



# SPECIAL EDUCATION NEEDS & DISABILITY POLICY

Autumn 2020

Manager

Mrs D Costema

Review date – Autumn 2021

**Gayton Junior School values the abilities and achievements of all its pupils, and is committed to providing each pupil with the best possible environment for learning.  
We want all children to 'Be the best they can be!'**

### **The SEND aims of the school**

- To ensure that all pupils have access to a broad and balanced curriculum
- To provide a differentiated curriculum appropriate to the individual's needs and ability
- To ensure the identification of all pupils requiring SEN provision as early as possible in their school career
- To ensure that SEN pupils take as full a part as possible in all school activities
- To ensure that parents of SEN pupils are kept fully informed of their child's progress and attainment
- To create an environment where pupils can contribute to their own learning, where they feel safe and listened to

This policy links to our policies on:

- Accessibility
- Behaviour
- Single Equalities Policy
- Supporting Pupils with Medical Conditions

### **Definition of special educational needs**

**Definitions of special education needs taken from section 20 of the Children and Families Act 2014.**

A child has special educational needs if he or she has learning difficulties that call for special educational provision to be made.

**A child has learning difficulties if he or she:**

- Has a significantly greater difficulty in learning than the majority of children of the same age
- Has a disability which prevents or hinders the child from making use of educational facilities of a kind provided for children of the same age in other schools within the Local Authority

**Special education provision means:**

- Educational provision which is additional to, or different from, the educational provision made generally for children of the same age in maintained schools, (other than special schools) in the area

Children must not be regarded as having learning difficulties solely because their language, or their home language, is different from that in which they are taught.

Gayton Junior School will have due regard for the Special Needs Code of Practice 2014 when carrying out our duties towards all pupils with special educational needs, and ensure that parents are notified when SEN provision is being made for their child.

Special educational needs could mean that a child will need support with:

- Communication and Interaction - in expressing themselves or understanding what others are saying
- Cognition and Learning - in acquiring basic skills in school
- Social and Emotional Mental Health - making friends or relating to adults, struggling with anxiety or behaving properly in school.
- Sensory and/or Physical - such as hearing or visual impairment, which might affect them in school or medical or health condition which may slow down a child's progress and/or involves treatment that affects his or her education.

Children make progress at different rates and have different ways they learn best. Teachers take account of this when they plan teaching and learning activities. Children making slower progress or having particular difficulties in one area may be given extra help/support or different lessons to help them succeed.

### **Admissions**

The admission arrangements for ALL pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEN; those with Education, Health and Care Plans and those without.

In common with other maintained schools, the Local Authority (Derby City Council) administers admissions into the school.

### **Equality**

This policy builds on our Equality, Gender and Race Policy which recognises the entitlement of all pupils to a balanced, broadly based curriculum. Our SEND policy reinforces the need for teaching that is fully inclusive. The Governing Body will ensure that appropriate provision will be made for all pupils with SEND.

### **Allocation of resources**

The Governing Body ensures that resources are allocated to support appropriate provision for all pupils, within budget constraints.

### **Identification**

At Gayton Junior School we have adopted a whole- school approach to SEND policy and practice. All staff are committed to the principles and aims of this policy. Pupils identified as having SEND are, as far as is practicable, fully integrated into mainstream classes. Every effort is made to ensure that they have all they need to enable full access to the National Curriculum and are integrated into all aspects of the school.

All teachers are responsible for identifying pupils with SEND and, in collaboration with the SENCO, will ensure that those pupils requiring different or additional support are identified at an early stage. Assessment and observation are the best processes by which pupils with SEND can be identified. Whether or not a pupil is making progress is seen as a significant factor in considering the need for SEND provision.

### **Early Identification**

Early identification of pupils with SEND is a priority. The school will use appropriate screening and assessment tools, and ascertain pupil progress through:

- Talking to parents
- Evidence obtained by teacher observation/ assessment.
- Their performance in National Curriculum subjects judged against assessment requirements.
- Pupil progress in relation to the National Curriculum objectives in English and Maths

### **Assessments**

Assessments made will be through:

- Observations
- Records from feeder schools, etc.
- Information from parents
- Target setting
- Pupil tracking

### **Code of practice graduated response**

The school adopts the levels of intervention as described in the SEN Code of Practice. The Code of Practice advocates a graduated response to meeting pupils' needs.

### **SEND Tracking**

- Any pupils who are falling outside of the range of expected academic progress will be monitored and assessments will be made as described above to determine if further intervention is required.
- The class teacher will take steps to further differentiate the learning to better support the pupil and this may require an adjustment in the style of teaching adopted with that pupil.
- The SENCO will be informed and consulted to provide support and advice and may wish to observe the pupil.
- Parents will be fully informed so they can share information and knowledge with the school to help better understand the needs of the child and are part of the target setting process.
- The child is recorded as being tracked; this does not mean they will automatically be placed on the SEN register.

