



# Bishop Martin CE Primary School

## **Inclusion & SEND Policy**

2019 - 2020

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

- Special Educational Needs and Disability Regulations 2014
- Special Educational Needs Code of Practice 2014
- Statutory Guidance on Supporting Pupils with Medical Conditions 2014
- Teachers' Standards 2012

### **1. Name and contact details for the SENCO/ Inclusion and Intervention Leader**

This policy was created by the school's SENCO/Inclusion and Intervention Leader in liaison with the SLT, staff, parents of pupils with SEND and school governors.

It was a co-produced policy in the spirit of current reform (2014).

The SENCO (Inclusion and Intervention Leader) at Bishop Martin CE Primary School is Jill Broom.

Jill Broom can be contacted directly at the school on 0151 428 6295 or via e-mail at [j.broom@ldst.org.uk](mailto:j.broom@ldst.org.uk)

### **2. The policy was written in October 2018**

It will be reviewed in October 2019.

### **3. Aims and objectives of Bishop Martin CE Primary School in relation to SEND provision:**

We believe that all children are entitled to an education which meets their individual needs where inclusivity underpins our practices. We believe that all children are entitled to a curriculum which focuses on quality first teaching and a curriculum which is differentiated to meet the individual needs of all children.

We aim:

- To create an ethos and educational environment that is person centered and has the views and needs of the child at its heart along with their families/carers.
- To encourage a strong focus on high aspirations and on improving outcomes for children and young people with SEN which will enable them to succeed in their education and make a successful transition into adulthood.
- To reflect the Code of Practice (2014) in stating that 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. Every teacher is a teacher of every child including those with special educational needs or disabilities.
- To fully adopt the graduated approach to ensure that all pupils with special educational needs and/or disabilities are identified early, assessed and catered for within the school with high expectations for the best possible progress;
- To work within a 'person centered approach' fostering and promoting effective collaboration with children, parents/carers and outside agencies;
- To encourage and engage the participation of children and young people and parents in the decision making and the planning and review of outcomes with regard to their provision.
- To clearly identify the roles and responsibilities of school staff and the SEND Governor in providing an appropriate education for pupils with special educational needs and/or disabilities;
- To be proactive in enabling full access for pupils with SEND to all manageable aspects of the school curriculum and the wider school life and activities thus developing positive self-esteem with a long term goal of independence and preparation for adulthood.

#### 4. How Pupils with SEN are identified

Within Bishop Martin, particular arrangements for assessing and identifying pupils as having SEN also form a part of our published **SEND Information Report** which was produced with due regard to the general duties to promote disability equality.

- We recognise the definition of SEN as stated in the Code of Practice 2014:  
**“A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age”.** (p94 para 6.15)
- Bishop Martin reflects what the Code of Practice states (p100 sect 6.44) in that pupils are only identified as SEN if they do not make adequate progress once they have had all the interventions/adjustments and good quality personalised teaching. This is known as **‘SEN Support’**.
- We are alert to emerging difficulties which may not be evident at an early age, these concerns may be expressed by parents or staff or where appropriate the children themselves.
- The needs of our children are further refined by four areas of special educational need identified in the Code of Practice 2014.

These are:

- **Communication and Interaction**
- **Cognition and Learning**
- **Social, Emotional and Mental Health Difficulties**
- **Sensory and/or Physical needs**

These areas exemplify the range of need for which the school is able to identify and provide support from within the school’s provision.

- The purpose of identification is to work out what action the school needs to take. The school identifies the needs of pupils by considering the needs of the whole child.
- The ability to identify SEND and adapt teaching in response to the diverse needs of pupils is a core requirement of the teachers’ standards (2012), teachers are guided and supported in this by the SENCO / Inclusion and Intervention Leader and information is shared appropriately and frequently.
- Although the SENCO / Inclusion and Intervention Leader has overall responsibility for the identification of pupils with SEN in the school it is recognised that other members of teaching and pastoral staff have a key role to play in this process. This is part of the collective responsibility and collaborative approach of the school.
- Early identification of pupils with SEN is a crucial factor in overcoming barriers to learning. The SENCO / Inclusion and Intervention Leader works closely with the school standards and achievement leader to interrogate the school tracking data, IDSR and FFT.

