



**St. John the Baptist**  
Catholic Primary School

*We will prepare the way by loving, living and learning with the Lord*

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) POLICY

**Audience:** Staff/ Governors/ Public

**Frequency of Review:** Annually

**Postholder Responsible for Review:** Sinead Drust (SENDCo)

**Recommended Associated Documents:**

- Accessibility Policy & Plan
- SEND Information Report
- Medical Conditions in School
- LAC Policy
- Equality Policy

**Approved by the Full Governing Body** – October 2018

**Review** – October 2019



## **ST. JOHN THE BAPTIST CATHOLIC SCHOOL POLICY - SPECIAL EDUCATIONAL NEEDS**

This policy relates directly to the aims of St John the Baptist School. Fundamental to the aims of the school being achieved is a realisation that the learning and development of a pupil is a partnership between parents, teachers and pupil, within a framework of gospel values.

### **A DEFINITION OF SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

The Code of Practice (2014) covers the 0-25 age range and includes guidance relating to disabled children and young people as well as those with SEN. It states that 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 or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

### **EQUAL OPPORTUNITIES**

All pupils are entitled to a broad, balanced and relevant curriculum, appropriate to their individual needs, talents and personal qualities, as stated in the 2010 Equality Act.

St John the Baptist School is committed to inclusion. We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. During our weekly inclusion panel meetings (attended by Deputy Head, SENDCO, Intervention teacher, Child & Family Support Worker, Learning Mentor) we pay particular attention to the provision for and the achievement of different groups of learners:

- learners with special educational needs
- learners who are disabled
- learners supported by pupil premium funding
- learners who need support to learn English as an additional language
- those who are able, gifted and talented
- those who are looked after by the local authority
- those who are in families under stress
- any learners who are at risk of exclusion

### **ADMISSION ARRANGEMENTS**

The admission arrangements for children with SEND are the same as the admission arrangements for all children. Prior to starting school, parents/carers of children with SEND will be invited to discuss the provision that can be made to meet the identified needs.

## **AIMS AND OBJECTIVES**

At St John the Baptist School we aim:

- To ensure that children receive a broad and balanced curriculum
- To enable each individual child in the school to reach their potential, whatever their level of ability, in a secure and happy environment.
- To identify as early as possible children with special educational needs and to involve parents in planning individual work, programmes and strategies.
- To support pupils with medical conditions by ensuring consultation with health and social care professionals.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.
- To work in cooperation and productive partnerships with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all learners.

## **IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

At St John the Baptist School children are identified as having SEND through a variety of ways including the following:

- Liaison with the previous educational setting
- Assessment and tracking information
- Concerns raised by parents, pupil or school staff
- Liaison with external agencies
- Health diagnosis

The Special Educational Needs Code of Practice (2014) recognises that children's needs and requirements may fall within or across four broad areas.

These areas are:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and/or physical

### **Communication and interaction**

Children and young people with speech, language and communication needs (SLCN) have 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. The profile for every child with SLCN is different and their needs may change over time.

Children and young people with an Autism Spectrum Condition, including Asperger's Syndrome, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication, social interaction and imagination, which can impact on how they relate to others.

### **Cognition and learning**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

### **Social, emotional and mental health difficulties**

Children and young people 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 as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

### **Sensory and/or physical needs**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning. Children and young people with an MSI have a combination of vision and hearing difficulties, which makes it even more difficult for them to access the curriculum or study programme than for those with a single sensory impairment.

Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

## **A GRADUATED APPROACH TO SEND SUPPORT**

Our first step in responding to a pupil's identified need is to ensure that Quality First Teaching, differentiated for individual pupils, is in place. We assure this through moderation (e.g. planning, lesson observations) and subsequent training to address the needs of the children.

If we conclude that the child needs help over and above that which is normally available within the class, the child will be included on the SEND register.

Children may also be on the register if they present persistent social, emotional or mental health difficulties, which are not improved by the techniques usually, employed in the school. Other reasons may be if a child has sensory or physical problems and continues to make little or no progress, despite the provision of specialist equipment, or if there are communication and / or interaction difficulties, and continues to make little or no progress.

Children on the SEND register will receive additional support through the formal stage of SEND Support. Parents/Carers will be informed if their child is recorded on the SEND register.

