

# **TOLL BAR PRIMARY SCHOOL - SEND POLICY 2014-15**

## **Background**

### **Legislative framework:**

Toll Bar Primary School SEND policy for young people with special educational needs or disabilities is governed and informed by the statutory framework set out in:

- SEND Code of Practice 2014
- Working Together to Safeguard Children 2013
- Equality Act 2010
- Health and Social Care Act 2010
- Education and Inspections Act 2006
- Education and Skills Act 2006
- Education Act 2002
- Children Act 1989
- Education Act 1996

## **Introduction**

High quality teaching is that which is differentiated to meet the needs of the majority of children. Some children will need something **additional to and different from** what is provided for the majority of children; this is the special educational provision and we will use our best endeavours to ensure that provision is made for those who need it.

This SEND policy details how Toll Bar Primary School will do its best to ensure that the necessary provision is made for any pupil who has special educational needs. We will ensure that all staff in the school are able to identify and provide for those pupils who have special educational needs to allow pupils with SEND to join in the activities of the school.

The staff and governors of Toll Bar Primary School will also work to ensure that all SEND students reach their full potential, are fully included within the school community and are able to make successful transfers between educational establishments. This policy aims to support all members of staff in providing positive whole school approaches towards the learning, progress and achievement of SEND students.

***Every teacher is responsible and accountable for all pupils in their class wherever or with whoever the pupils are working with. All teachers are teachers of SEND students.***

Teaching and supporting such pupils is therefore a whole school responsibility requiring a whole school response. Meeting the needs of SEND students requires partnership working between all those involved - LA, school, parents/carers, students, children's services and all other agencies.

### **The Inclusion Team at Toll Bar**

Inclusion Manager –	Stephen Bower
SEN COORDINATOR -	Ann Melling
Learning Mentor –	Elaine Collins
Parent Support Officer -	Lynne Woods

As an integral part of SEND provision we will ensure that:

- SEND pupils will have their needs met.
- We have a whole school approach e.g. through record keeping, liaison and support and sharing ideas, but recognising that class teachers, with guidance, have responsibility for the initial informal assessments and establishing individual education programmes.
- Our school will endeavour to support parents/carers through the process of transition.

- Teachers are aware of the importance of early identification and of providing for SEND students whom they teach.
- The Inclusion Manager/ SENCO maintains a confidential register of all pupils with special educational needs. All staff also produce a Provision Overview, relevant provision maps, which lists all the children in class and what provision they are accessing.
- Where required, pupils on the SEND register have Individual Educational Plans developed (statements only) or are included on Provision Maps (individual or groups).
- Alternative complimentary forms of assessment are available to report on progress of pupils with SEND e.g. Boxall profile.
- Resources to support pupils with SEND are available.
- Class teachers retain responsibility for pupils with SEND and compile the Provision Maps or IEP for pupils.
- Continuing Professional Development (CPD) needs are reviewed annually in order that staff can better meet the needs of children with SEND.
- SEND pupils are integrated into the life of the classroom. In addition they have access to individual / small group work.
- There is a smooth transition at each transition stage for the student.

### **Definition of SEND**

Students have special educational needs if they have a difficulty which calls for special education provision to be made for them e.g. ***which is additional to or different from*** differentiated curriculum plans. Toll Bar Primary School regards pupils as having a SEND if they:

- a) Have a significantly greater difficulty in learning than the majority of students of the same age;
- b) Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for students/young people of the same age in schools within the area served by the LA
- c) A child under compulsory age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them (Clause 20 Children and Families Bill)

Students must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Toll Bar Primary School will have regard to the SEND Code of Practice when carrying out its duties towards all SEND students and ensure that parents/carers are informed by the school that SEND provision is being made for their child.

### **Identification, Assessment and Provision**

#### **Graduated response**

Toll Bar School will adopt a graduated response to meeting special educational needs that requires the initial use of classroom and school resources before bringing specialist expertise to bear on the difficulties that a pupil is experiencing. When a young person is identified as having special educational needs, the school will intervene as described below. Such interventions are a means of helping Toll Bar School and parents match special educational provision to individual pupil needs.

