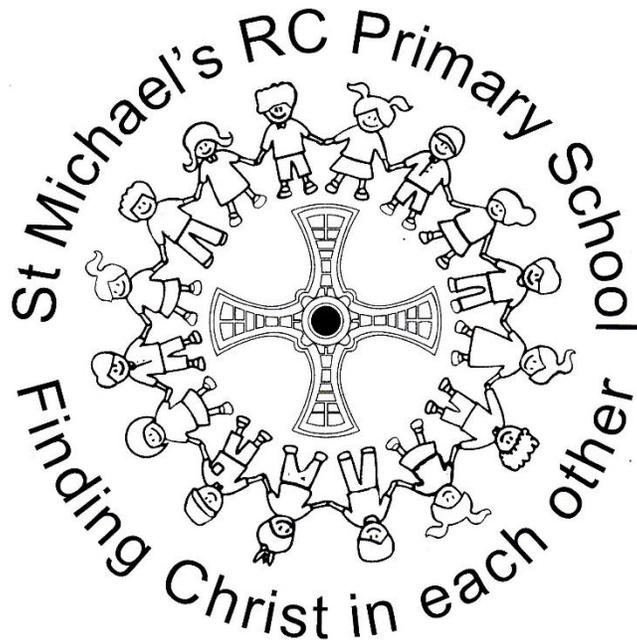


St Michael's Catholic Primary School



Special Educational Needs and Disabilities Policy



St. Michael's Catholic Primary School Our Mission Statement

'Finding Christ in each other'

'Catholic Education is above all a question of helping to form Christ in the lives of others.'

Pope John Paul II

The School aims to promote Catholic values based on the teachings of Christ and to bring all members of the school community – staff, children, parents and governors – closer to God through the daily practice of those values in all areas of school activity.

St Michael's Catholic Primary School
Curriculum Intent Statement

Our curriculum provides a broad range of experiences for our pupils

Our pupils' backgrounds, our culture and our climate for learning provide the following drivers that underpin all areas of our curriculum:



- **Catholic Values** – which helps pupils grow spiritually and give them values for life outside of school
- **Historic Environment** – which helps pupils to understand and appreciate their locality which facilitates their relationship to the wider world
- **Resilience** – which helps pupils grow as learners
- **Independence** – which helps pupils to grow as independent learners, not dependent on adults to learn
- **Subject knowledge and skills** – which help pupils develop their academic skills and give them knowledge for life
- **Tolerance** – respecting and valuing the beliefs, values, choices and opinions of others

Our Ethos/ Vision

At St Michael's Primary school we are committed to giving all our children every opportunity to achieve their best. The achievement, attitude and well-being of every child matters and inclusion is the responsibility of everyone within our school. Every teacher is a teacher of every pupil, including those with special educational needs and disabilities. We respect the unique contribution which every individual can make to our school community.

Definition of SEN and Disability (SEND)

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014). This states:

SEN: A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.

Disability: Many children and young people who have SEN may 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.'

Key Roles and Responsibilities

The SENCO has day-to-day responsibility for the operation of the SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans. The SENCO is a member of the leadership team and the designated teacher for Looked After Children (LAC). **The SENCO is Christina Parker.**

SEN Governor: **The SEND governors are Gemma Spence and Bev Coult.** They have responsibility for monitoring policy implementation and liaising between the SENCO and the Governing Body.

Designated Safeguarding Lead (DSL): The head teacher, Joanne Bruton, has specific responsibility for safeguarding and is the DSL. Christina Parker, Lauren Blakey, Kathryn Dunn, Ceri Crawley and Julia Brown are to act as the DSL in Joanne's absence.

Intent

At St Michael's, all pupils, regardless of their particular needs, are provided with inclusive teaching which will enable them to make the best possible progress and feel that they are a valued member of the wider school community. We expect that all pupils with SEND will meet or exceed the high expectations we set for them against national data and based on their age and starting points. We will use our best endeavours to give pupils with SEND the support they need, whilst having access to a broad and balanced curriculum. Working in partnership with families, it is our aim that pupils will become confident individuals able to make a successful transition on to the next phase of their education.

