

# Halfway Nursery Infant School



# Special Educational Needs Policy

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Signed (Headteacher)	D. Shepherd
Signed (Chair of Governors)	L Moore/C Taylor-Best
Minute Number	

## Special Educational Needs Policy – Updated September 2022

### **Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (June 2014) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE (Feb 2013)
- SEND Code of Practice 0 – 25 (June 2014)
- SEND Regulations - Schools Information Report (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions (April 2014)
- The National Curriculum in England Key Stage 1 and 2 framework document (Sept 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards (2012)
- Keeping Children Safe in Education (updated June 2022)
- Working Together to Safeguard Children 2018 (updated July 2022)

This policy has been created by the Westfield Family of School's SENCOs with the SEN Governors in liaison with the SLT, all staff and parents of pupils with SEND.

### **1: Introduction**

The named person (SENCO / Inclusion Leader) for managing the settings response to ensuring that the provision we make for children and young people with SEND at Halfway Infant School is Jo Lomas.

### **Philosophy**

All members of staff, in conjunction with the Governing Body and Local Authority, have a responsibility to ensure that every young person has an opportunity to attain their maximum potential in all aspects of the curriculum. We work very closely together across the Westfield Family of Schools to ensure that we take positive action to ensure that our settings make appropriate provision through curriculum planning, delivery and assessment for children of differing abilities, alongside encouraging children to be involved in their own learning and to be aware of their targets.

### **Objectives**

1. To identify and provide for pupils who have special educational needs and additional needs
2. To work within the guidance provide in the SEND Code of Practice, 2014
3. To provide a broad and balanced curriculum
4. To promote self worth by encouraging independent learning
5. To operate a “whole pupil, whole school” approach to the management and provision of support for special educational needs
6. To provide a Special Educational Needs Co-ordinator (SENCO/Inclusion Leader) who will work with the SEN Inclusion Policy
7. To provide support and advice for all staff working with special educational needs pupils
8. To ensure consistency of approach between schools in the way that we support pupils who have additional needs.

### **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. Halfway Infant 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.

## **2: Aim**

Provision at Halfway Infant School is characterised by

- early identification and intervention
- removing barriers to learning - adopting a holistic approach
- the early and close involvement of parents
- good communication
- tracking and monitoring of pupil's progress
- focus on outcomes for children and not just hours of provision/support
- raised aspirations of and expectations for all pupils with SEN
- close working relationships with outside professionals
- class teachers retain responsibility for pupils with SEN and their provision
- smooth transition for all pupils with SEN

## **3: Identifying Special Educational Needs**

The school uses the graduated approach as outlined in The Code of Practice 2014. To help with this process information is collated from a variety of sources which is then used to plan the next steps. At Halfway Infant School we identify the needs for individual pupils by considering the needs of the whole child, not just the special educational needs of the child. School will refer to the Sheffield Support Grid to identify the level of need that a child/young person is presenting with and the appropriate support that could be put into place.

### **Liaison with feeder settings/schools**

Feeder settings/schools are contacted prior to transfer. Information is shared, including from any outside professionals working with the children, about any child who has been identified as having, or previously having, a special educational need. Where possible, the SENCO/Inclusion Leader will attend meetings to ensure a smooth transition is made. Relevant information is disseminated to teaching staff before transfer.

### **Individual diagnostic assessments**

Individual diagnostic assessments are used for children where there are concerns. Skills in literacy and numeracy will be carefully looked at together with progress, both previous and present.

### **Pupil Progress Meetings**

The school holds termly meetings where the progress of every child is looked at and talked through. Where there are initial concerns about a child's progress the next steps to accelerate progress will be planned for by the class teacher. This information will be shared with the SENCO / Inclusion Leader and the child will be monitored.

### **Staff observation**

Members of staff consult with the SENCO / Inclusion Leader if they notice pupils who may need specialist help during the school year. Evidence for that concern must be produced, with clear information about what the class teacher has already tried to do to support the pupil.

