

# Special Educational Needs Policy

Camborne Science and International Academy



<b>Approved by:</b>	Governors' Policy Committee	<b>Date:</b> 6 <sup>th</sup> December 2017
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<b>Last reviewed on:</b>	December 2016
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<b>Next review due by:</b>	December 2018
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All CSIA policies are reviewed by the Governors' Policy Committee (which meets termly), according to a fixed schedule. On extremely rare occasions, there may be circumstances where an event (for example, a change in legislation/national guidance), necessitates a policy being amended immediately, outside of this schedule.

Where this is necessary, the Principal will seek permission from the Chair of the Governors' Policy Committee, to amend the policy immediately. The Principal will then confirm details of any amendments with all members of the committee by email and the policy will be reviewed at the next scheduled meeting of the committee.

**Designated Person responsible for managing the provision for children with SEN: Andrew Oates**

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## **SECTION 1 - COMPLIANCE AND GENERAL STATEMENT**

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disabilities Code of Practice 0 - 25 Years (April 2015) and has been written with reference to the following guidance and documents:

- Equality Act 2010: Advice for Schools DfE (February 2013)
- SEND Code of Practice 0 -25 Years (April 2015)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on supporting pupils at school with medical conditions (April 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers' Standards (2012)
- United Nations Convention on Rights of the Child (1991)

This Policy has been created to ensure compliance with the Department of Education's SEND Reforms, which address measures outlined in the Children and Families Act 2014. The Act includes changes to the support and services children and young people with special educational needs and disabilities will receive. These changes came into force on 1st September 2014. This policy has been created by Andrew Oates in liaison with the Headteacher, SEN Governor, SLT and staff, with due regard to the input of parents and pupils with SEND.

In compliance with the SEN Code of Practice and SEND Reforms, there is a graduated approach to the identification, provision and support of all pupils which includes a period of close monitoring and targeted provision prior to the consideration being given to place a child onto the school Record of Need (RON). Should a pupil require provision that is additional and different they are placed on the RON under one single category, namely SEN Support. (This category replaces the categories of School Action and School Action Plus). Their provision will be identified and progress monitored.

This policy sets out our commitment to raising the aspirations and expectations for all pupils with SEN, including those identified as Gifted and Talented.

## **SECTION 2 - AIM (THE LONGER VIEW)**

The overarching aim of this policy is to ensure that the needs of pupils with SEN, and the barriers to their learning, are accurately identified and effectively met so that they are able to achieve well and develop well, both as individuals and as members of the community, living life with dignity and independence. (UNCRC Article 23)

To this end, we aim to:

- a) Assess pupils accurately, track their progress regularly and adjust provision in the light of ongoing monitoring.
- b) Ensure that lessons are stimulating, enjoyable and well differentiated to meet the needs of all pupils, including those with SEN.
- c) Ensure that teaching and learning is multi-sensory.
- d) Make sure that additional support is well targeted, using a judicious blend of in-class support and withdrawal.
- e) Use the most appropriate resources to support learning, taking into account individual learning styles and ensuring that the development of pupils' literacy skills has the highest priority.
- f) Continuously monitor and evaluate the effectiveness of our provision for all pupils, including those with SEN, to ensure that we are providing equality of educational opportunity and value for money.

Objectives:

Through the application of this policy we wish to:

- a) Ensure compliance with National SEN Policy, most currently the DfE SEND Reforms, Children and Families Act 2014 and the SEND Code of Practice 2015.
- b) Work closely with the LA in developing their Local Offer and complying with locally agreed policies and procedures.
- c) To operate a 'whole pupil, whole school' approach to the management and provision of support for SEN.
- d) Ensure all staff implement the school's SEN policy consistently - fully endorsing our belief that every teacher is a teacher of every child, including those with SEN.
- e) Ensure that there is no discrimination or prejudice.
- f) Ensure all pupils have access to an appropriately differentiated curriculum.
- g) Recognise, value and celebrate pupils' achievements at all levels.
- h) Work in partnership with parents/carers in supporting their child's education.
- i) Guide and support all school staff, governors and parents on SEN issues.
- j) Meet the individual needs of all children irrespective of whether they have physical, sensory, emotional, social, mental health, specific or general learning needs.
- k) Provide appropriate resources and ensure their maximum and proper use.
- l) Involve the pupil in the process of identification, assessment and provision and to ensure that the pupil is aware that his/her wishes are taken into account as part of the process and of the shared responsibility in meeting his/her educational needs.
- m) To provide an appropriately qualified Special Educational Needs Co-ordinator (SENCO) who will oversee the provision for students with SEN.
- n) To provide support and advice for all staff working with pupils who have SEN.
- o) Support pupils with SEN to develop their personality, talents and abilities to the full (UNCRC Article 23).
- p) Encourage all pupils with SEN to develop a respect for human rights, respect for parents, their own and other cultures and the environment (UNCRC Article 29).