Objectives:

- To ensure a clear process for identifying, assessing, planning, providing and reviewing for SEND pupils, with the pupils and their parents/carers at the centre.
- To develop effective whole school provision management of support for pupils with special educational needs and disabilities.
- To deliver training and support for all staff working with pupils with SEND in order to develop our practice within the guidance set out in the Code of Practice, July 2014.

Implementation

Identification of Needs

The identification of SEN is embedded in the whole school process of monitoring the progress and development of all pupils. We recognise the benefits of early identification and making effective provision in improving the long-term outcomes for children with SEN. The purpose of identification is to work out what action the school needs to take, not to fit the pupil into a category. It is also important to identify the full range of needs, not simply the primary need of an individual pupil.

The Code of Practice refers to four broad areas of need:

1. **Communication and interaction**-these children have a difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. For example, children with Autistic Spectrum Disorders (ASD), including Asperger syndrome, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.
2. **Cognition and learning**-children with learning difficulties learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs from moderate learning difficulties (MLD) to children with profound and multiple learning difficulties (PMLD). Specific learning difficulties (SpLD), affect one or more specific aspects of learning, such as dyslexia, dyscalculia and dyspraxia.
3. **Social, emotional and mental health difficulties**-children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, eating disorders or physical symptoms that are medically unexplained. Other children may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder.
4. **Sensory and/or physical needs**-some children require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. Many children with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and /or equipment to access their learning.

A Graduated Approach to SEN Support

How the school decides whether to make special educational provision

A process of on-going teacher assessments and termly pupil progress meetings with the leadership team identifies those pupils making less than expected progress given their age and individual circumstances. The school's first response is high quality targeted teaching by the class teacher. This includes joining a small group intervention that focuses on developing the skills that have been identified as weak e.g. number, spelling, handwriting. Where progress continues to be less than expected, the class teacher will discuss their concerns with the SENCO and parents (a 'short note' is completed).

In deciding whether to make special educational provision, the teacher and SENCO will consider all of the information gathered from within the school about the pupil's progress, alongside the views of parents/carers and pupil. During this stage extra teaching or 1:1 interventions may be put in place as a pupil's response to such support can help to identify their particular needs.

Particular care is taken when identifying and assessing SEN for children whose first language is not English. Where pupils have higher levels of need, and with parental permission, the school may seek advice from external agencies. These agencies include:

- Educational Psychology Service (EPS)
- Cognition and Learning team
- Autism and Social Communication Team

- Speech and Language Therapy Service
- Emotional Well-being and Effective Learning service (EWEL)
- Social Communication Assessment Team
- Occupational Therapy Service
- Educational Welfare Team
- Children's Services
- School Nurse/Paediatric health team
- Child and Adolescent Mental Health Service (CAMHS)

If the support needed can be provided by adapting the school's core offer then a child might not be considered SEN or placed on the SEN register. If, however, the support required is different from or additional to what is ordinarily offered by the school, the child will be placed on the SEND register at SEND Support level. The school will then seek to remove barriers to learning and put effective special educational provision in place. This begins a cycle of **assess, plan, do, review** with the child/young person at the centre of the process. Where a child and family would benefit from co-ordinated support from more than one agency, an Early Help Assessment may be used to identify help required and to prevent needs escalating.

The four part cycle:

Assess: We will ensure that we regularly assess all pupils' needs so that each child's progress and development is carefully tracked compared to their peers and national expectations. We will listen to the views and experience of parents/carers and the pupil. In some cases we will draw on assessments and guidance from other education professionals e.g. Educational Psychologists (EP) and from health and social services.

Plan: Where SEN Support is required the teacher and SENCO will put together a SEN Support plan outlining the interventions and support which will be put in place for the pupil as well as the expected outcomes and a 'review of progress' section. Outcomes for the pupil will be shared with her/him using child friendly language and with parents/carers. All staff who work with the pupil will be made aware of the plan. All plans are kept in the class teacher's intervention file.