#### **Early Concerns**

The progress made by all students is regularly monitored and reviewed. Initially, concerns registered by teachers, parents/carers or other agencies are addressed by appropriate differentiation within the classroom and a record is kept of strategies used (Provision Overview)

#### **Single Category of SEN**

Under the new SEN Code of Practice 2014 there is no longer School Action or School Action Plus – the new approach to identifying SEND will be through a single early years setting based category and a school based category of SEND, identified from the following SEND categories:

**Cognition and learning needs include:**

- Specific learning difficulties (SpLD)
- Moderate learning difficulties (MLD)
- Severe learning difficulties (SLD), and
- Profound and multiple learning difficulties (PMLD)

**Behavioural, emotional and social needs include:**

- Behavioural, emotional and social difficulties (BESD)

**Communication and interaction needs include:**

- Speech, language and communication needs (SLCN), and
- Autistic spectrum disorders (ASD)

**Sensory and/or physical needs include:**

- Visual impairment (VI)
- hearing impairment (HI)
- Multi-sensory impairment (MSI), and
- Physical disability (PD).

A student is identified as needing provision **additional to or different from** that provided as part of normal class activities will trigger the intervention of the Inclusion Team, a referral form, backed by evidence, about a young person who despite receiving differentiated learning opportunities:

- Makes little or no progress even when teaching approaches are targeted particularly in a young person's identified area of weakness;
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas;
- Presents persistent emotional or behavioural difficulties which are not ameliorated by the behaviour management techniques employed by the school;
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment;
- Has communication and /or interaction difficulties and continues to make little or no progress despite the provision of a differentiated curriculum.
- of a similar age;
- Makes slow progress in developing literacy and mathematics skills;
- Has emotional or behavioural difficulties which substantially and regularly interfere with the young person's own learning or that of the class groups, despite having an individualised behaviour management programme;
- Has SEND or physical needs that require additional specialist equipment or regular advice or visits by a specialist service;
- Has communication and/or interaction difficulties that impede the development of social relationships and cause a substantial barrier to learning.

The Inclusion Team will further assess the young person and support for the individual will be discussed and action taken. A Provision Map (PM) will be written. There will be half termly reviews of the PM.

Intervention may include:

- Numicon
- 1<sup>st</sup> Class @ Number
- ECaR
- Nurture Group
- Pastoral care through Learning Mentor Intervention
- Statement of SEND - to be known as an Education, Health Care Plan (EHCP)
- Basic skills provision maps

As the result of a Provision Map review meeting the decision may be taken by the Inclusion Team, in consultation with the parents/carers and young person, to involve external support services provided by the LA and/or other

agencies. These agencies will provide advice on setting appropriate targets and the use of new or specialist strategies or materials. They may administer more specialist assessments that can inform the planning and measurement of the young person's progress. In some cases they will provide support for particular activities.

The Triggers for outside agency support could be that despite receiving support within school the young person:

- 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 young people

### **Statutory Assessment of SEND**

In a very few cases, if a young person continues to demonstrate significant cause for concern despite interventions at School under the Single Category, a request may be made to the LA for Statutory Assessment – from 2014 this will be referred to as an Education, Health Care Plan (EHCP).

This will decide the nature of the provision necessary to meet the young person's SEND. If this cannot reasonably be met by the school, then the LA may provide extra resources. In exceptional circumstances, a child may be referred straight to Statutory Assessment. Where a request for a statutory assessment is made to Doncaster Council SEND team, the pupil will have demonstrated significant cause for concern and the school will provide written evidence to the LA detailing:

- The schools current provision (Areas of Need form – Appendix 1)
- Provision maps
- Records of regular reviews and their outcomes
- The pupil's health including the pupil's medical history where relevant
- Attendance information
- National Curriculum levels attainments in literacy and mathematics
- Educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist
- Views of the parents/carers
- Involvement of other professionals' e.g. social services, EWO or G.P.

