



FRANCHE COMMUNITY PRIMARY SCHOOL & TOTS@FRANCHE Policies & Procedures

**Title: Special Educational Needs and Disabilities
Policy (SEND) 2016-2017**

(To be read in conjunction with the INCLUSION POLICY, AUTISM POLICY,
DYSLEXIA POLICY, ATTACHMENT DISORDER POLICY,
ADHD POLICY, BEHAVIOUR POLICY and SAFEGUARDING POLICY)

DOCUMENT MANAGEMENT

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This document is subject to **annual** review in March 2017

Document Control

This document is mastered on (location)

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For clarity throughout this policy the words Franche Community Primary School, school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: TOTS@Franche, Holiday Club and Breakfast/After School Club.

Franche Community Primary School is committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. We have the same high expectations for our educational aims for children / young people with special educational needs and /or disabilities, as we do for all children / young people in school.

What are special educational needs (SEN)?

Franche Community Primary School adopts the definition of special education needs as stated in the Special Educational Needs and Disability Code of Practice: 0-25 years (DfE, July 2014).

Children / young people have special educational needs 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 or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age
- 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.

Children / young people must **not** be registered as having a learning difficulty solely because their home language is different from the language in which they will be taught.



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A special educational provision means [SEND Code of Practice (DfE, July 2014)]:

- for children / young people aged two or more, special educational provision is educational or training provision that is additional to, or
- different from, that made generally for other children / young people of the same age;
- for children / young people under two, special educational provision of any kind.

Within school, pupils with SEN are identified on the school SEND register as needing SEN support so that provision to meet their needs can be routinely planned for. As children / young people progress, they may be taken off the register at a future point when their needs no longer require special educational provision.

What is a disability?

Franch Community Primary School adopts the definition of disability as stated in the Equality Act 2010 as a child or young person who has a physical or mental impairment which has a long term and substantial adverse affect on their ability to carry out normal, day to day activities. This definition includes sensory impairments such as those affecting sight and hearing and long term health conditions such as asthma, diabetes, epilepsy and cancer.

Children / young people with a disability do not necessarily have a special educational need although there is a significant overlap. Where a child or young person requires special education provision they will be covered by the SEN definition.

Our Special Educational Needs and Disabilities policy objectives:

At Franche Primary we know precisely where children / young people and young people with SEN are in their learning and development.



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We ensure that:

- every child / young person has access to a broad and balanced curriculum, including the National Curriculum;
- decisions are informed by the insights of parents / carers and those of children and young people themselves;
- high ambitions and stretching targets are set for all pupils;
- pupil progress is monitored towards these goals;
- additional or different provision is regularly reviewed;
- positive outcomes in the wider areas of personal and social development are promoted;
- the approaches used are based on the best possible evidence and are having the required impact on progress;
- links are maintained with other schools and external agencies;
- the SEND policy is evaluated and monitored by staff and Governors on an annual basis;
- Staff, Governors and parent / carers are aware of the school's SEND and Inclusion policies.

Arrangements for co-ordinating special educational needs provision:

Franch Community Primary School is a mainstream school with experience of supporting pupils with a range of differing needs. The four areas of special educational needs include:

1. Communication and Interaction

Children / young people and young people with speech, language and communication needs (SLCN) have difficulty communicating with others. Children and young people with Asperger's Syndrome and Autism may also have difficulties with language, communication and social interaction.



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2. Cognition and Learning

Children and young people with learning difficulties, despite appropriate differentiation, may require additional support. Learning difficulties include specific learning difficulties (SpLD) such as dyslexia, dyscalculia and dyspraxia.

3. Social, mental and emotional health

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These include becoming withdrawn or isolated, attachment disorders, displaying challenging, disruptive or disturbing behaviours as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms which are medically unexplained.

4. Sensory and or Physical

Children and young people may have a disability which prevents or hinders them from making use of the educational facilities provided. These include vision impairment (VI), hearing impairment (HI), multi-sensory impairment (MSI) and physical disability (PD).

These areas give an overview of the range of needs. Individual children / young people often have needs that cut across all these areas and their needs may change over time.

All the teachers in our school are teachers of children / young people with special educational needs and therefore at Franche Community Primary School we adopt a 'whole school approach' which involves all staff adhering to a model of good practice. All staff are committed to providing for the needs of all children / young people in an inclusive environment. Inclusion is regarded as crucial to this policy and the Inclusion Policy should be read in conjunction with the SEND policy. This means that all children and young people with SEND are taught together with their peers for the majority of the time, being withdrawn for short periods for specific intervention support or when specialist provision



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cannot be incorporated in any other way due to practical consideration for the child / young person and the class as a whole.

Due to the high level of quality first teaching that is ordinarily available to all our pupils, it is likely that fewer pupils will require SEN provision.