- At Bishop Martin we also use a number of indicators to identify pupils' special educational needs. Such as:
  - Close analysis of data including: EYFSP, termly and yearly assessments, reading ages, intervention data
  - Any teacher or support staff concerns
  - Parental concerns
  - Concerns from other professionals
  - Tracking individual pupil progress over time
  - Liaison with feeder schools on transfer
  - Information from previous schools
  - Information from other services
  - Very close liaison at the outset with EYFS staff and the SENCO / Inclusion and Intervention Leader and parents

**What is not SEN but may impact on progress and attainment may include:**

- Disability
- Attendance and punctuality
- Health and welfare
- Children/young people in receipt of pupil premium or pupil premium plus.
- LAC
- Being a child/young person of servicemen/women
- EAL

**5. How we teach children with special educational needs (SEN)**

At Bishop Martin we follow a structured approach to teaching pupils identified as having additional needs. This includes:

- Differentiated quality first teaching is a priority for all pupils in the school including those with SEN.
- Where a pupil is identified as having SEN, action is taken to remove barriers to learning and put effective special educational provision in place.
- The SEN support takes the form of a four part cycle 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 cycle is known as the graduated approach (**Assess, Plan, Do and Review**). All support implemented is done with clear research based intentions and with interventions that has proven impact.

**6. How we adapt the curriculum and the learning environment for pupils with special educational needs (SEN)**

- The DDA, as amended by the SEN and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. In line with this there is a fully developed accessibility plan which is in writing and which is also available on the school's website.
- The school is proactive in removing barriers to learning, e.g. we consistently throughout the school use buff paper for pupils work, use visual timetables and technologies to support learning.

- The school increases and promotes access for disabled pupils to the school curriculum by providing a school building which is fully wheelchair accessible, through the delivery of interventions by specifically trained teachers and through the careful timetable use of teaching assistants. This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits.
- The school improves access to the physical environment of the school through ramps. This covers improvements to the physical environment of the school and physical aids to access education.
- The school strives to improve the delivery of information to pupils with SEND and their families when appropriate for disabled pupils. This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils. Examples might include handouts, timetables, textbooks and information about school events. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable time frame.

## 7. How we assess and review the progress of pupils with special educational needs

At Bishop Martin we follow assess, plan, do, review cycle outlined in the Code of Practice 2014.

This is outlined below:

**ASSESS:**-In Assessing a child the school will carry out an analysis of the pupil's needs which draws on the teacher's assessments and experiences of the pupil, their previous progress and attainment. This is put in the context of the individual's development compared to the school's core approach to pupils' progress, attainment and behaviour and their peers and national data. The pupil's own views are sought as are those of external support services if involved. The school liaises fully with outside agencies who are conducting the assessments. Any concerns by parents are actively listened to and recorded. Assessments are reviewed every half term or sooner if required.

**PLAN:** - We recognise that we **must** formally notify parents if their child is being provided with SEN support despite prior involvement and communication. The teacher and SENCO / Inclusion and Intervention Leader agree in consultation with the parent and pupil the adjustments, interventions and support to be put in place as well as the expected impact on progress (outcomes), development or behaviour along with a clear date for review.

**DO:** - The School's SENCO / Inclusion and Intervention Leader supports the class or subject teacher in problem solving and advising on the effective implementation of support and in further assessments. The teacher remains responsible for working with the child and where the interventions involve group or one to one teaching away from the teacher they remain responsible for overseeing this and work closely with teaching assistants or specialist staff involved to plan and assess the impact of support and how they can be linked to classroom teaching.

**REVIEW:** - Reviews are carried out on the agreed date. Some children have an EHC (Education, Health and Care Plan). These must be reviewed by the Local Authority in

partnership with the school at least annually. These reviews are arranged at school and are part of the SENCO's / Inclusion and Intervention Leader's role. When we review we evaluate the impact and quality of the support and take into account the views of the parents and pupils. This feeds back into the analysis of the pupil's needs. The teacher working with the SENCO / Inclusion and Intervention Leader will revise the support in the light of the pupil's progress and development and any changes to support and outcomes will be made in consultation with the parent and pupil. We strive to provide clear information to parents about the impact of support and interventions provided enabling them to be involved in planning next steps. In transition to another setting information to be passed on will be shared with parents and pupils and this may involve others being present at review meetings and the SENCO/Inclusion and Intervention Leader attending meetings offsite to support the transition process.