### **Plan, Assessment, Do and Review**

SEND support in school is based on four types of action – **ASSESS, PLAN, DO & REVIEW**

#### **Identification & Assessment**

SEND students may be identified through the teachers' observations and assessment, SEND areas of need (see Inclusion manager) standardised assessments (Baseline, SATs, etc), progress checklists, target setting, parental/carers concerns or the students own observations or by external agencies.

#### **Plan**

Where it is decided to provide a pupil with SEN Support, the parents **must** be notified. The teacher and the Inclusion Manager should agree in consultation with the parent and the pupil the interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review. All identified SEND pupils will have a tracking grid completed (Appendix 2), this will be updated each year by the class teacher with support (if needed) from the Inclusion Manager.

#### **Do**

The class or subject teacher should remain responsible for working with the child on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class or subject teacher, they should still retain responsibility for the pupil, working closely with any teaching assistants or specialist staff involved, to plan and

assess the impact of interventions. The Inclusion Manager should support the class teacher in the further assessment of the child's particular strengths and weaknesses, in problem solving and advising on the effective implementation of the support.

### **Provision Maps**

Provision Maps (PM) include 3 or 4 (and no more) short realistic and measurable targets related to the area of concern, suggested strategies to be used by teacher, support staff, parents and student and the date the provision starts. The PM should include information about:

- the short-term targets set for or by the pupil
- the teaching strategies to be used
- a start date and finish date of the intervention
- the provision to be put in place
- when the plan is to be reviewed
- outcomes (to be recorded when PM is reviewed).

### **Review Process**

Provision Maps are to be reviewed at the end of a strategy and/or intervention, with input from the student, parent/carer, teachers, and learning support staff and outside agencies (if applicable). Students with a statement of Educational Need have set short term targets which have been established after consultation with the parents/carers and the individual student and include targets identified in the statement of SEND. These targets will be set out in the IEP and be implemented, at least in part and as far as possible, in the normal classroom setting. The delivery of the interventions will continue to be the responsibility of the class teachers. All statements will be reviewed annually with the statement review taking place in school. The parents/carers, the young person and involved professionals will be invited to consider the progress made by the young person in achieving targets set and whether any amendments need to be made to the statement. Students participate in their Annual Reviews by:

- Attending their review meetings
- Offering their opinion and advice in the setting of targets
- Discussing their achievements/concerns/issues in advance of the review meeting with parents/carers or others as appropriate.

The Inclusion Manager, SENCO, class teachers and TA's will then discuss the outcome of the in-school review and inform the LA representatives. At the Annual Review at the end of KS2 the aim should be to give clear recommendations as to the type of provision required at secondary school.

### **Student Voice**

Pupils are invited to submit their views in writing as part of their annual review as well as to attend the review itself. We ask all pupils to contribute to the setting of their own targets and strategies.

### **The Role of the Governing Body**

Governors have responsibility for the strategic overview of and the implementation of the SEND Policy. The day-to-day management and organisation of SEND at New Village is the responsibility of the Head Teacher and the Inclusion manager in conjunction with the support of colleagues in the Inclusion Team. Governors will make sure that they are fully involved and will undertake review and monitoring of the school's SEND Policy. All governors, especially the SEND Governor will ensure that they are up to date and knowledgeable about the school's SEND provision.

### **SEND Information Report**

The school will ensure that the SEND information is assessable on the school website. Governors have a legal duty to publish information on their websites about the implementation of the policy for pupils with SEN. The information

published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible. The information required should include:

- Identifying children and young people with SEN and assessing their needs;
- Assessing and reviewing children and young people's progress towards outcomes, including the opportunities available to work with parents and young people as part of this assessment and review;
- Supporting children and young people in moving between phases of education and in preparing for adulthood. As young people prepare for adulthood outcomes should reflect their ambitions, which could include higher education, employment, independent living and participation in society;
- Adaptations to curriculum, teaching and the learning environment and access to ancillary aids and assistive technology;
- Securing expertise among teachers, lecturers or other professionals to support children and young people with SEN;
- Assessing and evaluating the effectiveness of the provision they make for children and young people with SEN;
- Enabling children and young people with SEN to have access to facilities and extra-curricular activity available to all children in the setting;
- Supporting and improving emotional and social development, including extra pastoral support arrangements for listening to the views of children and young people with SEN and measures to prevent bullying.
- Named contacts for parental concerns