## **SEND support**

Where it is determined that a pupil does have SEND, parents will be formally advised of this and the decision to add the pupil to the SEND register is made. The aim of formally identifying a pupil with SEND is to help school ensure that effective provision is put in place and so remove any barriers to learning. The support provided consists of a four-part process.

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables identification of those interventions which are most effective in supporting the pupil to achieve good levels of progress and outcomes.

### **Assess**

This involves clearly analysing the pupil's need using the class teachers' assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of the parents. Advice from external support services and staff will be sought if appropriate and with the agreement of the parents.

### **Plan**

Planning will involve consultation between the teacher, SENCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and/ or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home. This plan will be recorded in the form of a Target Planning and Reviewing document which will be shared with staff, parents and the pupil.

### **Do**

The class teacher remains responsible for working with the child on a day to day basis. They will retain responsibility even where the interventions may involve group or one to one teaching away from the main class teacher. They will work closely with teaching assistants to plan and assess the impact of support and interventions and ensure links with classroom teaching. The SENCO will support with further assessment of the pupil's strengths and weaknesses and monitoring of provision.

### **Review**

Reviews of a child's progress will be made regularly. The review process will evaluate the impact and quality of the support and interventions. It will also take account the views of the pupil and their parents. The class teacher, in conjunction with the SENCO, will revise the support outcomes and based upon the pupil's progress and development make any necessary amendments going forward, in consultation with parents and pupils.

## **Referral for an education, health and care plan (EHCP)**

If a child has lifelong or significant difficulties they may undergo an Education, Health, Care Needs Assessment which may be requested by the school, parent, health or social care. This will occur where the complexity of need or lack of clarity around the need of the child are such that a multi-agency approach to assessing that need, to planning the provision and identifying resources is required.

The decision to make a referral for an Education, Health and Care plan will be taken at a progress review.

The application for an Education, Health and Care Plan will combine information from a variety of sources including:

- Parents
- Teachers
- SENCO
- Social Care
- Health Professionals

Information will be gathered relating to the current provision provided, action that has been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people co-ordinated by Derby City Council (including professionals from education, health and social care) about whether or not the child is eligible for an EHC Plan. Parents have the right to appeal against a decision made by the Education, Health, Care panel.

Further information about EHC Plans can be found via the Derby City Website

<http://www.derby.gov.uk/education-and-learning/special-educational-needs-assessment/>

## **Education, Health and Care Plans (EHP)**

- a) Following statutory assessment, an EHC Plan may be provided by Derby City Council, if it is decided the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan. Parents have the right to appeal against a decision not to issue an ECH Plan.
- b) Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the plan if it differs from their preferred choice.
- c) Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents, professionals external to the school, representatives from the Local Authority and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing the levels of support.

## **SEND provision**

On entry to the school each child's attainment will be assessed and parents asked for their thoughts and ideas. This will help to inform the school of a child's aptitudes, abilities, and attainments. The records provided help the school to design appropriate differentiated learning programmes. For pupils with identified SEND the SENCO/Class teacher will use the records to:

- Provide starting points for an appropriate curriculum
- Identify the need for support within the class
- Assess learning difficulties
- Ensure on-going observations/assessments provide regular feedback on achievements/experiences, for planning next steps in learning
- Involve parents in a joint home-school learning approach

## **English as an additional language**

For those pupils whose first language is not English, teachers will closely follow their progress across the curriculum to ascertain whether any problems arise from uncertain command of English or from special educational needs. It will be necessary to assess their proficiency in English before planning any additional support that might be required.

## **Staffing**

The SEND team of the school is:

SEND Coordinator (SENCO) Mrs Debbie Costema

SEND Associates Mr Matt Dawson and Miss Rachel Gallegher

SEND Governors Laura Reid & Michelle Cockcroft

Learning Mentor Mrs Vicky Clark

Higher Level Teaching Assistants (HLTA) Mrs L Ward

Teaching Assistants (TA) Mrs C Booth

Mrs K Johnson

Mrs L Fletcher

Mrs D Tomlinson

Mr L Reed

Mrs Hardip Hans

Mrs Sam George

Mr Thomas Chapman

Mrs Asia Rahmen

Mr Jonathon Butler

Mrs Selma Aziz (temporary post)

## **SEND INSET**

All staff are encouraged to attend courses that help them to acquire the skills needed to work with SEND pupils. The School's INSET needs will be included in the annual School Improvement Plan.

## **Partnership with parents**

Gayton Junior School firmly believes in developing a strong partnership with parents and that this will enable children and young people with SEND to achieve their potential. The school recognises that parents have a unique overview of the child's needs, and that this gives them a key role in the partnership.

