

# **Special Educational Needs and Disabilities (SEND) Policy**

**June 2023**

## **Tackley Church of England Primary School**

Our vision for Tackley CE Primary School reflects our commitment to create a school where everyone is important and valued as members of our school and local community. This vision is achieved through our values of curiosity, kindness and responsibility.

These values help us to make good choices about how we lead our lives, and means that we all contribute to our enriched curriculum which places an importance on life beyond the classroom. In school we relate the importance of each individual as a valuable member of our community to the Parable of the Lost Sheep where everyone is included, and everyone is important and valued.

The Oxford Diocesan Schools Trust (ODST) promotes and encourages its member schools, through its Local Governing Bodies (LGB), to provide compelling learning environments at the heart of all its learning communities. They promote care and respect and expect high standards in all aspects of school life. Each school's curriculum will offer a spiritual and moral basis for the development of each pupil's potential and a sure foundation for personal and social values based on the individual. It

will provide a distinctive language for understanding life in all its fullness and interpreting human experience.

Our aim is to meet the needs of children and young people in our schools preparing them for the next phase in their education as part of becoming valuable and productive members of society and prepare them for their future life in the 21st century. Providing an education which:

*... stretches the mind, strengthens the body, enriches the imagination, nourishes the spirit, encourages the will to do good and opens the heart to others.*

The Way Ahead 2001

### **Definition of Special Educational Need/and or Disability (SEND)**

The schools in the ODST trust adhere to the definition of Special Education Needs and/or Disability from the SEND Code of Practice which states that;

- A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

A child has Special Education Needs and/or disability (SEND) 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 them from making use of educational facilities of a kind generally for others of the same age in mainstream school or mainstream post-16 institutions.

### **Additional Provision**

Additional provision means educational provision which is additional to, or different from, the educational provision made generally for children of the same age in maintained schools (other than special schools) in the area (1993 Education Act, section 156).

Children must not be regarded as having learning difficulties solely because their home language, or form of the home language, is different from that in which they are taught.

Our school will have due regard for the Code of Practice when carrying out our duties towards all pupils with additional needs, and ensure that parents are notified when additional provision is being made for their child.

### **Inclusion Statement**

Trustees expect the leaders and governors in all of its schools to endeavour to make every effort to achieve maximum inclusion of all pupils whilst meeting pupils' individual needs. This policy builds on the trust's Curriculum Policy Guidance which recognise the entitlement of all pupils to a balanced, broadly based curriculum. Our SEND policy reinforces the need for teaching that is fully inclusive. The Local Governing Bodies and Board of Trustees will ensure that appropriate provision will be made for all pupils with SEND.

### **Aims and Objectives of this Policy**

- To reach high levels of achievement for all
- To be an inclusive school
- To ensure the identification of all pupils requiring SEND provision as early as possible in their school career
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parent and carers

- To share a common vision and understanding with all stakeholders
- To give transparent resourcing to SEND
- To provide curriculum access for all
- To work towards inclusion in partnership with other agencies and schools
- To achieve a level of staff expertise to meet pupil need
- Monitor our effectiveness in achieving the above aims

We recognise that many pupils will have special needs at some time during their school life. In implementing this policy, we believe pupils will be helped to overcome their difficulties.

### **Admission Arrangements**

In accordance with the Code of Practice, our school admissions policy requires children and young people with SEND to be treated fairly. No pupil will be refused admission to school on the basis of his or her special educational need. In line with the SEN and Disability Act we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision in line with the Academy Trust's admissions arrangements.

### **Management of SEND within ODST Schools**

Governing Bodies and our school leaders have delegated responsibility for the day to day implementation of each setting's SEND policy. The management of SEND is supported by the Senior Leadership Team.

All staff have a responsibility for pupils with SEND. All teachers are teachers of special educational needs. Staff are aware of their responsibilities towards pupils with SEND, whether or not pupils have an Education and Health Care Plan (EHCP). A positive and sensitive attitude is shown towards those pupils. Staff responsibilities are identified in individual job descriptions. Teaching assistants play a major role in the support for pupils with SEND. As well as supporting in class to facilitate quality first teaching, TAs also support with the delivery of interventions.

In line with the recommendations in the SEND Code of Practice, the SENCO (Sonya Barnett) is responsible for:

- Overseeing the day to day operation of this policy in partnership with the senior leadership team.
- Co-ordinating provision for children with special educational needs in partnership with the Headteacher.
- Liaising with the relevant Designated Teacher where a looked after pupil has special educational needs.
- Advising on the graduated approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Overseeing the records on all children with SEND.
- Liaising with parents of children with SEND in conjunction with class teachers and other SEND staff.
- Contributing/leading to the in-service training of staff.
- Liaising with external agencies including the Local Authority (LA) support, educational psychology services, early years providers, other schools, health and social services and voluntary bodies.
- Being the key point of contact with external agencies, especially the local authority and its support services of education to ensure a pupil and their parent/carers are informed about opinions and a smooth transition is planned.

