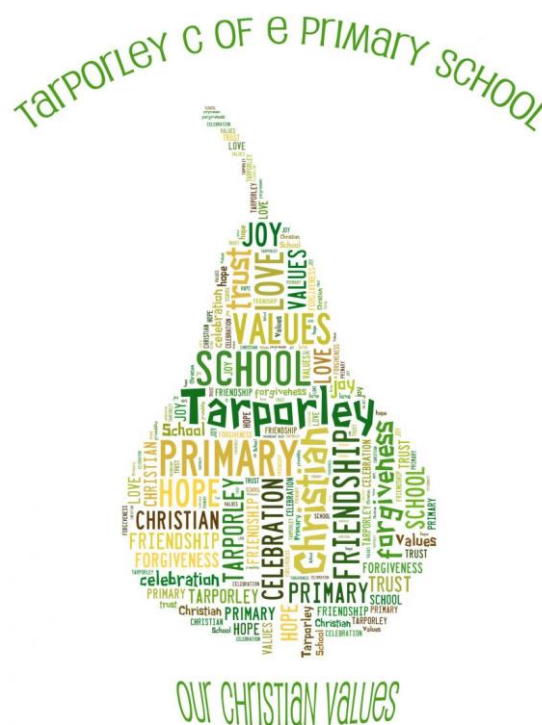


TARPORLEY CE PRIMARY SCHOOL

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 5-11. As a Church school we hold our Christian Values at the heart of everything we do.

These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

Special Educational Needs and Disability Policy

Let your Light Shine (Matthew 5)

Head teacher: Mrs Kerry Forester

Special Educational Needs and Disabilities Coordinator (SENDCo):

Emma Nicholas -Bachelor of Education (Hons), National Professional Qualification for Senior Leadership and National Award for Special Educational Needs Co-ordination.

Email: senco@tarporleyce.cheshire.sch.uk

Special Educational Needs and Disabilities Governor: Mrs Andrea Bean

Contact via the school office: **01829 708188**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0–25 (1st April 2015) 3.66 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 (1st April 2015)
- Children and Families Act DfE 2014
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014 (Updated August 2017)
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013 (Updated July 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012
- Reasonable Adjustments for Disabled Pupils 2012
- The General Data Protection Regulation 2018
- DfE Guidance for full opening: Schools – Updated 28th August 2020

Tarporley CE School is committed to providing high quality education for all children in our care. We believe that all children are entitled to a broad and balanced academic and social curriculum that enables them to be fully included in all aspects of school life, regardless of ability, race, gender and cultural background.

We aim to:

- Raise the aspirations of and expectations for all pupils with SEND, enabling all learners to make good academic, social and personal progress and reach their potential.
- Create an ethos of inclusive practice within the school ensuring that all members of the school community are valued as individuals and are respected through equal opportunities in line with the Equality Act.
- Assess students accurately, track their progress regularly and adjust provision in the light of ongoing monitoring. Pupil Progress Meetings are undertaken termly with the Head teacher.
- Ensure that lessons are stimulating and well differentiated to meet the needs of all students.
- Make sure that additional support is well targeted both in-class support and withdrawal.

- Use the most appropriate resources to support learning.
- Continuously monitor and evaluate the effectiveness of our provision for all students, including those with SEND, to ensure that we are providing a high quality of educational opportunity and value for money.

Objectives:

- To have a Special Educational Needs and Disability Co-Ordinator who is responsible for co-ordinating our school's SEND provision,
- To ensure the Equality Act and relevant SEND and Codes of Practice (2015) and guidance are implemented effectively across the school.
- To ensure all staff implement the school's SEND policy consistently – fully endorsing our belief that 'every teacher is a teacher of every child, including those with SEND'.
- To ensure our children have access to a broad and balanced curriculum through high quality teaching.
- To identify needs as they arise and to provide support as early as possible through continually monitoring the progress of all pupils.
- To provide adaptive teaching, matched to individual needs, in addition to differentiated classroom provision, for those pupils identified as needing additional support.
- To provide support, advice and training for all staff working with children with SEND.
- To recognise, value and celebrate students' achievements at all levels.
- To foster active, home-school partnerships and facilitate clear communication relating to SEND between all pupils, parents, staff, governors, and additional agencies.