#### **8. How we manage the needs of pupils who qualify for SEN support**

- In many cases the pupil's needs are effectively met within school. The way this is done is accessed in the School's Local Offer which can be seen on the School's website and the Liverpool Family Services directory.
- Where a pupil continues to make less than expected progress despite evidence based support matched with interventions addressing areas of need it may be necessary to involve specialists in the school or from outside agencies. Parents will always be informed and involved in the decision to procure the advice of a specialist and their consent will be required formally by agencies. (Except in child protection cases where a child is deemed to be at risk).
- Where assessment indicates that support from specialist services is required the school strives to ensure that the pupil receives this as quickly as possible. The Local Offer sets out clearly what support is available and how it can be accessed. Support Services used at Bishop Martin include for example Educational Psychology, CAMHS (Child and Adolescent Mental Health Service), Speech and Language Therapy Services and SENISS.
- Some children may have multi-agency involvement and the school will consider the criteria for the levels of need and where relevant may decide in consultation with Liverpool's 'Responding to Need Guidance and levels of Need Framework' that an EHAT (Early Help Assessment Tool) is appropriate.
- Where, despite the school having taken relevant and purposeful action to identify, assess and meet the need of the child they have not made expected progress, the school or parents should consider requesting an Education, Health and Care (EHC) needs assessment. In applying for this the school presents evidence of the action taken as part of SEN Support.

#### **9. How we work with parents and carers in planning for provision and reviewing progress, and how you support them in accessing information**

- At Bishop Martin, we recognise that the impact of SEN support can be strengthened by increasing parental engagement in the approaches and teaching strategies that are being used. We also value and welcome the essential information on the impact of SEN support outside school as well as the parents/carers particular knowledge of their child and any changes in needs which they can provide.

- In creating the School's Local offer parental consultation was crucial and parents views on this were sought, acted upon and valued. This is an ongoing process and the school operates an open door policy where parents are encouraged to communicate openly with the school in a timely way should they have any concerns regarding their child. There are other systems to encourage communication such as PTA, questionnaires and coffee mornings etc.
- Where a pupil is receiving SEN Support the school endeavors to work with parents/carers regularly to set clear outcomes and review progress towards them, discussing the activities and support that will help achieve them and identify the responsibilities of the parent, the pupil and the school.
- At all stages of the SEN process the school keeps parents/carers fully informed and involved. Regular meetings are scheduled throughout the academic year to share the progress of the pupils with parents/carers and to take account of their views. It is hoped that this will assist in supporting pupils to reach their full potential. Parents/carers are encouraged to make a full and active contribution to their child's education. Records of outcomes, actions and support as well as contact with parents all form an important part of monitoring and recording for the school.

#### **10. How we enable pupils with SEN to participate in all activities together with pupils who do not have SEN**

- At Bishop Martin we recognise our duties regarding equality and inclusion for individual disabled children and young people under the Equality Act 2010. We make reasonable adjustments, including the provision of auxiliary aids and services for disabled children to prevent them being put at a significant disadvantage. We also recognise that these are anticipatory duties and strive to make arrangements in advance to prevent disadvantage. It is important to foster good relations and promote equality of opportunity generally so that barriers to learning are removed.
- Children are encouraged to participate fully in the life of the school. This includes extracurricular clubs and activities where the SENCO / Inclusion and Intervention Leader monitors the attendance of those with Special Educational Needs and disabilities to ensure that there is good representative participation from these groups.

#### **11. Support offered by school for improving the emotional, mental and social development of pupils with special educational needs.**

We recognise that some children and young people may experience a wide range of social and emotional difficulties which manifest themselves in different ways. These may include:

- becoming withdrawn or isolated
- 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 and young people may have disorders such as:

- Attention Deficit Disorder (ADD)
- Attention Deficit Hyperactive Disorder (ADHD)

- Attachment Disorder (AD)

It is also recognised by the school that children may display certain behaviours as a result of self-esteem or other issues such as neglect.