### **SECTION 3 - IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

A child has a learning difficulty or disability if he/she:

- greater difficulty in learning than the majority of children of his/her age. and/or
- a disability which prevents or hinders them from making use of educational facilities/ provision that is normally available.
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In addition, we identify special educational needs within the context of the usual differentiated curriculum of the school. Pupils are identified as having SEN if they are not making progress within a curriculum that:

- a) sets suitable learning challenges
- b) responds to pupils' diverse learning needs
- c) aims to help pupils overcome potential barriers to learning

In accordance with the SEND Code of Practice 2015, four broad categories of need are identified:

- Communication and Interaction
- Cognition and Learning
- Sensory and/or Physical Needs
- Social, Mental and Emotional Health.

The school will also identify and support the children whose needs do not fit into the above categories, but may be accurately described by the headings below:

- Disability
- Attendance and punctuality
- Health and welfare
- EAL
- Being in receipt of the Pupil Premium
- Being a Looked After Child (LAC)/Child in Care (CiC)
- Being the child of a serviceman/woman

The identification of behaviour as a need is no longer an acceptable way of describing SEN and any concerns relating to a child's behaviour will be described as an underlying response to a need which the School has recognised and identified clearly.

## SECTION 4 – A GRADUATED APPROACH TO SEN SUPPORT

All teachers are responsible and accountable for the progress and development of all pupils in their class, including where pupils access support from specialist staff and teaching assistants. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have SEN. 'Quality First' teaching is a priority of the school. It is regularly and rigorously monitored and there is a focus on continual improvement of the teaching of 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. Close liaison is maintained with all members of staff by the SENCO to ensure that pupils are only identified as having SEN if they do not make adequate progress once they have had appropriate interventions/adjustments and good quality personalised teaching. Details of the provision on offer can be found in the School Offer in the SEN section of the school's website and on the Family Information Service, Cornwall website.

### SEN Support

Pupils are placed on the RON at this level after assessment and consultation between the SENCO and class teachers, when it is established that they have a significant learning difficulty and need provision that is **additional and different**.

At this point, parents/carers will be informed of the decision and the School will continue to work in partnership with them, listening to their views and those of the pupil, and involving them proactively in planning and decision making. This will take the form of a 'Assess- Plan-Do -Review Cycle', which takes place at least termly.

#### Assess

- Teacher's high quality, accurate formative assessment and experience of child
- Pupil progress, attainment and behaviour
- Development & attainment in comparison to peers
- Views and experiences of parents
- The child's own views
- If relevant, assessments, views of and advice from external services.

#### Plan

A plan will be drawn up by SENCO & class teacher in consultation with parents and child. It will include:

- The outcomes agreed for the next term
- The support and interventions to be put in place
- The expected impact on progress, development or behaviour
- A clear date for review

#### Do

- Class teachers remain responsible for working with the child on a daily basis and work closely with TAs or specialist staff to plan and assess the impact of the interventions.

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

### **Review**

- Parents will be invited to attend review meetings with the SENCO and their child in order to monitor/ review the effectiveness of the support and the impact on the child's progress.

### **Involving Specialists**

If a child continues to make little or no progress over a sustained period or where they continue to work at levels substantially below age expected despite SEN Support, the school will consider involving specialists, including those from outside agencies. This will be considered through a careful analysis of student need, expected outcomes and reasonable cost. The views of parents/carers and the child are considered at all levels of intervention.

### **Education, Health and Care Plan**

Pupils who need more specialist provision and whose needs cannot be wholly met at SEN Support level will be the subject of statutory assessment. This is completed by the SENCO, who obtains the views and information about the child from all other professionals involved in their education, health and/or care. Parents'/carers' views and those of the child are obtained and will be considered in order for a recommendation for an EHCP to be made to the Local Authority. The LA then consider the application and issue an EHCP as appropriate. (EHCPs replace Statements of Educational Need.)

There is a statutory requirement to review an EHCP annually. This review meeting is held at the school with parent, child and all professionals involved invited to attend.

In addition, pupils with an EHCP (or Statement) are subject to the termly Assess-Plan-Do-Review Cycle.

### **The SENCO is responsible for:**

- a) Assessing specific needs of students with SEN, including application for Statutory Assessment.
- b) Managing the screening of pupils for dyslexia.
- c) Line managing the Deputy SENCO and Teaching Assistants.
- d) Liaising with other schools to aid transition.
- e) Ensuring all relevant information is forwarded on to new schools, when pupils leave.
- f) Day-to-day operation of the school's SEN Policy.
- g) Liaising and advising class teachers and support staff.
- h) Maintaining the SEN Record of Need and the records of all pupils with SEN.
- i) Liaising with parents/carers of pupils with SEN.

- j) Liaising with external services including the Educational Psychology Service, Social Care, Early Support, etc
- k) Attending/holding review meetings for pupils with SEN including those with an EHCP.
- l) Applying for Examinations Access Arrangements in advance of GCSE examinations.

