



Special Educational Needs (SEN) Policy

1 Introduction

1.1 This policy was reviewed and updated in September 2014 in line with the revised Code of Practice.

1.2 Parkwood School provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs and require particular action by the school.

1.3 These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities. Such children may need additional or different help from that given to other children of the same age.

1.4 Children may have special educational needs either throughout or at any time during their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the needs of the child.

2 Aims and objectives

2.1 The aims of this policy are:

- to create an environment that meets the special educational needs of each child;
- to ensure that the special educational needs of children are identified, assessed and provided for;
- to make clear the expectations of all partners in the process;
- to identify the roles and responsibilities of staff in providing for children's special educational needs;
- to enable all children to have full access to all elements of the school curriculum;
- to ensure that parents are able to play their part in supporting their child's education;
- to ensure that our children have a voice in this process.

3 Educational Inclusion

3.1 In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community.

Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

3.2 Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy;
- planning to develop children's understanding through the use of all available senses and experiences;
- planning for children's full participation in learning, and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

4 Special Educational Needs

4.1 Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:

- they have significantly greater difficulty in learning than the majority of children of the same age;
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for children of the same age;
- they are under school age and fall within the definitions above.

4.2 Many of the children who join our school have already attended an early education setting. In many cases children arrive with their needs already assessed. All our children are assessed when

they join our school, so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children.

4.3 If our assessments show that a child may have a learning difficulty, we use a range of strategies that make full use of all available classroom and school resources. This level of support identifies children as having special educational needs that can be addressed within the school's existing provision. The child's class teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Special Educational Needs Co-ordinator (SENCO), if not already involved, will become involved if the teacher and parents feel that the child would benefit from further support. The SENCO will then take the lead in further assessments of the child's needs.

4.4 We will record the strategies used to support the child within our Provision Map and on an individual target sheet. The target sheet will show the short-term targets set for the child in key curriculum areas and may also include specific targets for your child such as physical development or social and emotional needs. It will be reviewed on a termly basis or more often if required.

4.5 If the target review identifies that support is needed from outside services, we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. This may lead to additional or different strategies being put in place. This enhanced level of support is recorded as requiring support beyond that which the school can provide within its existing support framework. External support services will provide information for the child's next target review. The new strategies within the target sheet will, wherever possible, be implemented in the child's normal classroom setting.

4.6 If the child continues to demonstrate significant cause for concern, a request for statutory assessment will be made to the LEA. A range of written evidence about the child will support the request. This request for statutory assessment may result in the following:

- A child being assessed as needing a statement of special educational needs. This clearly sets out a child's needs, the expected provision for that child and the input that all professionals have given to making the assessment. Statements will no longer be issued for requests made after 31.8.14. Some statements may still be issued after this date, depending upon when requests for assessment were made. All statements come with an attached amount of funding applied to support the named child.

- A child will be made subject to an Education, Health (and Social) Care Plan. These plans will replace statements from September 2014. Plans will come with an attached amount of funding which will be managed by parents. They may choose to apply some of this funding to schools, in which case schools must match this funding in an agreed ratio and ring fence such funding purely for the support of the needs of the named child.

- The request will be returned with no action attached. In these cases schools may decide to resubmit, continue to support a child internally or take advice on whether the child needs further support.

- In exceptional cases the panel reviewing requests for statutory assessment may ask for more evidence before making a final decision.

4.7 In our school the Special Educational Needs Coordinator in collaboration with the Inclusion lead and other members of the Inclusion team:

- manages the day-to-day operation of the policy;
- co-ordinates the provision for and manages the responses to children's special needs;
- supports and advises colleagues;
- oversees the records of all children with special educational needs;
- acts as the link with parents;
- acts as link with external agencies and other support agencies;
- monitors and evaluates the special educational needs provision and reports to the governing body;
- manages a range of resources, human and material, to enable appropriate provision for children with special educational needs;
- contributes to the professional development of all staff.

5 The Role of the Governing Body

5.1 The governing body has due regard to the Code of Practice when carrying out its duties toward all pupils with special educational needs.

5.2 The governing body does its best to secure the necessary provision for any pupil identified as having special educational needs. The governors ensure that all teachers are aware of the importance of providing for these children. They consult Hackney Learning Trust and other schools, when appropriate, and report annually to parents on the success of the school's policy for children with special educational needs. The governing body ensures that parents are notified of a decision by the school that SEN provision is being made for their child.