At Bishop Martin, we have clear processes to support children and young people and this is linked to the school Behaviour Policy. This policy includes detail on how the school manages the effects of any disruptive behaviour so that it does not adversely affect other pupils. The school provides support for pupil's emotional, mental and social development in the following ways:

- Outreach support services, which include CAMHS and Seedlings Therapeutic Service
- Nurture based support from external provision
- Support accessed through Social Inclusion
- 1:1 or small group support with the school learning mentor

## **12. How senior leaders and governors monitor and evaluate the impact of the school's SEN provision.**

Whilst the full governing body remains responsible for SEN they often appoint a SEN Governor to support their work. They can be contacted via the Executive Headteacher or Chair of Governors. The SEN Governor promotes the development of SEN provision by:

- championing inclusion and promoting a greater understanding of issues related to SEN by the Governing Body;
- being familiar with key legislation and policy;
- fostering communication between parents/carers of children with SEND and the school;
- meeting regularly with the SENCO / Inclusion and Intervention Leader and visiting classrooms;
- ensuring they have an understanding of the role of the SENCO and how pupils are supported;
- developing an awareness of the types of SEN present within the school cohort;
- reporting regularly to the Governing Body;
- understanding how funding received for SEN is allocated by the school;
- attending training in relation to SEND;
- assisting in monitoring the progress of vulnerable pupils;
- Reviewing and monitor the effectiveness of the SEND Policy.

The SEN Governor liaises with the SENCO in relation to the SEN Information report.

In evaluating the effectiveness of this policy, the school will consider the views of:

- Reports presented by the Executive Headteacher, SENCO / Inclusion and Intervention Leader and Link SEN Governor
- Parents/carers
- Pupils
- Outside Agencies



Pupils' attainment and progress will provide detailed and quantifiable evidence relating to the success of the SEND policy and this will be analysed carefully through:

- Consideration of each pupil's success in meeting outcomes.
- Use of standardised tests including reading, spelling and numeracy ages
- An analysis of tests including SATs
- The school's tracking systems and teacher assessments
- Evidence generated from Bishop Martin Assertive Mentoring files
- IDSR analysis
- Reports provided by outside agencies including Ofsted.

### **13. What training on SEN will be available for teachers, support staff and the SENCO**

All primary schools within a SEN Consortia share best practice and offers support within the locality. Training on SEN is arranged through these and with the support and involvement of the services attached to these, The training is needs led and linked to the school improvement plan, needs of the particular consortia and the school's Local offer. Specific training is provided for the SENCO / Inclusion and Intervention Leader, Teachers, Teaching Assistants, whole school staff and parents. Liverpool School Improvement service provides two SENCO Briefings and an annual SENCO Transition Forum (KS2/3) in June where any pupils with SEND and/or vulnerable pupils can be discussed in person and a transition plan can be put in place.

All teaching and support staff are encouraged to attend courses and training that assist them in acquiring the skills needed to work with pupils with SEND. The SENCO / Inclusion and Intervention Leader provides school-based INSET and targeted support to develop awareness of resources and practical teaching strategies for use with pupils with SEND.

A needs analysis to determine INSET requirements of staff (including Governors) in the area of SEND is conducted annually. The School's INSET needs are included in the School Improvement Plan and the outcomes and impact of these will be detailed in the SEN Information report.

### **14. How SEN is funded at Bishop Martin**

The notional SEN budget is for school leaders to use in ways considered most appropriate in improving outcomes for pupils. It can for example be aligned with other funding (e.g. pupil premium) to optimise impact. The SENCO / Inclusion and Intervention Leader along with other key staff in the school has a key role in determining how this budget is used, for example to provide interventions and targeted support.

The school budget allocation for SEND in the year 2018 to 2019 is detailed in the SEND Information Report. The Governing Body oversees this expenditure and therefore ensures resources are directed to support appropriate SEND provision as outlined in this policy.

The school allocates SEN funding in the following ways:

- Teaching Assistants.
- Training for all Teachers and Teaching Assistants so that they can meet pupils' needs more effectively.
- Specialist books and equipment.
- In class and withdrawal support from the SENCO / Inclusion and Intervention Leader or teaching staff.
- Ramped access to the main buildings of the school.
- Disabled access to the Reception foyer.
- Disabled toilet facilities.
- Purchasing and maintenance of ICT and electronic equipment.
- Purchasing of outreach support services.

### **15. How your school supports pupils with medical conditions**

The school's detailed and structured response is outlined in the 'Supporting Medical Needs' policy.

### **16. How we approach statutory duties in terms of increasing its accessibility over time.**

All pupils at Bishop Martin have equal access to a broad and balanced curriculum differentiated to enable all pupils to understand the relevance and importance of an appropriate education. This promotes self-esteem and confidence that will lead to pupils making relevant progress that is closely monitored.