## **SECTION 5 - CRITERIA FOR EXITING THE SEN RECORD OF NEED**

The SENCO has responsibility for the removal of a pupil from support on the Record of Need when appropriate. The decision will be dependent upon appropriate progress being made towards set targets and in conjunction with appropriate teaching staff, outside agencies and parents.

## **SECTION 6 - SUPPORTING PUPILS AND FAMILIES**

- Families of pupils with SEN are guided towards the Cornwall Family Information Service (FIS), [www.cornwallfisdirectory.org.uk/](http://www.cornwallfisdirectory.org.uk/), with regard to the LA Local Offer for SEN in accordance with Regulation 51, Part 4.
- Admission arrangements can be found on the school website.
- The school's policy on managing the medical conditions of pupils can be found on the school website.
- Transition meetings between class teachers to discuss the needs of individual pupils with SEN take place in the Summer Term of each year.

## **SECTION 7 - MONITORING AND EVALUATION OF SEND**

Please refer to information given in Section 4 of this policy. The quality of provision offered to all pupils with SEND is continuously monitored through ongoing daily, weekly, termly and annual review, on an individual and cumulative basis in conjunction with the Governors, Headteacher, Senior Leadership Team, teaching staff and parents, in line with an active process of continual review and improvement of whole school practice.

## **SECTION 8 - TRAINING AND RESOURCES**

- All professional development needs are identified through the school's appraisal system, self-evaluation and quality assurance processes and feed into the School Development Plan.
- The Vice Principal (Teaching and Learning) oversees the professional development of all teaching staff and teaching assistants. Continuous Professional Development occurs during whole school training days, Learning Hubs and by attending external courses. Colleagues attending courses are expected to disseminate and share relevant knowledge with other staff within the school.
- Newly appointed teaching staff undertake an induction meeting with the SENCO, who will explain systems and structures in place around the school's SEN provision and practice, as well as to discuss the needs of individual pupils.
- The SENCO regularly attends SEN network meetings in order to keep up to date with local and national developments in SEN.
- Support staff are encouraged to take an active part in school functions/training including leading after-school clubs.

- The SENCO will manage the budget for SEN within the school. Resources (including additional adults) will be targeted where there is greatest need and within the resource constraints of the school.

## **SECTION 10 - ROLES AND RESPONSIBILITIES**

### **Role of the SEN Governor/Governing Body**

There is a named SEN Governor: Clare Harvey

The governing body has regard to the SEN code of Practice (2015) when carrying out duties towards all pupils with SEN consequently it is their responsibility to:

- Ensure the necessary provision is made for pupils with SEN.
- Determine the school's general policy and approach to pupils with SEN in co-operation with the Headteacher and SENCO.
- Ensure that the teachers are aware of the importance of identifying and providing for those pupils with SEN.
- Ensure that the school's progress in implementing the policy and its impact on pupils are regularly reported to the Governing Body.
- Ensure that parents are notified of a decision by the school to make SEN provision for their child.
- Ensure that pupils with SEN are included as far as possible into the activities of the school.
- Consult with the LA and the governing bodies of other schools, when appropriate, in the interests of co-ordinated SEN provision in the area.

### **Role of Teaching Assistants**

Teaching Assistants are recruited to work within the classroom and/or with targeted groups or individuals outside the classroom as directed by the SENCO and class teachers. The learning of **all pupils** remains the responsibility of the class teacher at all times.

Teaching Assistants are line managed by the SENCO.

### **Deputy SENCO**

The Deputy SENCO is Joanna Greet, who can deputise for the SENCO in all matters. She has responsibility for Key Stage 3 pupils with SEN and dyslexia provision within the school.

## **Designated Safeguarding Lead(s)**

Mark Fenlon (Senior DSL)  
Andrew Oates  
Naomi Godolphin  
Jill Carter  
John Ross  
Rebecca Peel  
Joanna Foster

## **Designated Teacher for Looked After Children**

Andrew Oates

## **Designated Member of Staff responsible for PPG/LAC Funding**

Peter Carpenter  
Andrew Oates (Pupile Premium Plus - Children in Care)

## **Designated Member of Staff responsible for managing the School's responsibility for meeting the medical needs of pupils**

Andrew Oates

## **SECTION 11 - STORING AND MANAGING INFORMATION**

The school complies with the current data protection and confidentiality requirements with regard information about pupils and families.

## **SECTION 12 - REVIEWING THE SEN POLICY**

This policy will be reviewed annually.

## **SECTION 13 - ACCESSIBILITY**

Please refer to the Accessibility Plan. This can be found on the school website.

## **SECTION 14 - DEALING WITH COMPLAINTS**

The school's standard complaints policy applies. More information can be found on the school website.

## **SECTION 15 - BULLYING**

Please refer to the school's Anti-Bullying Policy which is available on the school website.