Cause for concern/ongoing monitoring

An informal stage when class teachers identify a concern about the educational needs and / or academic progress of a pupil. Special Educational areas of concern will be identified along with the current interventions being used. New targets and strategies will be set and discussed with the Special Educational Needs Co-ordinator (SENCO), class teacher and parent / carers.

Pupils maybe flagged as a cause for concern due to slow progress and low attainment through pupil progress meetings. These pupils may not be considered to have SEND but may require specific targets in order to make progress using varying interventions and strategies.

SEN Support (previously known as School Action and School Action Plus)

Where a child / young person is identified as having SEN we work in partnership with the parent / carer to establish the support the child /young person needs.

Where a child / young person is identified as needing SEN provision we take action to remove any barriers to learning and adopt a graduated approach with four stages of action:





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Assess

When a child / young person has been identified as needing SEN support the class teacher, working with the SENCO will carry out a clear analysis of the pupil's needs. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, and behaviour.

It should also draw on the views and experiences of parent / carer, the pupil's own views and, if relevant, advice from external support services. We take seriously any concerns raised by a parent / carer via the class teacher, contact with the SENCO and the SEN Drop in sessions.

Plan

Where it is decided to provide a pupil with SEN support parent / carer will already be fully involved in the process. Through meetings, the teacher and SENCO will agree with the pupil and parent / carer any interventions and support which will be put in place in order for the pupil to make progress.

This will be documented on the child / young person's Step 7, individual provision map (IPM) which outlines any teaching strategies or approaches that will be required to support the child / young person to make progress throughout the term.

Do

The class teacher is responsible for working with the child / young person on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching. The SENCO will support the class teacher in the further assessment of the child / young person's particular strengths and



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weaknesses, in problem solving and advising on the effective implementation of support.

Review

The impact and support will be evaluated by the class teacher and discussed with the pupil and their parent / carer during the termly Step 7 meetings. Pupil and parent / carer views will feed into the reviews and will contribute to the planning and setting of new targets for the following term.

Education, Health and Care Plans (EHC Plan) (previously known as a Statement)

An EHC Plan brings together the health, education and care needs for young people aged 0 – 25 and sets out the provision that they need from education, health and care to meet these needs.

If the child or young person has not made expected progress despite following the graduated approach, we will consider in complex, extreme cases requesting an Education, Health and Care needs assessment. Parent / carer and the pupil will be involved in these discussions and the assessment at all times. As evidence will need to be provided by school and external agencies we ask that parent / carer contact us to discuss any concerns.

Following a request for an assessment the Local Authority must determine whether an EHC needs assessment is necessary within six weeks. The Local Authority will gather evidence from school and external agencies to support the request. Parent / carer will be informed by the Local Authority of the outcome of the EHC assessment.

Where the assessment is successful the Local Authority will provide a finalised EHC plan for a child or young person from the age of 0 – 25 years.

Where an EHC assessment is not successful children / young person with special educational needs will have their needs in school met through the ordinarily available provision.



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EHC Plans should be used to actively monitor children / young person's progress towards their outcomes and longer term aspirations. They must be reviewed by the Local Authority as a minimum of every 12 months. Reviews

must focus on the child / young person's progress towards achieving the outcomes and whether they remain appropriate.

The Inclusion Team

The Inclusion Manager

The Inclusion Manager meets with the Inclusion Team on a weekly basis to discuss and continuously try to improve best practice and in turn raising the standards. The Inclusion Team consists of the Inclusion Manager, the Special Educational Needs Co-ordinator (SENCO), the Nurture to Learning Manager,

Thrive Practitioner, English as an Additional Language (EAL) teaching assistant and the More and Most Able Co-ordinator.

The Special Educational Needs Co-ordinator (SENCO)

All mainstream schools must appoint a designated teacher; the Special Educational Needs Co-ordinator, who is responsible for the day-to-day operation of the school's SEND policy and maintaining the SEND registers which include the medical registers. He or she will co-ordinate provision for pupils with SEND, monitor the provision mapping and liaise with parent / carer, staff and external agencies.

Educational Psychologist

We have an Educational Psychologist who will be helping children or young people who are experiencing problems within an educational setting with the aim of enhancing their learning.



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Challenges may include social or emotional problems or learning difficulties. Work is with individual children / young people or groups, and will include advising teachers, parent / carer, social workers and other professionals.

The Educational Psychologist will offer a wide range of appropriate interventions, such as learning programmes and collaborative work with

Teachers or parent / carer. They will also provide in-service training for teachers and other professionals on issues such as behaviour and stress management as well as approaches to prevent difficulties within a nurturing environment.

SEND Governor

A member of the Governing Body also takes a special interest in SEND, although the Governing Body as a whole is responsible for making provision for pupils with special educational needs.

(Current SEND Governor is Mrs. Kirsty Stuart).

Admissions

We welcome those parents / carers seeking integration into mainstream schooling for their child / young person with special needs, in accordance with the Local Authority admissions policy which is available on the school website.