### **SEND Support**

When a child is identified as needing 'SEND Support' we use the graduated approach of Assess, Plan, Do and Review. The class teacher, working with the SENDCO and parents, will carry out a clear analysis of the pupil's needs. We will decide together if an Individual Plan is necessary. The pupil may receive additional intervention support from school staff.

Parents/Carers will be invited to meet regularly with the class teacher and/or SENDCO to discuss individual targets and pupil progress. Pupil progress reviews should be held once a term, but can be more frequent if necessary. We believe that it is important to give all children responsibility for their own learning and therefore to involve them in the review process where appropriate. The review will decide whether the pupil has:

- Made sufficient progress to be removed from the SEND Register
- Maintained sufficient progress to remain on a similar programme
- Made insufficient progress and needs a change of resources, teaching style or may require more support

- Made insufficient progress and need specialist services to liaise with school to help inform the progress of the individual. Specialist support may act in an advisory capacity, or provide additional specialist assessment or be involved in teaching the child directly. Parental permission is needed for children to be assessed individually by specialist agencies.

If the pupil continues to make insufficient progress it may be necessary to complete an application for an 'Education, Health and Care Plan' to complete additional assessments.

### **School Request for an Education, Health and Care Plan**

An Education, Health and Care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

The school and parents/carers will make a request to the Local Authority if the child has demonstrated significant cause for concern. The Local Authority will be given information about the child's progress over time, and will also receive documentation in relation to the child's special educational needs and any other action taken to deal with those needs, including any resources or special arrangements put in place.

### **ALLOCATION OF RESOURCES**

We map our provision to show how we allocate resources to support pupils with SEND. Resources are maintained by the SENDCO and the Head Teacher informs the governing body of the impact of SEND funding.

### **INSET AND TRAINING**

- The SENDCO has a Post Graduate Certificate 'Vulnerable learners and Inclusion' and she has completed the National Award for SEND Coordination.
- The SENDCO attends regular network meetings to update and revise developments in Inclusion
- Teaching and learning support staff have been trained in using intervention programmes and are encouraged to attend SEND training in which they have a particular interest
- The SENDCO, Head Teacher and External Agencies deliver SEND INSET

### **ROLES AND RESPONSIBILITIES**

#### **The Governing Body**

The Governing Body must ensure that the necessary provision is made for any pupil who has SEND. In partnership with the Head Teacher they:

- nominate and provide a SEND Governor to liaise with the SENDCO and the Head Teacher (the designated governor is Mrs D Rolls)
- determine the school's general policy and approach to provision for children with SEND
- establish appropriate staffing and funding arrangements
- are up-to-date and knowledgeable about the school's SEND provision, including how funding, equipment and personnel resources are deployed
- ensure the SEND provision is an integral part of the School Improvement Plan and the school's self-evaluation process

The governing body has a responsibility to ensure that appropriate safeguarding procedures are in place for all pupils including those who have SEND.

At St John the Baptist School the designated teacher for child protection is Mr I Gallagher and Mrs H Dixon deputises in his absence.

## **The Head Teacher – Mr I Gallagher**

The Head Teacher has overall responsibility for ensuring correct procedures are in place to support SEND pupils at St John the Baptist School. In conjunction with the Governing Body, the Head Teacher will determine the appropriate staffing and funding arrangements to ensure school meets its SEND responsibilities.

## **The Special Educational Needs Co-ordinator – Mrs S Drust**

The Code of Practice (2014) makes it clear that the SENDCO plays a pivotal role in co-ordinating effective educational provision for children with special educational needs.

The responsibilities of the SENDCO include:

- The day to day running of the school SEND policy
- Meeting with the SEND governor
- Liaising with and advising colleagues
- Co-ordinating provision for children with SEND
- Maintaining the SEND register
- Monitoring the progress of all pupils with SEND
- Liaising with parents/carers with children with SEND
- Liaising with external agencies

## **External Agency Support**

Parents/carers are informed if any outside agency is involved.

The SENDCO liaises frequently with a number of outside agencies, for example:

- SEND 0-25 Team (SLCD, SEMH, SENSORY, PHYSICAL, AUTISM, EAL) provides specific information, share resources and provide in-service training
- SENTAA (Special Educational Needs Teaching Assessment and Advice)
- Educational Psychology
- Specialist Assessment Service
- Social Services
- Solar
- School Nurse
- Community Paediatrician
- Therapists (Speech, Physio, Occupational)

## **The Class Teacher**

The Code of Practice (2014) states that all teachers have responsibility for meeting the needs of children with special educational needs.