Teachers use a wide range of strategies to meet pupils' special educational needs. Lessons have clear learning objectives and success criteria, are differentiated appropriately and assessed to inform the next stage of learning.

The school's Teaching and Learning Policy promotes best practice towards students with SEN.

Provision Mapping features significantly in the SEN provision provided by the school. Intervention Plans contain outcomes to ensure that all pupils experience success.

Following The Equality Act 2010, it states that education providers must also make 'reasonable adjustments' to ensure that disabled students aren't discriminated against.

Making reasonable adjustments could include:

- changes to practices or procedures
- changes to physical features
- changes to how learners are assessed
- providing extra support and aids (such as specialist teachers or equipment)

Relevant information is shared with parents/carers of pupils on Special Needs Support or with an Education Health and Care Plan (EHC Plan). They receive regular details on the agencies involved with their child's education and are signposted according to their child's needs. Key information is also shared within the school to ensure teachers are up to date with developments.

## **17. How we handle complaints from parents/carers of pupils with SEN about SEN provision.**

Any complaints should first be raised with the SENCO / Inclusion and Intervention Leader, then if necessary with the Executive Headteacher and finally, if unresolved, with the SEN Governor. All complaints follow the school's complaints procedure.

Managing parental complaints related to SEN (any of the following may apply)

- Meetings with the parents/carers are arranged, perhaps involving a mediator such as the 'Information, Advice and Support Service' (currently Parent Partnership).
- Key issues are identified including where there is agreement.
- Discussions should take place with the SENCO / Inclusion and Intervention Leader.
- Reports provided by outside agencies should be considered.
- Outcomes are reviewed examining what progress the pupil has made.
- Any behaviour logs should ensure strategies are included and shared with parents/carers.

## **18. Who is responsible for what?**

We acknowledge that the SENCO / Inclusion and Intervention Leader shares responsibility with the rest of the staff within the school and the governing body. Whilst the full governing body remains responsible for SEN they often appoint a SEN Governor to support their work. The SEN Governor at Bishop Martin, promotes the development of SEN provision by:

The Governing Body will report annually on the success of this policy under the statements listed in **'The aims and objectives of this policy'** (page 5)

In evaluating the effectiveness of this policy, the school will consider:

- Findings of the SEND information report including its Local Offer.
- Reports presented by the Executive Headteacher, SENCO / Inclusion and Intervention Leader and Link SEN Governor
- Parents/carers
- Pupil voice
- Outside Agencies with evidence of joined together working.
- Pupils' attainment and progress will provide detailed and quantifiable evidence relating to the success of the SEND policy and this will be analysed carefully through:
  - ✓ Consideration of each pupil's success in meeting their agreed outcomes.
  - ✓ Use of standardised tests including reading, spelling and numeracy ages
  - ✓ An analysis of test including SATs
  - ✓ The school's tracking systems and teacher assessments
  - ✓ Evidence generated from Provision mapping and related interventions and person centered planning reviews from Education, Health and Care plans and EHATs.
  - ✓ Raise online
  - ✓ Reports provided by outside agencies including Ofsted.

## **The role of the SENCO / Inclusion and Intervention Leader**

The role of the SENCO / Inclusion and Intervention Leader involves:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEN.
- Advising and supporting colleagues.
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting, and liaising with professionals or agencies beyond the setting.
- The SENCO / Inclusion and Intervention Leader has day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
- Overseeing the day-to-day operation of the school's SEND policy and updating it annually and overseeing and updating the school's SEND information report in line with statutory guidelines.
- Co-ordinating provision for children with SEND.
- Liaising with the relevant Designated Teacher where a looked after pupil has SEND.
- Advising on the graduated approach to providing SEN support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with parents of pupils with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the local authority and its support services.
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Executive Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEN up to date.
- Monitor and support a graduated approach of Assess, Plan, Do and Review.
- Ensure that resources and support are allocated and maintained to all those individual pupils who may need additional provision of support staff in our schools

including Teaching Assistants, Behaviour Support Staff and others.

- Review the work of other adults regularly. In reviewing pupil progress and tracking achievement, SENCOs / Inclusion and Intervention Leaders should review targeted support on a regular basis.
- Be actively involved with the analysis and interpretation of data for the whole school and in the planning and intervention of those pupils not making expected progress and plan appropriate interventions.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the local authority and its support services.
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Executive Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEN up to date for example participation of pupils in clubs and activities.

In line with good practice reference to children with SEND is included in all our policies.