### **Referrals by parents or carers within school**

Any parent/carer may express concern. Once information is gathered the process is the same as for staff referrals. All parental referrals are acted upon.

**The four categories of need are detailed below:**

Communication and Interaction	- Speech and Language - Social Communication (including those with a diagnosis of Autism)
Cognition and Learning	- General Learning Difficulties - Specific Learning Difficulties
Social, Emotional and Mental Health	- Emotional Regulation - Mental Health
Sensory and/or Physical	- Visual Impairment - Hearing Impairment - Physical - Medical

Other factors may impact on progress and attainment but may not be an SEN. These will need considerations making for and include;

- Disability (the Code of Practice outlines the “reasonable adjustment “ duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

**4: A Graduated Approach to SEN Support**

A graduated approach to SEN support is adopted for pupils identified as having SEN. A level and type of support is provided to enable the pupil to make adequate progress. Provision is identified and managed by the SENCO/Inclusion Leader but will be planned and delivered by teaching and support staff, and is supported by the Sheffield Support Grid.

**Wave 1 - Quality First Teaching by all teaching staff**

Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.

- High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN.
- Additional intervention and support cannot compensate for a lack of good quality teaching.

School regularly and carefully reviews the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers’ understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered.

**Wave 2 – Additional Support / interventions**

Wave 2 is initiated where pupils have failed to make adequate progress as identified by the SENCO through the assessment arrangements available in school. Teachers and parents agree to interventions that are additional to or different from the schools differentiated curriculum

Provision from within the schools resources is identified to help meet the student’s needs. Interventions may include;

- additional learning programmes such as literacy and numeracy
- smaller group sessions
- appropriate teaching groups/sets
- group support on a regular basis
- booster class where appropriate
- emotional support
- additional staff training
- Learner Profiles / Support Plans

### **Wave 3**

Where pupils fail to make adequate progress, despite additional provision at Wave 2, the school seeks advice and involvement from external support services. These external support services can be called upon to provide specialist assessments, advice on teaching strategies or materials, short term support or training for staff. Pupils needing specialist input from outside agencies, it may be agreed between the school and parents/carers that the pupil is entered onto the schools SEN register.

### **My Plans**

If a pupil's difficulties are felt to be significant, their needs will be assessed using the Sheffield Support Grid and it may be appropriate to complete a My Plan. This collates all of the child's strengths and needs, and is used to plan outcomes and support the pupil to make progress. It may also be appropriate in some cases to complete a My Plan for a child where there are particular concerns or anxieties around their progress. These anxieties may come from home, school or another agency supporting the young person.

### **Education, Health and Care plans**

If a pupil fails to make adequate progress and has demonstrated a significant cause for concern, the school and/or the parents/carers may decide to request that the Local Authority undertakes a statutory assessment. This may lead to the pupil being provided with an Education, Health and Care plan.

Students with an Education, Health and Care Plan (EHCP) have outcomes which have been established after consultation with the parents/carers, the individual student (if appropriate) and professionals from outside agencies, e.g. Educational Psychologist, Speech and Language therapist, Autism Team. These outcomes will be planned for and learning tasks implemented, at least in part and as far as possible, in the normal classroom setting. The delivery of learning tasks will continue to be the responsibility of the class teacher. All EHCPs will be reviewed annually with the 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 outcomes set and whether any amendments need to be made to the EHCP. If appropriate, students participate in their Annual Reviews by:

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

### **The Assess, Plan, Do and Review Cycle**

The SENCO/Inclusion Leader is responsible, on a daily basis, for providing support and monitoring and ensuring that pupils with EHCPs receive a specified amount of support. Children's progress may be monitored using a different assessment tool, as well as being assessed using the school's PITA system. When a child is placed on the SEN register they are monitored through termly reviews. These reviews may be held more frequently than every term, depending on the needs of the individual pupil. These review cycle will follow the **assess, plan, do and review** cycle.

