

SEND policy and information report Crazies Hill Church of England Primary School



Approved by: LGB

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The Keys Academy Trust

This is a Trust policy to be implemented by all schools within The Keys Academy Trust to ensure a consistent approach in line with the Trust's vision and values for all pupils with SEND.

Vision:

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

1. Aims

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

The staff of Crazies Hill Church of England Primary School are committed, in partnership with the parents/carers, pupils, governors, trustees of The Keys Academy Trust and the Local Authority, to provide an education of the highest standard for all our children.

‘A tree is known by its fruit, people by their actions’
(based on Matthew 12 verse 33-5’)

Our vision at Crazies Hill CE Primary School is that our ‘fruit’ will be children and adults who have the resilience to weather life’s ups and downs, respect for themselves, others and their environment and the ability to build and maintain good relationships with all in their community. All our policies are written with this vision in mind.

At Crazies Hill C.E. Primary School we provide support to ensure that children and young people who have special educational needs and/or disabilities can access an education which is inclusive and responsive to their individual needs. We have a graduated response to providing support which will enable all our pupils to succeed and have high aspirations.

This document describes the national requirements introduced by The Children and Families Act 2014 and how Crazies Hill C.E. Primary School will meet the requirements through the funding made available to us

through our budget and through other funding streams. It also sets out under what circumstances we would refer to the local authority for an Education, Health and Care needs assessment.

2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- › [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities
- › [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENCOs) and the SEND information report

This policy also complies with our funding agreement and articles of association.

3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- › A significantly greater difficulty in learning than the majority of the others of the same age, or
- › A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

4. Roles and responsibilities

4.1 The SENCO

The SENCO is Polly Gresswell, her email - senco@crazieshill.wokingham.sch.uk

They will:

- › Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- › Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- › Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- › Advise on the graduated approach to providing SEND support
- › Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- › Be the point of contact for external agencies, especially the local authority and its support services
- › Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- › Ensure the school keeps the records of all pupils with SEND up to date

4.2 The SEND governor

The SEND governor is Helen Jones HJones@crazieshill.wokingham.sch.uk

They will:

- › Help to raise awareness of SEND issues at governing board meetings
- › Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- › Work with the headteacher and SENCO to determine the strategic development of the SEND policy and provision in the school

4.3 The headteacher

The headteacher will:

- › Work with the SENCO and SEND governor to determine the strategic development of the SEND policy and provision within the school
- › Have overall responsibility for the provision and progress of learners with SEN and/or a disability

4.4 Class teachers

Each class teacher is responsible for:

- › The progress and development of every pupil in their class
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- › Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- › Ensuring they follow this SEND policy

5. SEND Information Report

5.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- › Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- › Cognition and learning, for example, dyslexia, dyspraxia
- › Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)
- › Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- › Moderate/severe/profound and multiple learning difficulties

Many children experience difficulties in learning at some time during their education. If these difficulties are significantly greater than the majority of children of the same age, or they have a disability which hinders their use of educational facilities provided for the age group, then they are considered to have Special Educational Needs. Some children may need support over a long period of time, while others may only need a temporary boost.

5.2 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- › 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

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

5.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- › Everyone develops a good understanding of the pupil's areas of strength and difficulty
- › We take into account the parents' concerns
- › Everyone understands the agreed outcomes sought for the child
- › Everyone is clear on what the next steps are

5.4 Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- › The teacher's assessment and experience of the pupil
- › Their previous progress and attainment or behaviour
- › Other teachers' assessments, where relevant
- › The individual's development in comparison to their peers and national data
- › The views and experience of parents
- › The pupil's own views
- › Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

5.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

We recognise that transitions can be difficult for any child but a child with SEND may find change even more challenging, depending on the nature of their needs. Therefore, the following steps are taken to ensure that any transition is as smooth as possible:

- Reception teachers visit children in their nurseries and talk to staff about any additional needs
- Children transitioning to Reception have sessions with their new teacher. Additional visits are available for those children with SEND and staff are available for multi-disciplinary meetings to ensure that key messages are passed on.
- There is also a Transition morning when all children are able to spend time in their new class. SEND children are encouraged to visit their new class regularly so that they are familiar with the new environment and organisation.
- For children with SEND staff will meet with parents and professionals involved with the family.

We help to prepare all pupils for the next stage in their learning by carefully planning transition programmes that meet the needs for all pupils including those with special educational needs. Additional visits to the Key Stage 3 setting are arranged as required.

5.6 Our approach to teaching pupils with SEND

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

Quality first teaching is our first step in responding to pupils who have SEND. This will be scaffolded for individual pupils.

Where appropriate we will also provide interventions:

- Colourful Semantics
- Speech and Language Link
- Read Write Inc 1:1 Tutoring
- Words First
- Toe By Toe
- Precision Teaching
- Plus 1
- Power of 2
- Write from the Start
- Lego Therapy
- Attention Autism/Bucket Time
- Sensory Diet/Circuits
- Emotion interventions based on CBT
- Social skills interventions
- Circle of Friends

5.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- › Scaffolding our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- › Adapting our resources and staffing
- › Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- › Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

5.8 Additional support for learning

If the school considers that they need more expert advice in order to best support any child, referrals to outside agencies can be made. During the referral process the school will work with parents/carers to collect evidence to support the referral.