Identifying Special Needs (What is a Special Educational Need?)

In the Code of Practice 2015 (point 6.28), SEND is divided into 4 types:

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 of every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children and young people with Autism spectrum disorder (ASD), including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication 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, Mental and Emotional Health

Children 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 may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

At **Tarporley CE** we have clear processes to support children, including how we manage the effect of any disruptive behaviour so it does not adversely affect other pupils.

Sensory and/or Physical Needs

Some children 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, or habilitation support. Children with an MSI have a combination of vision and hearing difficulties.

Some children with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers and/or adaptations to the classroom and school environment.

Disability

Many children who have SEND may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’.

This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.

Children with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and young people and those with SEND. Where a disabled child requires special educational provision, they will also be covered by the SEND definition.

The Code of Practice makes it clear that:

- Behavioural difficulties do not necessarily mean that a child has a SEND and should not automatically lead to a pupil being registered as having SEND.
- Slow progress and low attainment do not necessarily mean that a child has SEND and should not automatically lead to a pupil being recorded as having SEND.
- Persistent disruptive or withdrawn behaviours do not necessarily mean that a child has SEND.
- Identifying and assessing SEND for children or young people whose first language is not English requires particular care; difficulties related solely to limitations in English as an additional language are not SEND.

As a school we observe two key duties:

- We must not directly or indirectly discriminate against, harass or victimise disabled children.
- We must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory it requires thought to be given in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage.

Our Accessibility Plan can be found on the school website (www.tarporleyce.cheshire.sch.uk). The plan is drawn up in accordance with the Equality Act 2010. It draws on the guidance set out in Chapter 4 of the Act to increase access to schools for people with disabilities.

Special Educational Needs and Disability Information Report

We 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 SEND. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

Identification, Assessment and Review (How is SEND support set up at Tarporley CE School)

The Code of Practice outlines a graduated response to pupils' needs, recognising that there is a continuum of need matched by a continuum of support. This response is additional to or different from the provision made as part of our usual differentiated curriculum and strategies. At all times the child's best interests are paramount in our practice.

At **Tarporley CE Primary School**, High Quality Teaching is used in all lessons.

The key characteristics of High Quality teaching (HQT) are:

- Highly focused lesson design with sharp objectives
- High demands of pupil involvement and engagement with their learning
- High levels of interaction for all pupils
- Appropriate use of teacher questioning, modelling and explaining
- An emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups
- An expectation that pupils will accept responsibility for their own learning and work independently
- Regular use of encouragement and authentic praise to engage and motivate pupils.
- As a Church School we encourage children to '**Let their Light Shine**' in all aspects of their lives.

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. HQT is the first step in responding to pupils who have or may have SEND; additional intervention and support cannot compensate for a lack of high-quality teaching.

We regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement, through pupil self-assessment, lesson observations, book scrutinies and pupil progress meetings. Professional development opportunities are provided for staff to extend their knowledge and understanding of SEND and high-quality teaching. We assess each pupil's current skills and levels of attainment on entry, building on information from previous settings and key stages where appropriate.

Class teachers, supported by the Senior Leadership Team and SENDCo, make regular assessments of progress for all pupils. These identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers
- Widens the attainment gap

Our first response to less than expected progress is High Quality Teaching targeted at the children's areas of need. This can also include progress in areas other than attainment - for instance where a pupil needs to make additional progress with wider development or social needs. **Tarporley CE** identifies such children and supports where necessary. Where we identify a pupil as having SEND, we seek to examine and act to remove barriers to learning and put effective special educational provision in place. This SEND support is in the form of a four-part cycle (Assess, Plan, Do, Review) through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes. This is known as 'the graduated approach' and it draws on more detailed information about the child, more frequent review and more specialist expertise in successive cycles in order to match interventions to the SEND of the child.

Assess

In identifying a child as needing SEND support, the class teacher, working with the SENDCO, carries out a clear analysis of the pupil's needs. They draw on their assessment and experience of the pupil,

the child's previous progress and attainment, the views and experience of parents, vitally, the pupil's own views and, if relevant, advice from external support services. We take concerns raised by parents seriously and endeavour to support the child at home as well as school, where possible.