<b>Assess</b>	Students with SEN may be identified through the teachers' observations and assessment, SEN areas of need, standardised assessments (Baseline, SATs, etc.), progress checklists, target setting, parental/carers concerns or the students own observations or by external agencies.
<b>Plan</b>	When staff / SENCO feel that a child should be added to the school's SEN register, the parents/carers <b>must</b> be notified. The teacher and the SENCO should agree (in consultation with the parent/carer 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 SEN pupils will have Learner Profile and Support Plan, updated termly by the class teacher and SENCO.
<b>Do</b>	The class teacher remains 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 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 SENCO 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. For children working significantly below age-expected levels, progress will be tracked using the Birmingham Toolkit (KS1) or Locke and Beech Profile (Foundation Stage).
<b>Review</b>	Provision Maps are completed at the end of an intervention, reviewing entry and exit data. Termly SEN reviews are held, with input from the child, parent/carer, teacher, learning support staff and outside agencies (if applicable). Support Plans are reviewed at the SEN review. If a pupil has a My Plan in place, this will also be reviewed and updated at these times. If a child has complex needs, the parent / carer or SENCO can initiate the process of applying for an Educational Health Care Plan (EHCP).

### Local Offer

Halfway Infant School cooperates with the Local Authority and local partners in the development and review of the local offer. This can be found at [www.sheffielddirectory.org.uk](http://www.sheffielddirectory.org.uk) and, searching for the school's name. It is the school's statutory requirement to provide a **SEN Information Report; Regulation 51, Part 3, section 69(3)(a) of the Act** which can be found at [www.halfwaynurseryinfantschool.org](http://www.halfwaynurseryinfantschool.org).

### **5: Criteria for exiting the SEN register**

Where pupils make sufficient progress based on the assess, plan, do and review cycle, it may be agreed that a pupil needs no further additional support and may exit the SEN register. Further additional support can be requested again at any point.

All children who have been identified as having an SEN at any point in their school careers are recorded on the schools monitoring system, which is kept updated by the SENCO/Inclusion Leader and shared at the start of each new school year so that all teaching staff are familiar with the needs (past or present) that their current pupils have. This information is also shared with the Junior school when Year 2 pupils progress to Year 3.

### **6: Supporting Families**

Halfway Infant School endeavours to support pupils with SEN through signposting families to other agencies and services that may be of help e.g. MAST team, Family Fund, support groups, training opportunities as appropriate.

All the schools within the Westfield Family of Schools are committed to ensuring that all children have quality transition experiences as they move through our schools. We work closely together to ensure that all children with SEN have bespoke packages of support at this time.

## **Admissions**

Halfway Infant School will ensure it meets its duties under the Schools Admissions Code of Practice by:

- Not refusing admission for a child that has named the school in their EHCP.
- Adopting fair practices and arrangements in accordance with the Schools Admission Code for the admission of children without an EHC plan.
- Considering applications from parents of children who have SEN but do not have an EHC plan.
- Not refusing admission for a child who has SEN but does not have an EHC plan because the school does not feel able to cater for those needs.
- Not refusing admission for a child on the grounds that they do not have an EHC plan.

## **Access arrangements**

Halfway Infant School follows national guidance about supporting children to access exams and other assessments. This is overseen by the Senior Leadership Team within school.

## **7: Supporting Pupils at School with Medical Conditions**

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. In these cases, the SEND Code of Practice (2014) is followed.

Further information about the arrangements in place in school to support pupils with medical conditions can be found in the separate policy for this.

## **8: Training and Resources**

- The SENCOs from each school across the Westfield FoS meet regularly to discuss and plan for the current and future needs of children with SEN. This includes training, resources and additional support where appropriate.
- 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, following the advice from outside professionals wherever possible.

## **9: Roles and Responsibilities**

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

The governing body, in cooperation with the head teacher, monitors the school's general policy and approach to the provision for children with SEN, monitors the appropriate staffing and funding arrangements and maintains a general oversight of the schools work.