### **Allocation of resources**

- Resources are allocated to support children with identified needs as identified above.
- Each year we map our provision to show how we allocate human resources to each year group, this is also reviewed regularly.
- This support may take the form of differentiated work in class, support from a Teaching Assistant (TA) in focused intervention in groups, or for individuals.
- Where necessary specialist equipment, books or other resources that may help the child are purchased.

### **The Role of the Inclusion Manager and SENCO**

- In collaboration with the Headteacher, the Inclusion Manager, SENCO and governing body, determine the strategic development of the SEND policy and provision at Toll Bar Primary School with the ultimate aim of raising the achievement of pupils with SEND need.
- Managing the Inclusion team.
- Collaborating with SENCOs and Inclusion managers in partner schools in order to facilitate joint policies, and ensure the maximisation of expertise, resources and mutual support.
- Liaising with and advising colleagues on all matters relating to SEND.
- Contributing to the continuing development and training of school staff
- Overseeing the review and maintenance of statements and records for all SEND students.
- Overseeing the day-to-day operation of the school's SEND Policy.
- Co-ordinating provision for SEND students.
- Organising and maintaining the records of all SEND students.
- Liaising with parents/carers of SEND students in co-operation with class teachers
- Liaising with High Schools when SEND pupils leave at the end of Year 6
- Contributing to the continuing development and training of school staff.
- Liaising with external agencies including the LA officer with responsibility for SEND and the educational psychology service, health and children's services, voluntary bodies and others as relevant/appropriate.

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

The following procedures provide evaluative points for assessing the effectiveness of Toll Bar Primary School's SEND/D policy:

- Governing Body to review the policy
- Inclusion Team meetings and minutes
- Pupil assessments for review meetings

- Pupil Progress Meetings
- Pupil and parent views relating to the statutory review of statemented need
- Evaluation of IEP's and the setting of new targets

**Arrangements for considering complaints about SEN provision**

- If a parent/ carer has a complaint about SEN provision it should first be raised with the school. If the issue cannot be resolved, then the complaint must be referred to the LEA and Regional Mediation Board.

Inclusion Manager: Stephen Bower

SENCO: Ann Melling

SEND Governor:

