



Special Educational Needs and Disabilities Policy

Context

This policy outlines the framework for Yarborough Academy to meet its duties and obligations to provide a high quality education to all of its pupils, including pupils with special educational needs and / or disabilities (SEND). We value the abilities and achievements of all our pupils and are committed to offering everyone the same entitlement to the whole school curriculum by ensuring its accessibility.

We therefore intend to work within the following principles, which underpin this policy:

- The involvement of children, parents and young people in decision-making.
- The identification of children and young people's needs.
- Collaboration between education, health and social care services to provide support.
- High quality provision to meet the needs of children and young people with SEN.
- Greater choice and control for young people and parents over their support.
- Successful preparation for adulthood, including independent living and employment.

Aims / Objectives

Teaching, learning, personal development and well-being should be enhanced through:

- Identifying pupils with Special Educational Needs and disabilities and ensuring that their individual needs are met,
- Ensuring that children with Special Educational Needs and disabilities have suitable provision to access and achieve in all parts of school life, including the National Curriculum,
- Ensuring that all learners make the best possible progress,
- The partnership between school and parents and the involvement in their child's Special Educational Needs and the provision provided for them,
- Ensuring that there is effective communication between parents, school and outside agencies,
- Ensuring that learners are given the opportunity to express their views and are fully involved in decisions which affect their education, and
- Promoting effective partnership and involvement with outside agencies when appropriate.

Definitions

The law states that a child has a special educational need if he / she has a:

- Significantly greater difficulty in learning than the majority of others of the same age.
- Disability or health condition, which prevents or hinders them 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.

Areas of special educational need

Yarborough Academy will make provision for pupils with the following 4 kinds of need:

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

Roles and Responsibilities

Governing Body

There is a named “responsible person” within the governing body. The governing body has a responsibility to:

- Establish the appropriate staffing and funding arrangements,
- Make reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Discuss and determine the schools general policy and approach to provision for children with SEND, and
- Maintain a general overview of the school’s work for SEND, which includes CPD

Headteacher

The Headteacher has responsibility to:

- Ensure that those teaching or working with the pupil are aware of their needs, and have arrangements in place to meet them.
- Ensure that teachers monitor and review the pupil’s progress during the course of the academic year.
- Cooperate with local authorities during annual EHC plan reviews.
- Ensure that the SENCO has sufficient time and resources to carry out their functions.
- Provide the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities in a similar way to other important strategic roles within the school.
- Regularly and carefully review the quality of teaching for pupils at risk of underachievement, as a core part of the school’s performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils and possess knowledge of the SEN most frequently encountered.

SENCO (Special Educational Needs Coordinator)

There is a named SENCO within the school and they must:

- Be a qualified teacher and attain the National Award in Special Educational Needs Coordination within three years of appointment.
- Collaborate with the governing body and headteacher, as part of the school leadership team, to determine the strategic development of SEN policy and provision in the school.
- Undertake day-to-day responsibility for the operation of SEN policy.
- Coordinate the specific provision made to support individual children with SEN, including those who have EHC plans.
- Advise on a graduated approach to providing SEN support.
- Liaise with the parents of pupils with SEN in conjunction with the class teacher
- Liaise with early year’s providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Be a key point of contact with external agencies, especially the LA and LA support services.
- Liaise with the potential future providers of education to ensure that the pupil and their parents are informed about options and a smooth transition is planned.
- Ensure that the school keeps the records of all pupils with SEN up-to-date.

- Be familiar with the provision in the Local Offer and be able to work with professionals providing a support role to the family.
- Manage the school based assessment and completing the documentation required by outside agencies and the LA,
- Manage a range of resources, human and material, to enable appropriate provision for child with Special Educational Needs,
- Contribute to the continuing professional development of staff.

Class Teacher

The class teachers' responsibilities are:

- Gathering information following initial identification of barriers to learning,
- Planning lessons to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving. To differentiate planning and delivery accordingly,
- Plan and review support for their pupils with SEN, on a graduated basis, in collaboration with parents, the SENCO and, where appropriate, the pupil themselves,
- Set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment.
- To complete provision mapping and personalised learning plans when necessary,
- Organising support and interventions that will be delivered to identified pupils,
- To regularly review and monitor pupil progress which includes providing data for the school assessment procedures, and
- Sharing any possible concerns with parents,
- To take into account provision for children with Special Educational Needs when planning extra-curricular activities, including educational visits outside school and external visitors/workshops coming into school.

Involving pupils and parents

Effective planning should help parents; children and young people with SEN express their needs, wishes and goals, and should:

- Focus on the child or young person as an individual, not their SEN label.
- Be easy for children, young people and their parents to understand and use clear ordinary language and images, rather than professional jargon.
- Highlight the child or young person's strengths and capacities.
- Enable the child or young person, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in future.
- Tailor support to the needs of the individual.
- Organise assessments to minimise demands on families.
- Bring together relevant professionals to discuss and agree together the overall approach.

Procedures

Initial Concerns

The SENCO must be consulted about any pupil for whom the class teacher has concerns or any pupil that a parent has raised a concern about which includes early identification using the

Foundation Stage Profile information. Parents must be involved with, and consulted on, any possible action which the school proposes to take.