The governing body:

- Does its best to ensure that the necessary provision is made for any pupil who has special educational needs.
- Ensures that the teachers in the school are aware of the importance of identifying, and providing for, those pupils who have special educational needs
- Ensures that a pupil with special educational needs joins in the activities of the school together with pupils who do not have special educational needs, so far as is reasonably practical
- Has regard to the SEN Code of Practice when carrying out its duties toward all pupils with SEN.
- Ensures that parents are notified of a decision by the school that SEN provision is being made for the child

### **The Role of the Headteacher**

- 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/Inclusion Leader has sufficient time and resources to carry out their functions.
- Provide the SENCO/Inclusion Leader 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.

### **The Role of the SENCO**

- The SENCO must be a qualified teacher.
- In collaboration with the Headteacher, the SENCO, and governing body, determines the strategic development of the SEND policy and provision at Halfway Infant School with the ultimate aim of raising the achievement of pupils with SEND need.
- Managing the Inclusion team.
- Collaborating with SENCOs across the Westfield FoS 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 EHCPs, My Plans, Support Plans and records for all pupils with SEND.
- Overseeing the day-to-day operation of the school's SEND Policy.
- Co-ordinating provision for pupils with additional needs.
- Update TA timetables and class provision map after Pupil Progress Meetings.
- Organising and maintaining the records of all pupils with additional needs.
- Liaising with parents/carers of pupils with additional needs in co-operation with class teachers
- Liaising with new schools when pupils with additional needs leave the school.
- Contributing to the continuing development and training of school staff.
- Liaising with external agencies including the Local Authority officer with responsibility for SEND and the educational psychology service, health and children's services, voluntary bodies and others as relevant/appropriate.

### **The Role of the Class Teacher**

- 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.
- Use appropriate assessment to set targets which are deliberately ambitious.
- Plan lessons to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving.
- Ensure children with SEN are receiving tailored homework (where appropriate)
- Attend termly SEN reviews with the SENCO and parents/carers.
- Complete pupil progress record sheets before Pupil Progress Meetings.
- Identify individual children not making progress and inform SENCO / Headteacher.
- Ensure any changes to timetables are given to the SENCO.

## **10: Reviewing the Policy**

This policy will be reviewed regularly, with an annual review taking place in September 2023.

## **11: Complaints**

As parents/carers are involved throughout the implementation of SEN provision it is hoped that there will be no cause for complaint. However if a parent/carer has a complaint the following procedure takes place:

1. Make an appointment to discuss this with the class teacher. The class teacher investigates and gives the parent/carer a date for a follow up appointment if necessary.
2. If not satisfied, an appointment to discuss the complaint with the SENCO/ Headteacher will be made
3. If still not satisfied, an appointment with the governor with responsibility for SEN and the Chair of Governors will be made.
4. If the problem is unresolved, the parent may contact the Local Authority about the matter.
5. At any time the parent may seek help from SSENDIAS (see below).

If you do not agree with any decisions made, you have the right to appeal to the Special Educational Needs Tribunal. There is a booklet called "Resolution of Disagreements" to help parents and staff to follow codes of good practice in resolving disputes. It is in the Special Educational Needs toolkit. A copy of 'Special Educational Needs – Code of Practice', published by the Department for Children, Schools and Families, is available in school for reference.

Contact details for SSENDIAS - Sheffield SEN & Disability Information Advice and Support Service (previously Sheffield Parent Partnership)

Darnell Education Centre

Star Works

212 Darnell Road

Sheffield

S9 5AF

Telephone: 0114 2619191

E Mail: [ed-parent.partnership@sheffield.gov.uk](mailto:ed-parent.partnership@sheffield.gov.uk)

## **12: Appendices**

A copy of the Sheffield Support Grid is available on [www.sheffield.gov.uk/guidanceforsencos](http://www.sheffield.gov.uk/guidanceforsencos)