Do: The class teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs or specialists who provide support set out in the plan and monitor the progress being made. The SENCO will provide support, guidance and advice for the teacher.

Review: The plan including the impact of the support and interventions will be reviewed each term by the teacher, relevant TAs, SENCO, parent/carer and the pupil. This will inform the planning of next steps for a further period or where successful the removal of the pupil from SEN Support.

This four part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and what supports the pupil in making good progress is known as the graduated approach. It draws on more detailed approaches and more specialist expertise in successive cycles

(For further information see County Durham Families website.)

Parents/carers and pupil involvement in the process

We believe in a person centered approach to information gathering and the cycle of assess, plan, do, review. Termly reviews and outcome setting meetings are planned to coincide with parents' evenings where possible. Outcomes are shared with pupils and successes are celebrated.

KS2 pupils with an EHC plan will send an invitation to their parents to attend their annual review and will attend part of the meeting to share their achievements for the year and aspirations for the future.

SEN Provision

SEN support can take many forms. This could include:

- an individual learning programme
- evidence based interventions e.g. Better Reading programme
- extra help from a teacher or a learning support assistant within class
- making or changing materials, resources or equipment e.g. use of coloured paper
- working with a child in a small group
- maintaining specialist equipment e.g. iPad with Clicker
- observing a child in class or at break and keeping records
- helping a child to take part in the class activities
- making sure that a child has understood things by encouraging them to ask questions and to try something they find difficult
- helping other children to work with a child, or play with them at break time
- supporting a child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing
- access to emotional and wellbeing groups led by specially trained TAs

Managing the needs of Pupils on the SEN Register

Each pupil with SEND is an individual and their SEN Support plan is tailored to meet their particular needs. Plans are reviewed termly with parents and pupils.

Decisions regarding the level of support provided are needs led, working within the constraints of the school budget.

The class teacher is responsible for:

- the progress and development of all pupils including those with SEND
- ensuring the plan is implemented in the classroom
- regular liaison with parents and the SENCO
- effective deployment of additional adults
- Identifying on class planning the provision they are making for pupils with SEND
- ensuring that day to day provision is in place for the pupils they support

Teaching Assistants are responsible for:

- implementing agreed strategies and programmes, and advice from specialists.
- record keeping
- resources
- maintaining specialist equipment
- regular communication with class teacher and SENCO

The SENCO is responsible for:

- the SEND policy and its implementation
- Updating the SEND Information report on the website at least annually
- co-ordinating support for children with SEND
- updating the SEN register, Provision Map and monitoring Pupil Profiles and Class intervention files
- monitoring the quality of provision and impact of interventions
- attending network meetings and updating staff
- referrals to and liaison with outside agencies
- line managing TAs with responsibility for SEND

- liaising with and advising staff
- maintaining regular liaison with parents/carers
- co-ordinating annual reviews
- supporting staff in identifying pupils with SEN.
- mapping provision throughout the school
- maintaining links and information sharing with receiving schools

Criteria for removing pupils from the SEN Register

When a child has made sufficient and sustained progress towards achieving their personal outcomes and it is felt that they are able to maintain this with quality first teaching, they may be removed from the SEN register. The school will continue to monitor pupils recently removed from the register to ensure good progress is maintained.

Requesting an Educational, Health and Care (EHC) needs assessment

A small number of pupils, whose needs are complex and long term, may require a greater level of support than that provided at SEN Support from the school's own resources. For these pupils a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided. This brings together the child's health and social care needs as well as their special educational needs.