Identification

To identify pupils with SEN, Yarborough Academy will:

- Assess each pupil's current skills and levels of attainment on entry.
- Use assessments consisting of both standardised testing and on-going teacher assessment to inform us of a pupil's progress.
- Use professional discussions between the class teacher, parents/carers, SENCO and if appropriate other professionals from outside agencies.
- Make regular assessments of all pupils to ensure that an intervention:
 - Ensures that the child's progress is similar to that of their peers starting from the same baseline.
 - Matches or betters the child's previous rate of progress.
 - Closes the attainment gap between the child and their peers.
 - Prevents the attainment gap growing wider.
- The school will provide extra support to pupils falling behind or making inadequate progress given their age and starting point.
- Assess whether a pupil has a significant learning difficulty where pupils continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness.

Graduated Approach

Yarborough Academy will, once a potential SEN has been identified, employ the graduated approach to meeting the pupil's needs, including:

- Establishing a clear **assessment** of the pupil's needs.
- **Planning** the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
- **Implementing** the interventions, with support of the SENCO.
- **Reviewing** the effectiveness of the interventions and making any necessary revisions.

SEN Support

The classteacher has responsibility for provision with the support of the SENCO if necessary. The classteacher will already be providing high-quality teaching which targets identified areas of weakness and will be providing differentiated teaching with additional support.

Through carefully planned provision mapping the class teacher in conjunction with the SENCO will map out additional intervention, provision or resources for a pupil making little or no progress despite high-quality teaching. From the provision mapping termly SEN updates will be created to share with parents and pupils. Intervention will also be implemented where a pupil has emotional or behavioural difficulties, which substantially and regularly interfere with the child's own learning and that of the class.

The classteacher or SENCO, in consultation with parents, will talk with the parents about seeking advice from external support services, if a pupil:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at National Curriculum levels substantially below that expected of children of a similar age.
- Continues to have difficulty in developing literacy and mathematical skills.
- Has social, emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having individualised support.
- Has sensory or physical needs, and requires specialist equipment or regular advice or visits by a specialist service.
- Has an on-going communication or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning.

At this stage a personalised learning plan (PLP) could be drawn up with the classteacher, SENCO, outside agency, parent and pupil in order to plan, implement and review specific recommendations.

Assessment

- Yarborough Academy will, in consultation with the pupil's parents, request a statutory assessment of SEN where the pupil's needs cannot be met through the resources normally available within the school.
- The school will meet its duty to respond to any request for information relating to a statutory assessment, to the local authority, within 6 weeks of receipt.
- If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the local authority, regarding how the pupil's outcomes can be met through the schools existing provision.

Education, Health and Care (EHC) plans

- Yarborough Academy will meet its duty to respond to the local authority within 15 days, if it is named on a pupil's EHC plan.
- The school will admit any child that names the school in an EHC plan.
- The school will ensure that all those teaching or working with a child named in an EHC plan, are aware of the pupil's needs and that arrangements are in place in to meet them.
- The school will request a re-assessment of an EHC plan at least 6 months following an initial assessment, if a pupil's need significantly change.

Reviewing an EHC plan/Statement of special educational needs

Yarborough Academy will:

- Cooperate to ensure an annual review meeting takes place, including convening the meeting on behalf of the local authority if requested.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.

- Seek advice and information about the pupil prior to the annual review meeting from all parties invited.
- Send any advice and information gathered to all those invited at least two weeks prior to the annual review meeting.
- Cooperate with the local authority during annual reviews.
- Prepare and send a report of the meeting to everyone invited within 2 weeks of the meeting.
- Ensure that a review of a pupil's EHC plan is undertaken at least 7 months before transfer to another phase of education.

Data and record keeping

A school register of pupils with Special Educational Needs is maintained and updated termly by the SENCO and is shared with colleagues. Pupils who have disabilities and medical issues but no special needs will be recorded on the school's medical register.

Provision mapping is used to record details of additional SEN provision along with personalised learning plans, which include interventions, outcomes, teaching strategies, and the involvement of specialists.

Admission arrangements

Admission arrangements for pupils with SEN will not differ from the arrangements for other pupils. To enable us to have a full picture of a pupil's needs we would, in addition to our usual arrangements, talk to parents about their child's SEN, gather background information from them and any professionals

working with their child. The admissions policy is based on the agreed NE Lincs policy. We strive to be a fully inclusive school.

Complaints

If parents/carers have a complaint concerning provision for their child the first port of call is the class teacher. If the problem cannot be resolved at this stage then the matter should be referred to the SENCO who would then consult with the head teacher. Further details regarding complaints can be found in the 'School Complaints Policy'.

Monitoring

Consistency of implementation and impact will be monitored through:

- The movement of children within the SEN register
- The analysis of pupil progress which is a continuous process with data being collected at specific times as the assessment policy dictates.
- The provision mapping review process conducted by class teachers and overseen by the SENCO.
- Regular review and development meetings between the SENCO, headteacher and the named SEN Governor.

Policy written: Spring 2020	
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Policy written by: SENCO	
Signed: <i>C A Bantock</i>	Date: 04/02/2020