- Managing support/teaching assistants in partnership with the Headteacher
- Working with the Headteacher and school Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

### **Identification and Assessment**

The school follows the SEN Code of Practice graduated approach with regard to the identification, assessment and review of pupils with special educational needs. Pupils receive a differentiated curriculum and those who fail to make the expected progress are initially identified by class teachers using school tracking to monitor progress. Pupils who fail to make expected progress on the basis of accumulated evidence are placed on the SEND register. Parents are consulted before this decision is made.

### **Curriculum Access and Provision**

In order to meet the learning needs of all pupils, teachers work to meet individual learning needs and differentiate work.

All pupils should have access to a broad and balanced curriculum. The National Curriculum Inclusion Statement states that teachers should set high expectations for every pupil, whatever their prior attainment. Teachers should use appropriate assessment to set targets which are deliberately ambitious. Potential areas of difficulty should be identified and addressed at the outset. Lessons should be planned to address potential areas of difficulty and to remove barriers to pupil's achievement. In many cases, such planning will mean that pupils with SEN and/or disabilities will be able to study the full National Curriculum.

### **Code of Practice graduated response**

Tackley CE School adopts the levels of intervention as described in the SEN Code of Practice. The Code of Practice advocates a graduated response to meeting pupils' needs.

### **Request for an Educational Health Care Plan**

The school will request an Educational Health Care Plan from the LA when, despite an individualised programme of sustained intervention within SEND support, the pupil remains a significant cause for concern. An Educational Health Care Plan might also be requested by a parent or outside agency.

An Educational Health Care Plan will normally be provided where, after an Educational Health Care Needs Assessment, the LA considers the pupil requires provision beyond what the school can offer. However, the school recognises that a request for an Educational Health Care Needs Assessment does not inevitably lead to an Educational Health Care Plan being issued.

### **Partnership with Parents/Carers**

We aim to have positive and informative relationships with all of our parents. If a child is experiencing difficulties, parents will be informed either at parents' meetings (autumn and spring terms) or during informal meetings to discuss the child's progress. It should not come as a surprise to a parent to learn that their child is being identified as having SEN.

Once a child has been identified as having SEN, the class teacher will invite the parents/carers to a meeting to:

- formally let them know that their child is being placed at SEN Support
- discuss assessments that have been completed
- agree a plan and provision for the next term.

This is part of the graduated approach cycle of 'Assess, Plan, Do, Review' required in the Code of Practice 2014.

Depending on the appropriateness, the child may be invited to attend all or part of the meeting. Records are kept of these meetings and copies are available to parents.

Thereafter, parents – and children - are invited to a meeting three times a year to review progress made, set targets and agree provision for the next term.

### **Paperwork for children at SEN Support**

Once a child has been identified as needing SEN support the following paperwork is completed:

- Annually, a plan is used to record the child's strengths and interests, what they enjoy about school, what they find difficult and what helps them to achieve. This is usually completed with the child and parent and acts as a guide to their class teacher. The information may be updated during the year. At Tackley this called a Pupil Profile.
- Termly, at progress meetings, progress is reviewed and views recorded. The plan records specific outcomes for the child to achieve in a term, together with the personalised provision (which may be one to one or in a small group) put in place to enable the child to achieve these targets.

### **Involvement of Pupils**

We recognise that all pupils have the right to be involved in making decisions and exercising choice (SEN Code of Practice). Where appropriate, all pupils are involved in monitoring and reviewing their progress. We endeavour to fully involve all pupils.

### **Links with Other Services**

The Trustees would expect effective working links to be maintained with local services which advantage pupils' achievement and are needed to ensure the school provides effectively for pupils' learning. This may include local authority services, local specialist provision and other ODST schools with provision which will help pupils' learning.

### **INSET**

In order to maintain and develop the quality of our provision, staff undertakes appropriate training. Recent courses undertaken are listed in the school diary and electronic CPD record.

### **Resources**

The provision for SEND is funded by allocating additional funding to specific aspects of the budget including staffing, resourcing and CPD. Funds are deployed to implement the SEND policy.

### **Complaints**

If there are any complaints relating to the provision for pupils with SEND these will be dealt with in the first instance by the Headteacher. The Governing body may be involved if necessary. Clear procedures are set out in the school's Complaints Policy.

### **Dissemination and Review**

This policy will be reviewed tri-annually by ODST Trustees and annually by the school.