(See guidance on Durham County Families website for further information regarding requests for EHC plans)

Supporting parents/carers and children

We provide support in the following ways:

- the headteacher and SENCO operate an open door policy for parents/carers seeking support and advice.
- TAs trained in emotional literacy techniques working with parents
- the dedicated SEN Governor who is available as a contact point
- individual arrangements can be made for phased entry into Reception class
- additional time and special arrangements for SATs
- support for transition between classes
- a transition group for vulnerable Y6 pupils transferring to secondary school
- inviting the SENCO of the receiving secondary school to the final Annual Review in year 6.
- Free access to Relax Kids therapist, Gemma Spence

Supporting pupils at school with medical conditions

The school recognises that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Where it is the case that a medical condition meets the criteria of disability the school will comply with its duties under the Equality Act 2010. Reasonable adjustments will always be made to promote access to all areas of the school curriculum for pupils with a disability, e.g. an extra adult to accompany a child on a school trip/residential.

Specific staff have training to support particular needs, e.g. technical knowledge to maintain hearing aids and equipment, administering medicines or managing allergies.

Higher-Level Teaching Assistant, **Claire Johnston** is responsible for the administration of medicines and medical plans/protocols.

Impact

The head teacher and the leadership team regularly monitor and evaluate the quality of provision for all pupils. The school aims to use interventions in school that have proven outcomes and are evidence based. The impact of SEND provision on the progress and outcomes for children on the SEND register is measured through:

- analysis of pupil tracking data and test results at pupil progress meetings
- progress against national data and based on their age and starting points.
- interventions baseline and exit data
- progress against individual outcomes
- pupils' work and interviews

The SENCO oversees provision for each class. Decisions are made as to whether specific interventions are proving to be effective in terms of impact, time spent on them and the finance used in providing them. Each year we review the needs of the cohort and if necessary make changes to our provision.

The SEN Governor is responsible for:

- monitoring the effective implementation of the SEND policy
- liaising termly with the SENCO
- reporting to the governing body on SEND
- ensuring that pupils with SEND participate fully in school activities

Training and development

Training needs are identified in response to the needs of pupils currently on the SEN register. School staff have specific training and expertise in speech and language, motor skills, literacy and numeracy interventions, Clicker and supporting children with hearing impairment, autism, ADHD and dyslexia. The SENCO attends termly network meetings to share good practice with colleagues in the Durham area keep up to date with SEND developments.

Storing and Managing Information

Pupil records and SEN information may be shared with staff working closely with SEN pupils to enable them to better meet the individual child's needs. We are grateful to parents for their information sharing and openness and respect their confidentiality. Pupil SEN files are kept in a locked filing cabinet. Individual SEN files are transferred to receiving schools when pupils leave St Michael's.

Reviewing the SEND Policy

The SEND policy is reviewed annually by the governing body.

Date of next review: September 2022.

Complaints

We urge parents/carers with any concerns regarding the SEND policy or the provision made for their child at St Michael's to speak to us as soon as possible. In the first instance, please speak to the class teacher or the SENCO. If parents/carers feel their child's needs are still not being met they should make an appointment to see the head teacher.

If concerns are still unresolved, parents may wish to use the Durham Families Information, or engage with the School complaints procedures.

Access to this policy

You can get a copy of our policy in a number of ways:

- The school website, follow the link across the top of the page (SEND)

- A hard copy on request at the school office

Please let us know if you need this policy to be made available to you in a different format e.g. enlarged font or a language other than English.

Compliance

The policies, procedures and practices of the school in relation to children with Special Needs are in line with current legislation and guidance. Legislation includes Special Educational Needs and Disability Acts and the Disability Discrimination Act.

Equal Opportunities

At St Michael's School we believe that every individual within the school has the opportunity to achieve their full potential and has the same chance and equal access to all areas of the curriculum.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

COVID 19

This additional guidance has been written as a result of the ongoing response to COVID 19.

Ensuring that vulnerable children remain protected is a top priority for the government. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, read more in the [guidance on vulnerable children and young people](#) for further information.

The Local Authority have the key day-to-day responsibility for delivery of children's social care. Social workers and the Virtual Schools Head will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially DSLs (and deputies) know who are most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

School staff should continue to work with and support children’s social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.