Parents or carers seeking the admission of a pupil in receipt of an EHC Plan / Statement of Special Educational Needs must do so through the Worcester Local Authority SEN Team, who will arrange the appropriate consultation with the school's Governing Body regarding admission.

Access for the physically impaired

The school has a disability equality scheme and accessibility plan in place which is reviewed annually. The main entrance to the school is from the car park and is accessible by wheelchair. Where access is restricted special arrangements



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have been made to enable the child / young person to take the lifts to the upstairs classrooms.

Evaluation of Policy

The Governor with responsibility for Special Educational Needs will regularly monitor the special needs provision and ensure that the policy is applied in practice. The SENCO will ensure that the policy is monitored and regularly updated in conjunction with the Inclusion policy. The school will ensure that the budget for special needs is monitored and effectively used, and will also monitor arrangements made for teachers to attend in-service training. The school will regularly assess and report to governors on the success of the SEND pupils.

Complaints Procedure

Any concerns about special educational provision within the school should be directed to the Inclusion Manager or SENCO. Should issues remain unresolved and a formal complaint is required, the complaints procedure can be followed through the school's LA adopted Complaints policy

SEN In-service Training

Annually, teachers inset needs are identified and they are encouraged to attend organised internal/external courses and conferences. Additionally, consultants and experienced professionals, including the LA advisory service, educational psychologists, children and young people's services or other special needs practitioners, may be invited into school to deliver any necessary training to meet staff needs. Regular workshops are organised by the Inclusion team focusing on varying needs where both parents / carers and staff are invited.



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Partnership with Parent / carer

We recognise the value of parent / carer knowledge of their children / young people and will seek to use that information in planning support for pupils. Parents / carers are encouraged to be fully involved with their child / young

person's educational provision, so that a collaborative problem solving approach can be implemented.

The SENCO or class teacher will contact parent / carer to discuss referrals to outside agencies, such as Learning Support Service, Speech and Language Therapy, Educational Psychology etc.

Parent / carer permission is always sought before any referral is made.

We encourage parents / carers to discuss any concerns that they may have about their child's / young person's needs.

This is usually with the class teacher or the SENCO, although parents / carers can also see a member of the Inclusion Team at the SEN Drop In every Friday morning at 8.45 a.m.

The Parent / carer Inclusion Support Group meets termly to discuss parent / carer involvement with school and pupils with SEND. A termly newsletter is produced and distributed to all parents / carers sharing practice, information and signposting parents / carers to various avenues of support.

We have an Inclusion policy on the school website

<http://www.francheprimary.org.uk/> which provides further information including copies of the latest 'Inclusion Matters', the SEND Code of Practice (DfE July 2014), signposting to further information in the community, workshops and much more.

Links with External Agencies

External support services play an important part in helping the school identify, assess and make provision for pupils with SEND.



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The Inclusion Team will refer pupils with special educational needs and / or disabilities to Child / young person & Adolescent Mental Health Services (CAMHS) or other relevant external agencies, as appropriate, using the individual referral criteria for each agency. Such referrals will always be first agreed with the parent / carer.

The School Nurse has a weekly drop in at school to carry out health assessments and is available to offer advice, information or support with any medical or health needs.

Children / young people's Services become involved if a referral is made to them with concerns about a child / young person or they sometimes notify the school of concerns raised by another external agency.

Assessment

The school has a clear and detailed assessment policy, which enables staff to monitor children's / young people's attainment and progress and therefore identify children / young people who are failing to make progress and may perhaps have a particular special need in an area.

Information and assessment from Nursery and the Foundation stage profile in Reception help to identify child / young people who need help early and these children / young people are then targeted for extra support; this information is shared when the pupils join the Key Stage 1 classes within the Primary section of school.

Links with other schools and Transition

We recognise the importance of maintaining close links with all our Pre-school nursery / child care settings and discuss children's / young people's learning needs as they transfer to our Reception classes.



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Links are also maintained with local schools and secondary schools, particularly with the SENCO for those children / young people with SEND who transfer at Year 6 or any point in their school career.

Information and records are given to primary schools or link secondary schools about special needs pupils. We welcome opportunities to allow pupils to visit their future school and visits from their staff to meet them at the school.

Behaviour

At Franche Community Primary School we have high expectations for behaviour from all of our pupils.

There is a clear and detailed behaviour policy, which outlines the school's philosophy and practice towards establishing a positive learning environment in which all children / young people are expected to have high standards of behaviour.

A child / young person with social, mental and emotional difficulties may have a Pastoral Support Plan (PSP) to help to address these difficulties. It will contain clear objectives for improvement, strategies and procedures. A number of designated staff have completed the Team Teach training as part of positive handling policy. It is the school policy to keep parents / carers informed of all incidents in which behaviour is a problem.

Success Criteria

We strive at Franche Community Primary School to meet the needs of all children / young people including those with SEND so that they make the best possible academic and personal progress.

Signature: **Date:** 15/03/2016
Chairman of Governors