



SEN&D Policy/Information Policy

Policy Control	
Responsible Person:	Marie Donoghue
Responsible Governor	Jo Hinde
Responsible Governor Team:	Teaching and Learning
Approved by Governors:	September 2016
Date due for review:	September 2017

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

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

Our School Values

Goudhurst and Kilndown Church of England Primary School values

Community • Friendship • Joy • Love • Peace • Trust

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 and 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 the final draft is completed and published on the website. 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 Goudhurst & Kilndown 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, Visual, Hearing and Physical Impairment, Autism, Asperger's Syndrome, learning difficulties and behaviour difficulties. There are other kinds of special educational needs which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these 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: Autism, Severe Global Delay and specific medical 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 Goudhurst & Kilndown 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; these include Y1 phonics screening, speech link, language link and reading age. We also have access to other assessments which are used with children with specific needs.

Where progress is not sufficient, even if a 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 the Better Reading Partners, 1:1 reading support, Reading to the Dog, Dancing Bears phonic intervention, Accelerated Reading Programme, Success@arithmetic, 1stclass@number, Talk4number. We also develop fine and gross motor skills through 'BEAM' and support sensory needs through Sensory Circuits. Speech and Language difficulties are supported through specific interventions and the 'If' group focuses on social skills.

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 use a range assessment tools to determine the cause of the learning difficulty. At Goudhurst & Kilndown Primary School we are experienced in using the following assessment tools: Lucid Rapid, Language for Learning, BURT (reading age), Sandwell Assessment and Inclusion Development Checklist. We also have access to external advisors who are able to use a range of assessment tools as appropriate.

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 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 the children receiving significant and ongoing additional support will be on the school's SEN support register. A detailed, individual Provision Plan is created for children who are placed on the SEN support register, rather than a Provision Map which shows the additional support for all children within the class if appropriate. Children who do not meet this criteria will continue to be monitored closely.

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. Parents will be notified of any change in identification of SEN.

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 Goudhurst & Kilndown Primary School are listed in section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the 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 Goudhurst & Kilndown Primary School the quality of teaching is judged to be outstanding.

We follow the Mainstream Core Standards

http://www.kelsi.org.uk/pupil_support_and_wellbeing/targeted_support/inclusion/inclusion_and_achievement/publications_and_documents.aspx advice 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 can be 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 Goudhurst & Kilndown 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 made the following improvements as part of the school's accessibility planning:

Care suite/disabled toilet

Disabled access to the playground via ramps

Push button access to main doors.

Wide doors and corridors

Most of the building is carpeted and when planning for future building work access for pupils with disabilities is always considered.

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 Provision Map which can be found on our 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 Goudhurst & Kilndown 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 Goudhurst & Kilndown 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 PSHE, Circle Time, 'I' group, Drawing and Talking 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 Goudhurst & Kilndown Primary School is Marie Donoghue, who is a qualified teacher and has completed the National Award for SEN Co-ordination. She also holds a Language for Learning Achievement Award and a certificate Speech, Language and Communication Needs and also keeps up to date with training courses relevant to the position.

Marie Donoghue is available on 01580 211365 or senco@goudhurst-kilndown.kent.sch.uk.

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. Epipen awareness, 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) and Speech and Therapy workshops.

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, Oakley Special

School, Occupational Therapists, Educational Psychologists, Speech and Language therapists, Physiotherapists and Dyslexia specialists. The cost of training is covered by the notional SEN funding. The school also works closely with other local schools to share expertise and training.

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 Goudhurst & Kilndown Primary School are invited to discuss the progress of their children at least three times a year. Parents are invited to an information session at the start of the academic year and then two consultations evenings, one in the Autumn Term and again in the Summer Term. In addition to this, they receive an Interim report in the Autumn Term as well as a written report in the Summer Term. We are also 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 or Provision Plan (for children on the SEN register) which will be shared with parents two 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 Goudhurst & Kilndown Primary School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns, in the first instance, with the class teacher, SENCO &/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 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 following a period of support sessions in school
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc
- Membership of professional networks for SENCO eg 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 Goudhurst & Kilndown 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 good links with Nursery schools in our area and children visit the school site on several occasions. In addition, our Year R teachers visit all the nurseries prior to transition and also visit home settings within the first few weeks of the school year.

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 the Year 6 teacher. In addition, secondary school staff will visit the children here in school to prepare for transition to KS3. In some cases, additional visits are organised to support more vulnerable children and the SENCO's 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.