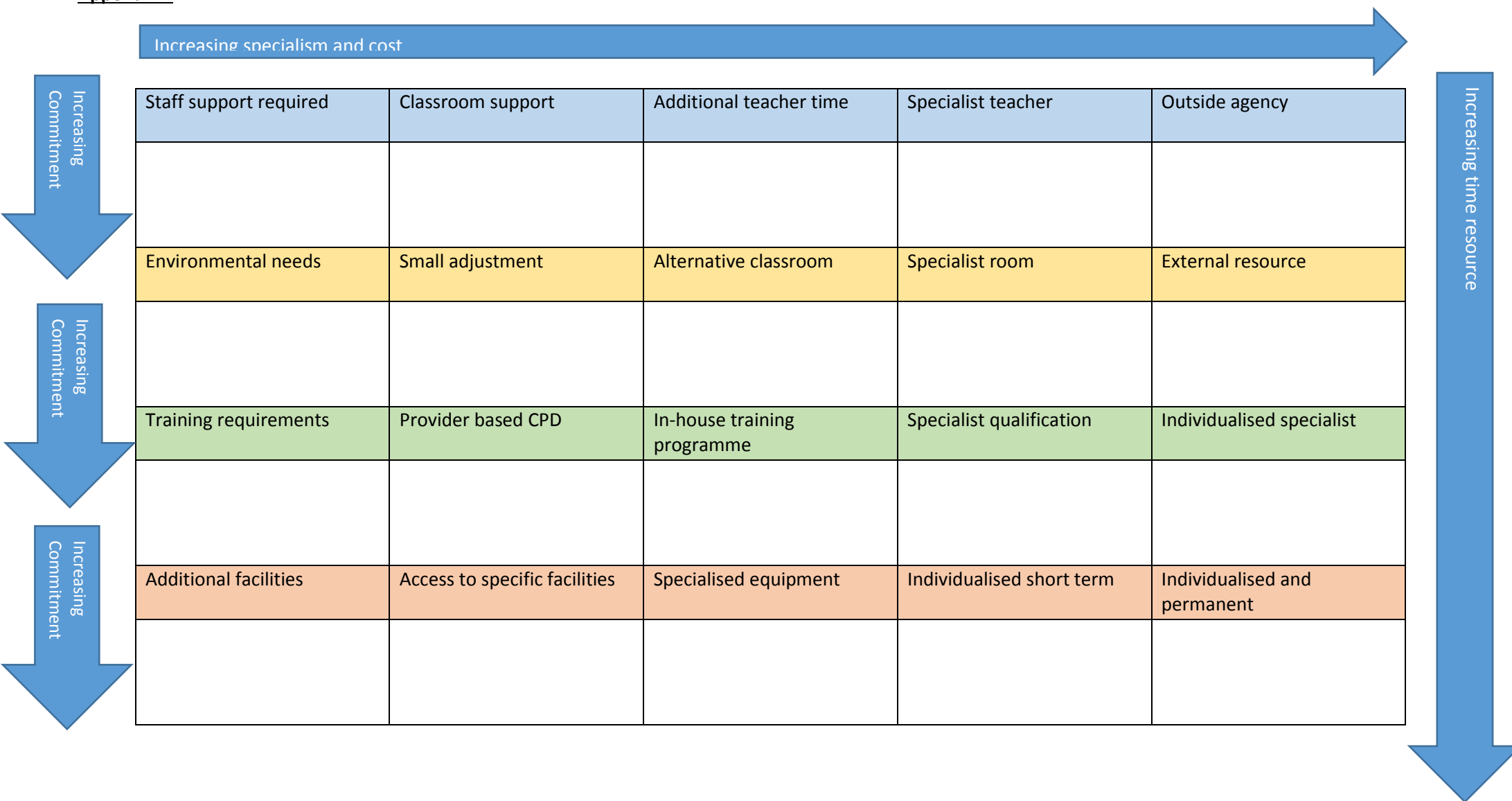
Date of Review: March 14

Date of next Review: November 14

Signed:

Date:

## Appendix 1





## Appendix 2

<b><u>Pupil Name:</u></b>				<b><u>DOB:</u></b>			<b><u>SEND – Area of Need:</u></b>											
<b>FSP SCORES (beg/end)</b>	PSE	/		CL	/		PD	/		READING	/		WRITING	/		MATH	/	
<b>NC / P- LEVELS</b>	<b>YEAR 1</b>			<b>YEAR 2</b>			<b>YEAR 3</b>			<b>YEAR 4</b>			<b>YEAR 5</b>			<b>YEAR 6</b>		
	AUT	SPR	SUM	AUT	SPR	SUM	AUT	SPR	SUM	AUT	SPR	SUM	AUT	SPR	SUM	AUT	SPR	SUM
Phonics																		
S&L																		
READING																		
WRITING																		
MATH																		
<b>Details of Provision each year – ‘additional to and differentiated curriculum’</b> e.g. this might include phonics group/SALT/Kickstart/reading support/ basic skills																		
<b>FSU</b>	<b>YEAR 1</b>			<b>YEAR 2</b>			<b>YEAR 3</b>			<b>YEAR 4</b>			<b>YEAR 5</b>			<b>YEAR 6</b>		

Outside agency involvement (+ dates)						
Any other information involvement / priorities for Y7						

# Provision Map

Year Group

Class

Teacher:

Year and term:

Stage: 1    2    3    4    5

Intervention:

OBJECTIVE	NAME (S)	SUCCESS CRITERIA and ACHIEVEMENT CRITERIA	FREQUENCY AND NUMBER OF WEEKS
			Start date:  Length of Intervention:  End date:
Level on entry:		Level on exit:	STAFF INVOLVED:
Outcome (include comments eg child 1,2,3 benefited and how, child 4 limited progress with reasons)		NEXT STEPS	

## Provision Map Recording Sheet

**Objective:** Solve problems with and without a calculator.

Date	Name(s)	Progress towards target / observations	Next Steps

## Useful National Contacts

ACE (Advisory Centre for Education)

1b Aberdeen Studios

22 Highbury Grove

London N5 2DQ

Tel. 01271 354 8318

Guidance on all aspects of education. They will forward a publications list on request.