Concerns are initially discussed with the SENDCo and parents. In some cases, outside professionals from health or social services may already be involved with the child. These professionals should liaise with the class teachers and SENDCo to help inform the assessments. Where professionals are not already working with school staff the SENDCo should contact them (with signed parental agreement) for advice and a possible referral.

Plan

Where it is decided to provide a pupil with SEND support, the parents must be formally notified. A Pupil Profile will be started identifying the child's strengths and areas to be targeted. The teacher and the SENDCo should agree, in consultation with the parents and the pupil, the adjustments, 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.

The support and intervention provided is carefully selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness, and is provided by staff with sufficient skills and knowledge.

Where appropriate, plans seek parental involvement to reinforce or contribute to progress at home. All teachers and staff who work with the pupil are made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This is recorded on the Provision Maps and Child Profiles, which we ensure are SMART (Specific, measurable, achievable, relevant and timed).

Do

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, they still retain responsibility for the pupil.

Class teachers work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENDCo supports the class teacher and support staff in the further assessment of the child's particular strengths and weaknesses, in problem solving and advising on the effective implementation of support.

Review

The effectiveness of the support and interventions and their impact on the pupil's progress is reviewed in line with the agreed date. The impact and quality of the support and interventions is evaluated, along with the views of the parents and the child. The evaluations then feed back into the analysis of the pupil's needs. The class teacher and support staff, working with the SENDCo, revise the support in light of the pupil's progress and development, deciding on any changes to the support and outcomes

in consultation with the parent and pupil. We feel that it is important that the children are involved in their learning and endeavour to include them wherever possible.

Where a pupil has an Education and Health Care plan, the local authority, in co-operation with **Tarporley CE Primary School**, must review that plan as a minimum every twelve months.

The success of the school's SEND policy and provision is evaluated through:

- The monitoring of classroom practice by the Head Teacher, Deputy Head, Subject Co-ordinators and SENDCo
- Analysis of pupil tracking data
- Monitoring of procedures and practice by the SEND governor
- School Self-Evaluation document
- Local Authority moderation process and OFSTED inspection arrangements
- Meetings of parents and staff, both formal and informal

Managing Pupil's Needs on the SEND Register (How do we support children with SEND?)

At Tarporley CE Primary School all children on the SEND Register have a Child Profile, which details important information about the child, including their areas of strengths and needs, their outcomes and steps taken to allow children to achieve them and any other professionals who have contact with the child. Class teachers, support staff, parents, pupils and other professionals will all contribute to the Child Profile.

The Child Profile is designed to be a working document which is updated to reflect the current needs of the child. Formal review meetings will take place annually, where parents and pupils will be involved in reviewing progress and setting new outcomes. Class teachers are responsible for evidencing progress according to the outcomes described in the plan. Class teachers are responsible for maintaining and updating Child Profiles. These are then shared with everyone involved with the child. The SENDCo reviews all records provided by class teachers to ensure consistency across the school and appropriateness and quality of outcomes.

There are three levels of support for pupils with SEND:

Element 1 Funding: This is provided on a per-learner basis for all those attending the educating institution. High Quality Teaching will reduce the need for deployment of more expensive resources.

Element 2 Funding: Mainstream schools contribute the first £6,000 of the additional educational support provision for learners with SEND from their budget.

Element 3 Funding: Specialist or personalised level 'top-up' funding above Elements 1 and 2.

Funding arrangements

Funding for SEND in mainstream schools is mainly delegated to the school's budget (Element 1 & 2). It is the expectation that schools provide support to their pupils with SEND from their SEND budget.

Where a pupil requires an exceptionally high level of support that incurs a greater expense, for example when a pupil's needs are significant enough to warrant an EHCP, additional 'top-up' funding is then paid from the local authority's high needs block into the school's budget.

Specialist Support

We can involve specialists at any point to advise us on early identification of SEND and effective support and interventions. Where a pupil continues to make less than expected progress, despite evidence-based support and interventions that are matched to the pupil's area of need, we consider involving specialists, including those secured by the school itself or from outside agencies. The pupil's parents will always be involved in any decision to involve specialists.

