we carefully map out provision and allocate staff carefully to meet pupil needs. We utilise additional funding to ensure that pupils with SEND have appropriate equipment and resources to meet their needs to ensure their full integration and participation with the curriculum. This is reviewed throughout the year in light of additional information, changes in circumstance or assessment.

Liaison

The school has links with our main local high schools to support the transition of children with SEND. We work with Sefton Special Educational Needs Inclusion Service (SENIS) and Sefton Educational Psychology Service as appropriate and have clear procedures for involving support services. Such contacts are made through termly planning meetings and discussions involve parents whenever possible. The SENCO attends SENCO meetings organised by SENIS and MADCOS which helps forge links with other SENCOs and schools.

Transition

From Pre-school to Reception: The Reception teacher will meet with parents and pupils, the pre-school and any outside agencies already involved with the family. Pupils' needs are discussed and extra preparations and visits are arranged where necessary.

From Year Group to Year Group: In the summer term, each class will visit their next teacher in their new classroom and teachers/TAs have time to liaise to discuss pupils. Additional visits can be arranged, photos taken, booklets made or social stories developed to support transition for pupils with SEND.

From Year 6 to Year 7: The SENCO from the High School is invited to a transition review meeting for pupils with SEND to discuss specific needs of the child, with parents and involved outside agencies. Pupils also have the opportunity to visit the new secondary setting and our Year 6 teacher will meet with Head of Year to discuss pupil needs and pass on relevant information. Relevant paperwork is passed on at the end of the academic year.

When pupils move to a new school: The SENCO will contact the new school to share information, provision and assessment data. Arrangements are made to hand over relevant paperwork.

Admission Arrangements

See Sefton's Admission Arrangements or the school web site for further information. The school is aware of the statutory requirements of the SEN and Disability Act and will meet the Act's requirements.

Staff Development and Training

In order to maintain and develop the quality of our provision, all staff are encouraged to undertake appropriate training based upon perceived need and whole staff training is provided when necessary.

- All staff undertake Safeguarding training in line with government expectation
- The SENCO attends relevant training and meetings and disseminates information to all staff as appropriate
- There is an induction programme for newly qualified staff
- Additional needs are met through in-house training and Inclusion Service training at staff meetings and twilight sessions
- All staff have access to professional development opportunities and are able to apply for additional training where a need is identified
- Support staff are encouraged to extend their own professional development and attend training which is delivered at a whole school level are also able to apply for additional training where necessary