AFASIC (Association for all Speech Impaired Children)

347 Central Smithfield Markets

London,

EC1A 9NH

Tel. 0171 236 3632/6487

ASBAH (Association for Spina Bifida & Hydrocephalus)

42 Park Road

Peterborough

Cambridgeshire PE1 2UQ

Tel. 01733 555988

British Association of Early Childhood Education

111 City View House

463 Bethnal Green Road

E2 9QY

Tel. 0171 739 7594

CLAPA (Cleft Lip & Palate Association)

134 Buckingham Palace Road

London

SW1W 9SA

Tel. 0171 824 8110

Contact a Family

170 Tottenham Court Road

London W1P 0HA

Tel. 0171 383 3555

General support for families who care for children with special needs including contact with other families, information factsheets and a newsletter.

Council for Disabled Children

National Children's Bureau

8 Wakely Street

London EC1V 7QE

Tel. 0171 843 6061

Information, training, co-ordination and publications including: fact sheets on services and facilities for disabled children.

Down's Syndrome Association  
155 Mitcham Road  
London  
SW17 9PG  
Tel. 0181 682 4001

HAPA  
Pryor's Bank  
Bishops Park  
London SW6 3LA  
Tel 0171 736 4443  
Advice on play for disabled children, magazine and publications.

IPSEA (Independent Panel for Special Educational Advice)  
22 Warren Hill Road  
Woodbridge  
Suffolk IP12 4DU  
Tel. 01394 382814 (parent's advice line)  
Consists of independent experts who give advice to parents who are uncertain about, or disagree with, the local education authority's interpretation of their child's special educational needs.

Mencap Early Years Project  
London Division  
115 Golden Lane  
London  
EC1Y 0TJ  
Tel. 0171 696 5581  
Information, training and support for families with young disabled children and associated professionals.

NASEN  
NASEN House  
4/5 Amber Business Village  
Amber Close  
Amington  
Tamworth  
Staffordshire  
B77 4RP  
[welcome@nasen.org.uk](mailto:welcome@nasen.org.uk)  
Tel: 01827 311500  
Fax: 01827 313005

National Autistic Society  
393 City Road  
London  
EC1V 1NE  
Tel. 0171 833 1114

National Deaf Children's Society  
15 Dufferin Street  
London EC1Y 8PD  
Tel. 0171 250 0123

National Portage Association  
127 Monks Dale  
Yeovil  
Somerset  
BA21 3JE  
Tel. 01935 471641

British Dyslexia Association  
98 London Road  
Reading  
Berkshire  
RG1 5AU  
Tel. 01734 668271

National Society for Epilepsy  
Chalfont Centre  
Chalfont St Peter  
Gerrards Cross  
Buckinghamshire SL9 0RJ  
Tel. 01494 601300

Pre-school Learning Alliance  
69 Kings Cross Road  
London WC1X 9LL  
Tel. 0171 833 0991

Royal National Institute for the Blind  
224 Great Portland Street  
London W1N 6AA  
Tel. 0171 388 1266

Royal National Institute for Deaf People  
19 – 23 Featherstone Street  
London EC1Y 8SL  
Tel. 0171 296 8000

SCOPE  
6 Market Road  
London N7 9PW  
Tel. 0171 636 5020  
Society for children who have cerebral palsy

SENSE  
National Deaf/Blind & Rubella Association  
11-13 Clifton Terrace  
London N4 3SR  
**Tel. 0171 272 7774**