The involvement of specialists and what was discussed or agreed should be recorded and shared with the parents and teaching staff supporting the child in the same way as other SEND support, using CPOMS.

Education, Health and Care Needs Assessments

Where, despite having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the child or young person has not made expected progress, the school or parents should consider requesting an Education, Health and Care needs assessment.

Where an assessment is agreed and consequently results in an Education, Health and Care Plan (EHCP) being issued (previously known as a Statement of Special Educational Need), the local authority must as a minimum, review this plan every 12 months in partnership with school.

During the Year 5 review of an EHCP, recommendations and high school provision will be discussed with a representative from the Local Authority. During the final review of an EHCP in Year 6, the SENDCO at the receiving high school will also attend in order to support transition. It may be necessary to devise an 'Action for Inclusion' plan or a 'Transition' plan to ensure the child's needs are fully met and he/she is prepared for their move.

Criteria for exiting the SEND Register

If it is felt that children are making progress which is sustainable then they may be removed from the SEND register. If this is the case, then the views of the teacher, support staff, SENDCO, pupil (if applicable) and parents are considered, as well as that of any other professionals involved with the child.

If it is agreed by all to remove the child from the SEND register then all records will be kept until the pupil leaves the school (and passed on to the next setting). The pupil will continue to be monitored through our monitoring procedures and pupil progress meetings.

If it is felt that the pupil requires additional assistance then the procedures set out in this policy will be followed.

Supporting Pupils with Medical Conditions

We recognise 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 complies with our duties under the Equality Act 2010.

Some may also have special educational needs or disabilities (SEND) 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 and the SEND Code of Practice is followed.

Training and Resources

At **Tarporley CE School**, to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. Under the SENDCo (in post from September 2016), all teachers and support staff undertake induction on taking up a post and which includes a meeting with the SENDCo to explain the systems and structures in place around the school's SEND provision and practice, and to discuss the needs of individual pupils. Staff training needs will be discussed at this stage, and both teaching and support staff will be made aware of training opportunities that relate to working with child with SEND. Tarporley CE Primary's SENDCo attends the Cheshire West and Chester SENDCO network meetings in order to keep up to date with local and national updates in SEND. They are also supported by a SENDCO Officer.

Roles and Responsibilities

Provision for pupils with SEND is a matter for the school as a whole. The board of governors, in consultation with the Head teacher, has a legal responsibility for determining the policy and provision for pupils with special educational needs. It maintains a general overview and has an appointed representative (**Andrea Bean**) who takes particular interest in this aspect of the school.

Governors ensure that:

- The necessary provision is made for any pupil with SEND
- All staff are aware of the need to identify and provide for pupils with SEND
- Pupils with SEND join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- The school profile informs parents under the heading 'How we are making sure we are meeting the learning needs of individual pupils'
- They have regard to the requirements of the Code of Practice for Special Educational Needs and Disabilities (2015)
- Parents are notified if the school decides to make SEND provision for their child
They are fully informed about SEND issues, so that they can play a major part in school self-review
They set up appropriate staffing and funding arrangements, and oversee the school's work for SEND

The Head Teacher is responsible for:

- The management of all aspects of the school's work, including provision for pupils with special educational needs
- Keeping the governing body informed about SEND issues
- Working closely with the SENDCos
- The deployment of all special educational need's personnel within the school with the SENDCos

- Monitoring and reporting to governors about the implementation of the schools' SEND policy and the effects of inclusion policies on the school as a whole

The Special Educational Needs Co-ordinator (SENDCo) is responsible for:

- Overseeing the day to day operation of the school's SEND policy
- Co-ordinating the provision for pupils with special educational needs
- Ensuring that an agreed, consistent approach is adopted
- Liaising with and advising other school staff
- Helping staff to identify pupils with special educational needs
- Carrying out assessments and observations of pupils with specific learning problems
- Supporting class teachers and support staff in: devising strategies and completing their class Provision Maps, drawing up Child Profiles, setting SMART targets appropriate to the needs of the pupils, and advising on appropriate resources and materials for use with pupils with special educational needs and on the effective use of materials and personnel in the classroom
- Liaising closely with parents of pupils with SEND alongside class teachers, so that they are aware of the strategies that are being used and are involved as partners in the process
- Liaising with outside agencies, arranging meetings and providing a link between these agencies, class teachers and parents
- Maintaining the school's SEND register and records
- Assisting in the monitoring and evaluation of progress of pupils with SEND through the use of existing school assessment information, e.g. class-based assessments/records, end of year SATs, Phonics Screening Test (Year1) etc.
- Contributing to the in-service training of staff
- Liaising with the SENDCos in receiving schools and/or other primary and secondary schools to help provide a smooth transition from one school to the other.
- Networking with other SENDCos

Class teachers are responsible for:

- Providing High Quality Teaching for all children (HQT)
- Assessing pupil's needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the pupil (in liaison with the SENDCos, parents and pupil)
- Regularly reviewing the impact of these adjustments, interventions and support, including pupils with SEND in the classroom, through providing an appropriately adaptive curriculum.
- Retaining responsibility for the child, including working with the child on a daily basis
- Making themselves aware of the school's SEND policy and procedures for identification, monitoring and supporting pupils with SEND.
- Directly liaising with parents of children with SEND
- Class teachers, in partnership with the SENDCos, are responsible for ensuring that pupils are able to access assessments carried out within their class. If a child's needs mean that they are unable to access standardised tests then the SENDCos will liaise with the Head Teacher and Class teacher, to assess pupils' eligibility for access arrangements.

Teaching Assistants (TAs) should:

- Be fully aware of the school's SEND policy and the procedures for identifying, assessing and making provision for pupils with SEND
- Use the school's procedure for giving feedback to teachers about pupils' progress.

TAs work as part of a team with the SENDCos and the teachers supporting pupils' individual needs and ensuring inclusion of pupils with SEND within the class. They play an important role in implementing Class Provision Maps, Child Profiles and monitoring progress.

Storing and Managing Information

Documents relating to pupils on the SEND register will be stored with their Pupil File in fireproof cabinets in the Bursar's office; these cabinets are kept locked. SEND records will be passed on to a child's next setting when they leave **Tarporley CE Primary School**.

The school has a Confidentiality Policy which applies to all written pupil records and is compliant with GDPR Regulations May 2018

Accessibility

The Disability Discrimination Act, as amended by the SEND and Disability Act 2001, places a duty on all schools to increase -over time - the accessibility of schools for disabled pupils and to implement their plans. Schools are required to produce written accessibility plans for their individual school and Local Authorities are under a duty to prepare accessibility strategies covering the maintained schools in their area. Tarporley CE Primary School's Accessibility Plan can be found on the school website. (www.tarporleyce.cheshire.sch.uk)

Complaints

The school has a complaints procedure which applies to complaints about SEND provision. This can be found on the school website (www.tarporleyce.cheshire.sch.uk)

Bullying

As a Church School we hold our Christian values at the heart of everything we do. These are Love, Friendship, Trust, Hope, Forgiveness, Joy and Celebration. At **Tarporley CE Primary** we believe that all pupils have a right to learn in a supportive, caring and safe environment without the fear of being bullied. We promote good behaviour. It is made clear that bullying is a form of anti-social behaviour. It is wrong and it will not be tolerated.

By embracing the "whole school" concept we ensure that everyone, pupils, parents, carers, teachers, support staff, governors, and outside agencies are brought together to develop a culture which openly disapproves of bullying. All reports of bullying will be taken seriously and investigated fully. Appropriate measure will be taken to reassure and support the victim and modify the behaviour and attitude of the bully. Tarporley's CE Primary School's Anti Bullying Policy can be found on the school website under 'School Information/Policies'.

Linked Policies and Documents

Accessibility plan

Behaviour policy

Complaints procedure

Confidentiality policy

Equal Opportunities Policy

Mental Health and Wellbeing Policy

Reviewing the Policy

This policy will be reviewed by the SENDCo, Head Teacher and Governors on an annual basis.

Reviewed: September 2023

Next Review Date: September 2024