



SEN policy and information report

CENTRAL PRIMARY SCHOOL

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Last reviewed on: January 2021

Next review due by: September 2021

Please also see the school website for details of how we support children who have SEN or disabilities or health needs during the current COVID period. Updated January 2021.

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1. Aims

Our SEN policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN

Central Primary School is an inclusive school. We have supported and will continue to support children with a wide range of needs and abilities. We are committed to helping those children to succeed both in their learning and in their enjoyment of school life.

We employ a full-time Special Educational Needs Coordinator (SENCO) and large team of support staff, who have experience and training and skills built up over many years of work with children and their families.

Our teachers lead on day to day support for children and are happy to speak with any parent or carer or service about concerns they have about a child. They will also share with you the news of success and progress each year and each term.

The school governing body and senior leadership team have oversight of the work across the school.

Ultimately, the main aim of our SEN provision is to help children to overcome barriers to learning and become successful adults.

2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice section 6](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN coordinators (SENCOs) and the SEN information report, including [regulation 51](#) and [schedule 1](#)
- [section 69 of the Children and Families Act 2014](#), including:
 - the arrangements for the admission of disabled pupils
 - the steps you have taken to prevent disabled pupils from being treated less favourably than other pupils
 - the facilities you provide to help disabled pupils to access the school
 - information as to the plan prepared by the governing body or proprietor under [paragraph 3 of schedule 10 to the Equality Act 2010](#) (accessibility plan) for:

- increasing the extent to which disabled pupils can participate in the school's curriculum
- improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities and services provided or offered by the school
- improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

Central Primary School also liaises with Northumberland County Council SEN advisers each year to check for any national developments or changes and any changes in local arrangements for support of SEN and disabilities. The most recent checks were carried out in January 2021, to take account of the changing requirements for supporting children during the COVID period of disruption.

3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

Some children have long term needs that affect all or most of the school day. This is sometimes called 'High Needs' and can lead to formal support plans and / or additional funding from the local authority. Sometimes other services will also be involved.

Most SEN learners have lower levels of need, which are met by the class teacher. Sometimes there will be extra interventions a few hours per week to boost a child's progress in a subject (English or Maths) or to develop their Speech & Language, for example.

Having a diagnosis, such as autism or ADHD, doesn't automatically mean you have an SEN. If the child is doing well without extra support they do not have SEN. If they **do** need significant extra help to learn they probably have SEN.

4. Roles and responsibilities

4.1 The SENCO

The SENCO is Alan Carrick. Please note he works across both sites. alan.carrick@alptrust.co.uk

To contact him it is best to phone school reception 01670 810570 (Lower School) or 01670 813111 (Upper School)

He will:

- Work with the headteacher and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have day-to-day responsibility for the operation of this SEN policy and the coordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEN support

- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEN up to date

4.2 The SEN governor

The SEN governor will:

- Help to raise awareness of SEN issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

4.3 The headteacher

The headteacher will:

- Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

4.4 Class teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN policy

5. SEN information report

5.1 The kinds of SEN that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- Cognition and learning, for example, dyslexia, dyspraxia,
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD),
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- Moderate/severe/profound and multiple learning difficulties. It may sometimes not be possible or appropriate to support severe / profound learning difficulties after the Early Years stage. Each child will have a plan reflecting individual needs and circumstances.

Admissions for children with special educational needs and disabilities are the same as admissions for all Northumberland pupils: please contact Northumberland County Council School Admissions Service and apply for a school place in the standard way.

Ideally we will hold a meeting with you before your child's start date and agree for any transition work or training to take place in readiness to help your son or daughter. It is good practice for us to gather as much useful information as possible from you and your child's previous school / nursery first, especially if we need to take on more staff to support your child or need to make adaptations to our school.

If your child has an Education Health & Care Plan the local authority SEN team may lead in asking our school to provide a school place. The SEN Service will share your child's EHCP with us to see if we can offer a place and meet your child's needs.

We are committed to including your child in all areas of school life with their peers. This includes lessons, social activities, events and any other part of the school year. Please tell us if for any reason you are concerned that your son or daughter may not be able to participate safely. We will work with you to make adjustments to overcome those difficulties or offer an alternative solution.

On very rare occasions a child may not be able to participate because they have a specific medical condition and it would be harmful to the child to take part in that activity. Those situations will be planned for with you within your child's Individual Healthcare Plan, including the advice of the supervising health professional.

5.2 Identifying pupils with SEN and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- 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 the child and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

5.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents when it is decided that a pupil will receive SEN support.

5.4 Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The pupil's own views
- Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

5.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

All children have visits to their new school site and meet their new teacher before they move school. This happens in the summer term for moves to secondary school from Year 6 and for the move to Central Primary upper site from year 2.