The school aims to work in partnership with parents and carers.  
We do so by:

- keeping parents and carers informed and giving support during assessment and any related decision-making process about SEND provision
- working effectively with all other agencies supporting children and their parents
- giving parents and carers opportunities to play an active and valued role in their child's education
- making parents and carers feel welcome
- ensuring all parents and carers have appropriate communication aids and access arrangements
- providing all information in an accessible way
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of additional need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- agreeing targets for the child
- making parents and carers aware of the Parent Partnership services.
- Develop a Parent and Carers Group to help identify the changing needs of children with SEND.

## **Evaluating the success of our SEND policy**

The SEND Governor will meet at least annually with the SENCO and the governor will report annually on the success of the policy against the specific objectives which are given under 'The SEND Aims of the School' at the beginning of this policy. The school adopts the Assess, Plan, Do, Review approach to ensure that the school is successfully meeting the needs of SEND pupils and parents as well as suitable training and supporting staff.

Pupil progress will provide evidence for the success of the SEND policy and this will be analysed carefully through:

- Consideration of each pupil's success in meeting targets when reviewed.
- Use of standardised tests – SATs, Foundation profile scores
- School tracking systems

In addition, the school will publish an annual SEND Information report which can be viewed on the school's website which details the key SEND information for the year.

## **COMPLAINTS PROCEDURE**

The school's complaints procedure is outlined in the school prospectus and can be reviewed in full on the schools website <http://www.gaytonj.derby.sch.uk> The SEND Code of Practice outlines additional measures which the Local Authority must have in place to prevent and resolve disagreements. These will be explained to parents if required.

## **LINKS WITH EXTERNAL AGENCIES/ ORGANISATIONS**

The school recognises the important contribution that external support services make in assisting to identify, assess, and provide for SEND pupils. Derby City Councils Local Offer webpage is a good source of support and information about services locally that can be very helpful to families it will signpost you to other useful agencies and services.

[www.derby.gov.uk/sendlocaloffer](http://www.derby.gov.uk/sendlocaloffer)

When it is considered necessary, colleagues from the following support services will be involved with SEND pupils:

- Educational psychologists
- Medical officers
- Speech and Language therapists
- Physiotherapists
- Occupational therapists
- Hearing impairment services
- Visual impairment services
- Physical impairment services
- School Nurse

In addition, links are in place with the following organisations:

- The Local Authority
- Education Welfare Officer
- Social Services
- SENCOs in other Derby schools

Information is shared with these practitioners, when necessary and with parental permission, to ensure the best outcomes for each child. All paperwork is kept securely in school and transfers with the child when they move to another school.

**Please see Appendix One for temporary advice during the Coronavirus Pandemic.**

## **Appendix 1 Covid 19 (Coronavirus) Pandemic**

### **Government advice concerning support for children with Educational Health Care Plans (EHCPs).**

#### **The latest government guidance states that;**

Ideally all adults should maintain 2 metre distance from each other and from children, we know that this is not always possible, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close care. These pupils' educational and care support should be provided as normal.

The Senco at Gayton junior School, has produced Risk Assessments based on the individual needs of each child with an EHCP and this will be discussed with each parent and child on an individual basis.

#### **Added safety measures for children and professionals during the Coronavirus Pandemic**

In response to the global coronavirus outbreak, Gayton Junior School has implemented changes to the visitor policy to safeguard the health and wellbeing of the whole school community. We will continue to take guidance from Public Health England and Derby City. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Reception, [admin@gaytonj.derby.sch.uk](mailto:admin@gaytonj.derby.sch.uk). All visits must be pre booked with a member of school staff and contact details including a telephone number for yourself to enable the NHS Track and Trace.

#### **All visits must be pre booked with a member of school staff and contact details including a telephone number.**

**If your visit to Gayton is an essential one, we would nevertheless ask that you refrain from visiting if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms**

- a **new, continuous cough**,
  - a **high temperature** or
  - a **loss or change to their sense of smell or taste.**
- You have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
  - You have developed a fever (above 37.8C) or a new, continuous cough within the last seven days.
  - Anyone in your household is required to self-isolate in accordance with Government guidelines.

#### **When you come into our school please follow these instructions to keep both you and our children safe:**

- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying students or visitors unless previously agreed with the school and/or child's parents.
- You must maintain social distancing whilst in the waiting area.
- Visitors are not required to wear PPE unless they are unable to maintain a 2 metre distance due to the nature of their visit. Should you wish to wear a mask, you must provide your own.
- When using the toilet please ensure that you leave the facilities as you would expect to find them using the anti-bacterial wipes and wash your hand thoroughly.
- If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between children.

- A member of school staff will collect the child that you are visiting.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- If you have used a room or any resources within school, please let the School Office know when you have finished so they can be sanitised. Upon leaving the school, please let a member of the office staff know and sign yourself out.

Along with all members of the Gayton community, any visitors to the School should wash their hands with soap and water, for at least 20 seconds, before leaving home and once they arrive at Gayton. Gel hand sanitiser will also be available on arrival and throughout your visit. You will also be asked to observe a 2 metre distancing rule between yourself and any other person (adult or child) in school.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

**You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.**