5.3 The governing body has identified a governor to have specific oversight of the school's provision for pupils with special educational needs. The 'responsible person' in this school is the headteacher. The headteacher ensures that all those who teach a pupil with a statement of special educational needs are aware of the nature of the statement.

5.4 The SEN Governor ensures that all governors are aware of the school's SEN provision, including the deployment of funding, equipment and personnel.

5.5 The SEN Governor ensures that the school publishes its SEN and Inclusion policies and the Local Offer for SEN on its website.

6 Allocation of Resources

6.1 The SENCO is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with statements of special educational needs.

6.2 The headteacher informs the governing body of how the funding allocated to support special educational needs has been employed.

6.3 The headteacher and the SENCO meet annually to agree on how to use funds directly related to statements. The SENCO draws up the resources bid when the school is planning for the next school improvement plan.

7 Assessment

7.1 Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.

7.2 The class teacher and the SENCO assess and monitor the children's progress in line with existing school practices. This is an ongoing process.

7.3 The SENCO works closely with parents and teachers to plan an appropriate programme of support.

7.4 The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the SENCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.

7.5 The LEA seeks a range of advice before making a formal statement. The needs of the child are considered to be paramount in this.

8 Access to the curriculum

8.1 All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to:

- understand the relevance and purpose of learning activities;
- experience levels of understanding and rates of progress that bring feelings of success and achievement

8.2 Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives; we differentiate work appropriately, and we use assessment to inform the next stage of learning.

8.3 Target Sheets, which record the provision for the child and expected next steps needed to move children on through specific areas of the curriculum (Spoken Language, Reading, Writing, Maths and possibly physical development and social & emotional development, are used to ensure that each child receives what they need to make appropriate progress. By breaking down

the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. All children with SEN have target sheets.

8.4 We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom situation. There are times, though, when to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.

8.5 Children with more complex needs may have an Education, Health and Social Care Plan. This will provide significantly more detail about the child's needs, the provision that is in place for them across all appropriate services and the targets set for the child by all service providers.

9 Partnership with Parents

9.1 The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The home-school agreement is central to this. Parents have much to contribute to our support for children with special educational needs.

9.2 The school parent handbook *also contains details of our policy for special educational needs, and the arrangements made for these children in our school. The Governors' Annual Report to Parents contains an evaluation of the policy in action. A named governor has oversight in regards to special needs and is always willing to talk to parents. (*Handbook to be reissued 1.10.14)

9.3 We have regular meetings each term to share the progress of children identified as having special educational needs with their parents. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs.

9.4 As part of any Education, Health and Social Care plans, parents will be offered control of the allocated SEN funding for their child. As such, the school will maintain an open and well structured dialogue with parents of children who have EHSCPs in order to ensure that all allocated funds are spent in accordance with parental wishes. Parents will also have access to the Local Offer information for the school and borough in order to make decisions about any alternative uses for their child's funds.

9.5 Should parents feel that their child should be subject to an Education, Health and Social Care Plan, they are welcome to discuss their ideas with the school and also to engage with Hackney Learning Trust or other agencies with or without consulting the school. It is important that parents feel able to take ownership of the process of ensuring best possible provision for their child's needs.

10 Pupil participation

10.1 In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the Foundation Stage recognises the importance of children developing social as well as educational skills.

10.2 Children are involved at an appropriate level in setting targets in their IEPs and in the termly IEP review meetings. Children are encouraged to make judgements about their own performance against their IEP targets. We recognise success here as we do in any other aspect of school life.

11 Monitoring and evaluation

11.1 The SENCO monitors the movement of children within the SEN system in school. The SENCO provides staff and governors with regular summaries of the impact of the policy on the practice of the school.

11.2 The SENCO is involved in supporting teachers involved in drawing up Target Sheets for children. The SENCO and the head teacher hold regular meetings to review the work of the school in this area. The SENCO and the named governor with responsibility for special needs also hold termly meetings.

11.3 The governing body reviews this policy annually and considers any amendments in the light of the annual review findings. The SENCO reports the outcome of the review to the full governing body.

Signed:

Date: