

# GREAT CHART PRIMARY SCHOOL

## SEND POLICY

January 2024



### *A Great Place to Discover and Learn*

#### **Vision Statement**

**A respectful community where we thrive and achieve our full potential as confident life long learners**

#### **Mission Statement**

**Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning**

*Our core value is Respect*

*Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence*

## SEN&D Policy

January 2024

This policy is written in line with the requirements of: -

Children and Families Act 2014

SEN Code of Practice 2015

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 Policy, Anti-Bullying Policy, Equalities Policy, Safeguarding Policy, Home Learning Policy, Complaints Policy.

This policy was developed in consultation with relevant stakeholders and will be available via the school website. This policy 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 (2015, 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 (2015, p5)*

*A diagnosis of a need does not necessarily mean that a child has SEN and will require SEN provision. However, staff will be informed.*

### 1 The kinds of special educational need for which provision is made at the school

At Great Chart Primary School, following the guidance of the mainstream core standards, we can make provision for every kind of frequently occurring special educational need without an Education, Health and Care Plan, for instance; developmental coordination disorder, speech and language needs, Autism, ADHD, learning difficulties and social, emotional and behavioural difficulties. There are other kinds of special educational need 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 an Education, Health and Care plan with the following kinds of special educational need: Speech, Language and Communication needs, including Autism and Global Development Delay. Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

From September 2019 KS2 Wyvern School satellite provision was located on our school grounds (Learning Lodge). A second Wyvern class was based on our school grounds from September 2020. Children attending this provision are Wyvern pupils but will access areas of the wider curriculum where appropriate within the mainstream setting. All decisions about pupil access to this provision will be made by Wyvern staff.

### 2 Information about the policy for identification and assessment of pupils with SEN

At Great Chart Primary School we monitor the progress of all pupils at least three times a year to review their academic progress. All pupils are discussed at Pupil Progress Meetings and support, resources and intervention programmes are allocated and evaluated at these meetings to ensure pupil's needs are met. Parents are informed if their child is receiving additional support during parent teacher consultations and via letters from the Inclusion Team if they are SEN Support.

We also use a range of assessments with pupils at various points eg Speech Link and Language Link to screen pupils in Foundation Stage, phonics screening, spelling age, reading age, comprehension age, end of term and end of year assessments, weekly or termly spelling tests, weekly times tables tests, key word checks, termly phonic assessments and ongoing formative assessments in all year groups as well as Leuven Scales and the Boxall Profile to assess pupil wellbeing.

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: access as needed to a Chromebook, daily Skills Booster Groups, IT software, small group TA support / 1:1 support and interventions for Phonics, Reading, Writing and Maths, Speech and Language intervention, Fizzy and Clever Hands, Lego Therapy and Precision Teaching.

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 will use a range of assessment tools to determine the cause of the learning difficulty. At Great Chart Primary School the Inclusion Team are experienced in using the following assessment tools:

- New Salford Sentence Reading Test
- Toe by Toe Reading assessment (Years 5 and 6)
- Phonics Tracker
- BPVS (British Picture Vocabulary Scale)
- Bury Infant Check
- Soundwrite phonics screener
- Lucid Rapid (Computer based Dyslexia Screening Test)
- Language Link and Speechlink
- Blackwell spelling test
- High Frequency Word (first 300) Reading and Spelling
- Boxall Profile assessments

We have access to external advisors (some of these service have costs attached) who are able to use a range of suitable assessment tools, dependent on the needs of the child:

Educational/Clinical Psychologist

STLS (Specialist Teaching & Learning Services)

CYPMHS (Children and Young People's Mental Health Service) through NELFT for referrals for emotional well-being / mental health advice and support / ASC and ADHD referrals

School Nursing Service

Paediatric Consultants – Ashford Community Child Health

Children's Therapy Team (Speech and Language/Occupational Therapy)

Outreach Services – Wyvern School

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 SEN support plan (Individual 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.

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. When any change in identification of SEN is made, parents will be notified.

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 (Individual Provision Map) 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 (2015, 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 an 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 via the Inclusion Governors, Mr Stuart Fitch & Miss Jennifer Keen.

*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 at least three times per year. In addition to this, pupils with special educational needs may have more frequent assessments of phonic knowledge, reading age, spelling age etc. For a list of the assessments we use at Great Chart Primary School please refer to the list 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, adapted 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 Great Chart Primary School the quality of teaching is judged to be 'outstanding' (Ofsted June 2023).

We follow the Mainstream Core Standards [see KELSI] 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. Attention Autism, Intensive Interaction, Verve, sensory circuits one to one and small group support, small group teaching, use of IT software learning packages. These are 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 Great Chart Primary School we follow the advice in the Mainstream Core Standards:

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0004/117256/Special-educational-needs-mainstream-core-standards.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0004/117256/Special-educational-needs-mainstream-core-standards.pdf)

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 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, in recent years, made the following improvements as part of the school's accessibility planning:

#### Building

- Ramps into school to make the building accessible to all
- 2 toilets adapted for disabled users
- Wide doors in some parts of the building
- Disabled parking bay
- Hearing Loop installed in the large hall and on security gates
- Yellow warning strips/curb markings painted on steps
- Community Room door widened and colour contrast added.
- Slopes from fire doors included when resurfacing of KS2 playground took place.
- Resurfacing of the KS1 playground. Slopes from the fire doors to meet DDA requirements.
- Contrasting Colour in EYFS and KS1 outside areas as well as KS1 playground to support as advised by Visual Impairment Service.
- Further safety fencing added to KS2 playground.
- Fencing near the library to prevent accidents from subsidence.
- Yellow warning strips/curb markings painted on steps- updated
- KS2 Trim trail

Planned future improvements include:

- Fire doors throughout the school - long term project due to cost
- Ensuring EYFS /KS1 is prepared and meets all necessary safety standards for a visually impaired pupil starting Sept 2024

### Training

The Senco attends all Countywide Senco Forums which take place termly as well as some local Senco forums run by STLS.

Recent training has included:

- Sharing a diagnosis of SEN with a child (Nov 2023)
- Portage Training (Y1 teachers Oct 2023)
- Autism Education Trust whole staff training (Sept 2023)
- Nurture UK (18 months training for Senco and FLO)
- Makaton Training May 2023
- Mainstream Core Standards - strategies discussed in phase meetings Spring Term 2023
- Sensory Circuits Training (Feb 2023) EYFS and Y1 TAs
- SEN Expectations and updates - Phase meeting for KS2 teachers (Jan 2023)
- Living a carefree life: building relationships and understanding CIC or with a social worker (Dec '22 and Jan '23) Teachers and TAs
- Portage Assessment Training (Nov 2022) EYFS Teachers
- Every Learner Matters - National SEN Conference (Nov '22) Senco (shared with TAs at Twilight)
- A Network Approach to Supporting our Young People VSK (Nov '22) Senco/DT
- Healing Classrooms: EAL and Refugees (Oct '22) HT
- Clever Hands Training (Sept '22) EYFS and Y4 TAs
- An Inclusive Curriculum (April '22) Senco
- Supporting Vocabulary - 2 sessions (March '22) Teachers and TAs
- Edtech training - supporting SEN pupils (Feb '22) Teachers and TAs
- Understanding and Supporting Autism in the Primary Classroom (Nov 2021) 1:1 TA in EYFS
- Dyslexia Training (Oct 2021) Year 3 TA
- The Education Inspection Framework and SEND - (Oct 2021) Senco
- Conditions for Effective Learning in EYFS - (Sept 2021) EYFS Lead
- 1st Class Number Training - x 5 sessions (Autumn 2021) - Y2 Class TAs
- Arbor Assessment Training - SLT (Sept 2021)
- Drawing and Talking Therapy training (May 2021) Senco
- SEND updates
- Providing a context for the Mainstream Core Standards for the wider staff (April 2021) 6 Teachers
- RSHE and SEND (March 2021) Mrs Barker
- A positive approach to support mental Health and Wellbeing Conference (Feb 2021) Assistant HT
- Mainstream Core Standards (Jan and March 2021) Inclusion Team & HT
- Chris Quigley: Making it Stick (Jan 2021) All Teachers
- EEF SEND and Learning Behaviours - 10 sessions (from Jan - April 2021) - Inclusion Team
- An introduction to the revised Mainstream Core Standards for SEND (Jan 2021) - Inclusion Team
- Sleep Training Workshop (Dec 2020 and Jan 2021) - Senco and FLO
- Leading on SEND webinar (Dec 2020) - Senco
- Precision Teaching (Nov 2020) - Senco
- Epilepsy Training (Oct 2020) - Senco & 2 TAs
- Phonics Refresher (Sept 2020) - All staff
- Zones of Regulation (Sept 2020) - All staff
- Autism (Summer Term 2020)- All staff
- Mental Health (Summer Term 2020) - All staff

- Play, learning and the brain - KS1 TAs - (Summer Term 2020)
- Attachment in the early years - KS1 TAs - (Summer Term 2020)
- Understanding Dyslexia - KS2 TAs - (Summer Term 2020)
- Youth Suicide Awareness and Prevention - FLO training (January 2020)
- Supporting an Anxious Child Training - delivered to parents, TAs, FLO and some Teachers (Jan 2020) - The Contented Child

Future training will depend on the needs of the pupils and the experience and knowledge of the teaching staff to ensure pupils receive quality first teaching and those with special educational needs are well supported and able to access the whole curriculum.

### 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 each class provision map. 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 resources for pupils with high needs, and above that amount the Local Authority should provide top up to the school following an application by the Senco for High Needs Funding.

### 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 during school time offered to pupils at Great Chart 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, including asking parents to support.

### 3g support that is available for improving the emotional and social development of pupils with special educational needs

At Great Chart 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 e.g. PSHE, Circle Time, SMSC, Positive Play, Assemblies and indirectly with every conversation adults have with pupils throughout the day.

For some pupils with the most need for help in this area the school offers a range of pastoral support for all pupils who are experiencing emotional and/or social difficulties at any one time. Some pupils may attend a Time to Talk group, Lego Therapy or have time to talk to their Teaching Assistant, Class Teacher, FLO or a member of the SLT.

Some children may be eligible for specialist support through school referral to CYPMHS.

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/Inclusion Manager at Great Chart Primary School is Paula High, who is a qualified teacher and has been accredited by the National Award for SEN Co-ordination.

Paula High is available on 01233 620040 or email via the school office – office@great-chart.kent.sch.uk or via the contact form link on the school website.

Emma Bennett is the Assistant Inclusion Manager and a qualified teacher. Miss Bennett can be contacted via the school office.

Nicky Ostridge is the Family Liaison (FLO) and can be contacted, as above.

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

Teachers and teaching assistants have had the following awareness training; Dyslexia, Language Through Colour, Emotion Coaching, ASD/ ADHD/ODD Training, Resilience & Using CBT approaches, ASD and Communication, DCD, Dyslexia, ASD, Meta-cognition and self-regulation, and regular updates on new SEN & D Code of Practice.

In addition, the following teachers have received the following enhanced and specialist training: Mrs High - National Award for SEN Coordination

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, Wyvern Outreach, Goldwyn School Specialist Teaching & Learning Service, Educational Psychology, Speech and Language Therapy, Occupational Therapy, Physiotherapy, Dyslexia Specialists etc. The cost of training is covered by the notional SEN funding.

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 Great Chart Primary school are invited to discuss the progress of their children on two occasions a year and receive a written report in the Summer term as well as a report each term on progress. In addition, we are happy to arrange meetings outside these times to discuss pupil progress and any concerns either staff or parents may have in terms of their child's learning. 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 and tracked on a Class Pupil Progress Grid and evaluated during Pupil Progress meetings. Parents will be informed at Parent/Teacher consultations of additional support being provided.

If following this provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an 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 (where appropriate) 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 Great Chart Primary school are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with their child's class teacher, a member of the Inclusion Team (includes Deputy Headteacher) or the 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 an EHC Plan, 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 (via the SENCO and Inclusion Governor) have engaged with the following bodies:

- Wyvern Outreach
- Provisions Evaluations Officer for KCC
- Free membership of LIFT for access to specialist teaching and learning service
- STLS and Language Learners
- Early Help
- NELFT
- Educational Psychology service purchased as needed
- Outreach Service: Wyvern School
- 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
- Ability to make ad hoc requests for advice from School Nursing service
- Membership of professional networks for SENCO eg Senco Forum

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 Great Chart 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. Information is received from a number of sources when children transfer to our school from an Early Years Setting. Our Teachers meet with Nursery staff (from main feeder nurseries or where a nursery has requested an observation) and the children in the setting before starting school. Where a child has been identified as having SEN, a member of the Inclusion Team will also visit to discuss the provision in place and future plans. Transition meetings will also be arranged with Specialist Teaching and Learning Service, Educational Psychologist and/or Speech and Language Therapy and the Senco, Class Teacher and Parents. The information that is also in the "Early Years Transition Form / My Unique Progress" document is also used to aid transition.

Information Parents Evenings are also used to introduce the Inclusion Team (Mrs High and Miss Bennett) and to give information to parents and provide opportunities for parents to meet staff, ask questions and discuss arrangements for starting school.

For pupils joining Great Chart from another school a member of the Inclusion Team will contact the child's current school to prepare for their arrival. We encourage new entrants to Great Chart to visit and join us for an afternoon where appropriate.

We also contribute information to a pupils' onward destination by providing all SEN pupil files and necessary information to the next setting and, where available, offer additional transition visits to help prepare our Year 6 pupils for their move to secondary school. For those with an EHC Plan, transition to secondary school is discussed during Year 5 at the Annual Review and parents are encouraged to arrange early viewings of potential schools in order to decide which school will be most suitable in meeting the needs of their child. Secondary Sencos are invited to attend Annual Reviews in Year 6.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on <http://www.kelsi.org.uk/> and parents without internet access should make an appointment with the SENCO/Inclusion Manager for support to gain the information they require.

Approved by the GB on 8<sup>th</sup> February 2024

Next review on February 2025