The responsibilities of the class teacher are:

- To inform the SENDCO about a child with learning difficulties beyond those which can be addressed within quality first teaching.
- Where a pupil is identified as having SEND, the class teacher will take action to remove barriers to learning and put effective special educational provision in place.
- To consult with parents about concerns
- To plan and monitor work in conjunction with the SENDCO which may also be carried out by support staff
- To attend pupil review meetings with SENDCO when possible

- To ensure that the school's SEND policy is followed in their classroom

### **Learning Support Staff**

Learning support staff can assist the class teacher in delivering work for specific children or small groups of children with special needs. This programme will be planned by the class teacher for the learning support assistant staff, with specific guidelines for delivery of the work. Learning support staff are responsible for providing feedback to the teacher about the child's progress and about any concerns. The support timetable is reviewed in line with current pupil needs, educational initiatives and the budget. Additional support is funded through individual allocations from the Local Authority.

### **PARENT PARTNERSHIP**

Partnership with parents and carers plays a key role in enabling children with SEND to achieve their potential. At St John the Baptist School we recognise that parents and carers hold key information and have knowledge and experience to contribute to the support given to the child. All parents and carers of children with SEND will be treated as partners and supported to play an active and valid role in their child's education.

Procedures for parents when wishing to address concerns for a child with SEND are primarily with the class teacher (and if necessary the SENDCO, Head Teacher and the SEND Governor).

Parents are encouraged to use the school website, it contains links to this policy, our school SEND Information Report / Local Offer and Solihull Authority Local Offer for children with SEND.

### **TRANSITION**

Class teachers of children joining from other schools will receive information from the previous school; if there is a SEND issue the SENDCO will telephone the previous setting to further discuss the child's needs. Prior to secondary transfer consultation between schools will take place. All records will be passed on with the child. The SENDCO will make contact with the receiving school to discuss pupil individual needs.

### **ACCESS TO THE ENVIRONMENT**

- Disabled parking space and dropped kerb to facilitate wheel chair access
- Entrance to St John the Baptist School is suitable for wheelchair access
- Classrooms are accessed by corridors from which there is also wheelchair access
- The school has one mobile ramp for children with physical disabilities
- Accessible toilet available in the school to cater for individual requirements
- Carpeting to facilitate favourable acoustics
- Adequate space to meet with parents and carers
- Teaching & Learning areas to facilitate small group work and individual work

### **ARRANGEMENTS FOR PROVIDING ACCESS TO LEARNING AND THE CURRICULUM**

- The school ensures that all children have access to a broad and balanced curriculum
- The curriculum values diversity
- Schemes of work and policies for each area of the curriculum are in place and are differentiated to include appropriate learning outcomes for all pupils
- Inclusive learning opportunities and extracurricular activities
- We try to make all trips inclusive by planning in advance, using accessible places and completing risk assessments
- Children with sensory or mobility impairments or a specific learning difficulty can access the curriculum through specialist resources such as ICT
- We use visual timetables, task management boards, signs & symbols for targeted pupils

- We ensure that Access Arrangements are made for SATs

## **MONITORING OF THE POLICY**

The SENDCO will work with parents, pupils, governors and staff to evaluate our effectiveness in meeting special educational needs. On the basis of this evaluation, there will be an action plan for school development.

An evaluation of the effectiveness of the school's implementation of its SEND Policy will focus on the extent to which pupils are making good progress; the extent to which this policy is supporting the aims of the school; the way in which parents are involved in helping to meet their child's needs and the way in which children with SEND are fully involved in the life of the school.

## **COMPLIMENTS AND COMPLAINTS**

Most complaints are easily resolved with the class teacher or SENDCO. However if after consultation with them parents feel they have not received the outcome they would like, they will be directed to our Head teacher Mr I Gallagher, who will endeavour to resolve issues. He may direct parents to the Governing body if the needs arise.

We also encourage positive feedback from our parents and carers on our SEND provision. We are grateful for any feedback to improve our services to ensure the best outcomes for our children.

**SENDCO – Mrs S Drust**

**National Award for SEN (June 2011)**

**Mrs S Drust is a member of the Senior Leadership Team**