Before a referral is made to an outside agency parents/carers will be invited to speak to the SENDCo to discuss the process. At this meeting the reason for the referral will be explained and parents/carers will be asked to provide verbal or written consent.

Once parents/carers have given permission for the referral to take place, the referral form will be sent to the appropriate agency and they will contact parents/carers and/ or the school with details of their involvement.

5.9 Expertise and training of staff

Our SENCO has a number of years' experience in this role and has the NASENCo qualification.

They are allocated 2 shorter days a week to manage SEND provision.

We have a team of teaching assistants, including trained TAs who are trained to deliver SEND provision. We have a team of teaching assistants, including higher level teaching assistants (HLTAs) who are trained to deliver SEND provision.

5.10 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for pupils with SEND by:

- › Reviewing pupils' individual progress towards their goals each term
- › Reviewing the impact of interventions
- › Using pupil questionnaires
- › Monitoring by the SENCO
- › Using individual provision plans (IPPs) to measure progress
- › Holding annual reviews for pupils with EHC plans

5.11 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND

All of our extra-curricular activities and school visits are available to all our pupils.

All pupils are encouraged to participate in all activities, for example; our residential trip(s), sports day/school plays/special workshops.

No pupil is ever excluded from taking part in these activities because of their SEND or disability.

To ensure our trips are inclusive for our SEND pupils we take the following steps:

- › The school is based in a single building, across one floor and all areas are accessible for wheelchair users.

- Discuss possible alternative arrangement with SEND pupils and their families
- Ensure higher staffing ratios to support our SEND pupils on trips and at school events, where appropriate
- Checking the accessibility and risk assessments of external visits and ensuring they are appropriate to our pupils needs
- When appropriate and with parents' consent, we will provide an outline of our pupils needs with external providers to promote inclusive practice
- Ensure appropriate preparation is conducted with our SEND children e.g. social stories, exit plans, individual risk assessments
- Have a flexible approach to participation. For example, allowing pupils to take part in a selection of activities, where appropriate.

The following facilities are available to help disabled pupils to access our school.

- The school is based in a single building, across one floor and all areas are accessible for wheelchair users.
- There is 1 disabled toilet located on the ground floor.
- The school has been adapted with accessibility in mind for both children and adults. Where modifications are required the school will aim to plan for these.
- The school's accessibility plan is on the school website.

5.12 Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development. We have a zero-tolerance approach to bullying.

5.13 Working with other agencies

There are times when the school may wish to seek further specialist, professional advice on how to support a child with additional needs. If this is the case, parents will be asked to meet with their child's Class Teacher and the school's SENCO to discuss the options that are available. Where appropriate and with the necessary consent the school is able to contact an array of services including:

- Educational Psychology Service
- A medical service such as Speech and Language Therapist, Occupational Therapist or Physiotherapist (CYPIT)
- Foundry College
- Addington Outreach Service
- Learning Support Team
- CAMHS (Child and Adolescent Mental Health Service)
- School Nurse/ Community Nurse
- The Sensory Consortium Service (VI/HI/MSI)
- Parent Support
- Family Support Workers
- Education Welfare Officer
- Children's Services
- Traveller Education Service

External services may be involved in supporting a pupil, advising on targets for their IPP and providing specialist input to support the individual's specific needs. Advice from external agencies may be sought if a pupil:

- Continues to make little or no progress in specific areas over a long period
- Continues to work at National Curriculum levels substantially below those expected of pupils of a similar age
- Continues to have difficulty in developing literacy and numeracy skills
- Has emotional problems which substantially and regularly interfere with their own learning
- Has sensory or physical needs, and requires additional specialist equipment or regular advice or visits, providing direct intervention to the pupil or advice to the staff, by a specialist service
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning

Parental consent is sought before any external agencies are involved. The resulting support plan may incorporate specialist strategies which may be implemented by the class teacher but involve other adults.

All of these services are familiar to the school so the SENCo will be able to explain to parents how they usually operate. When these services are involved, we will have regular meetings to ensure that everybody is kept up to date and new information can be shared.

5.14 Complaints about SEND provision

Complaints about SEND provision in our school should be made to the SENCO or head teacher in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

5.15 Contact details of support services for parents of pupils with SEND

We can provide details of the following support services:

Parenting Special Children

SENDIASS

SEN Wokingham Borough Council

SEN Reading Council

CAMHS Wokingham

ASSIST

ASD Family Help

Early Help Reading

Early Help Wokingham

5.16 Contact details for raising concerns

If you have any SEND concerns regarding your child, your first point of contact to discuss these should be with your child's class teacher. They will be able to discuss these with you in detail and discuss potential 'next steps'. If the class teacher feels further support may be necessary, they will request a meeting with the school SENCo to analyse these concerns further.

All other concerns should be sent to office@crazieshill.wokingham.sch.uk and they will be passed to the relevant member of staff.

5.17 The local authority local offer

Our contribution to the local offer is:

<https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=2Pou6wTOp6U>

Our local authority's local offer is published here:

<https://www.wokingham.gov.uk/children-families-and-young-people/send-local-offer>

6. Monitoring arrangements

This policy and information report will be reviewed by the SENCO every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Anti-Bullying
- Behaviour
- Equality information and objectives
- Safeguarding
- Supporting pupils with medical conditions