Some children will find changes more difficult to manage. In those cases we will be happy to create an individual programme, so the child can get used to the new school over a number of weeks or months.

Every child who has SEN or a disability will have an SEN Support Plan that we will review with you each term. This gives us at least three opportunities to make plans with you for the school move.

5.6 Our approach to teaching pupils with SEN

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to pupils who have SEN. This will be differentiated for individual pupils.

We will also provide the following interventions:

- Literacy groups for reading, writing, spelling and grammar
- Numeracy groups
- Speech and language programmes, including Talk Boost
- Individual programmes for physical needs
- Behaviour support programmes
- Individual programmes created with parents and visiting services such as Educational Psychology, ASD specialist teachers, Literacy / Dyslexia specialist teachers and Speech & Language Teacher Therapists.

Whatever the plan for a child, it will be put into an individual plan for families and teaching staff to review together at least once a term.

5.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.

- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

5.8 Additional support for learning

We have teaching assistants who are trained to deliver interventions (see 5.6 above).

Teaching assistants will support pupils on a 1:1 basis when a child is unable to focus or succeed in groups.

Teaching assistants will support pupils in small groups when there are children with similar needs who need a 'boost' for a skill or a subject.

We work with the following agencies to provide support for pupils with SEN:

- NHS CYPS – the children and adolescent mental health service
- Primary Mental Health Workers (PMHW)
- Educational Psychology
- Speech & Language specialist teachers and therapists
- Occupational Therapists
- Physiotherapists
- Autism / social communication specialist teachers
- Literacy difficulties / dyslexia specialist teachers
- The Sensory Service – for hearing and visual needs
- Pediatricians
- School health visitors and nurses – including specialist nurses for allergies, asthma, epilepsy etc
- Portage – for pre-school children with additional needs
- Education Welfare – for children with school attendance problems

5.9 Expertise and training of staff

Our SENCO has experience in this role.

We have a team of teaching assistants and higher level teaching assistants (HLTA) who are trained to deliver SEN provision.

In the last academic year, staff have been trained in behaviour support and speech & language support. We also arranged training in positive handling, marking and assessing and other areas specific to individual children.

In 2019-2020 thirty of our staff studied for qualifications in:

- Supporting children who have mental health difficulties
- Supporting children who have literacy difficulties / dyslexia
- Supporting children who have learning difficulties
- Supporting children who have autism needs

In 2020-2021 we have large numbers of staff studying for the ELKLAN specialist qualifications in speech & language education.

In addition a number of our staff who work with children with medical conditions have received specialist training in managing:

- Epilepsy needs
- Higher level sign language

5.10 Securing equipment and facilities

The SENCO manages a budget for buying in lower-cost items for individual children.
Large scale purchases or adaptations to the school will be managed by the Headteacher.

5.11 Evaluating the effectiveness of SEN provision

We evaluate the effectiveness of provision for pupils with SEN by:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions after 2-4 weeks
- Using pupil interviews
- Monitoring by the SENCO
- Using specialist or standardised assessments measure progress
- Holding annual reviews for pupils with EHC plans

5.12 Enabling pupils with SEN to engage in activities available to those in the school who do not have SEN

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to go on school trips.

All pupils are encouraged to take part in sports day and school plays and special workshops.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

5.13 Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development in the following ways:

- Thrive programmes in school and outreach to support families at home
- Specialist support for children who have needs arising from ADHD, ASD, trauma or other emotional / behavioural issues.

We have a zero tolerance approach to bullying.

5.14 Working with other agencies

Central Primary School has extra support from specialist educational services:

- Educational Psychology
- Speech & Language
- Literacy / Dyslexia
- ASD / Autism
- Behaviour Support

Sometimes it is necessary to make referrals to NHS services such as:

- CYPS - the children's mental health service
- Primary Mental Health
- Speech & Language Therapy
- Physiotherapy
- School Nursing Service
- Health Visitors
- Occupational Therapy

Whatever the need and the service, we will seek your consent first so the plan of action is made with you.

5.15 Complaints about SEN provision

Complaints about SEN provision in our school should be made to the class teacher in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

5.16 Contact details of support services for parents of pupils with SEN

Please look at the SEN Guidebook too by searching for '*Northumberland SEN Local Offer*' on the internet.

5.17 Contact details for raising concerns

Please speak to your class teacher first.

5.18 The local authority local offer

Our local authority's local offer is published online.

Please look at the SEN Guidebook too by searching for '*Northumberland SEN Local Offer*' on the internet.

6. Monitoring arrangements

This policy and information report will be reviewed by the SENCO and governing body **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

7. Links with other policies and documents

This policy links to our policies on:

- Accessibility
- Equality
- Admissions
- Behaviour
- Medical Conditions