

**Graiseley Primary School**



**Special Education Needs and  
Disability (SEND) Policy**

**September 2024**



# **Special Educational Needs and Disability (SEND) Policy**

## **Introduction**

- 1.1** This policy was reviewed and updated in September 2024 in line with 2015 Special Educational Needs (SEN) Code of Practice.
- 1.2** This school provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs and require particular action by the school.
- 1.3** These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities. Such children may need additional or different help from that given to other children of the same age.
- 1.4** Children may have special educational needs either throughout or at any time during their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

## **2 Aims and objectives**

- 2.1** The aims of this policy are:
  - to create an environment that meets the special educational needs of each child;
  - to ensure that the special educational needs of children are identified, assessed and provided for;
  - to make clear the expectations of all partners in the process;
  - to identify the roles and responsibilities of staff in providing for children's special educational needs;
  - to enable all children to have full access to all elements of the school curriculum;
  - to ensure that parents are able to play their part in supporting their child's education;
  - to ensure that our children have a voice in this process.

## **3 Educational inclusion**

- 3.1** In our school we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:
  - have different educational and behavioural needs and aspirations;
  - require different strategies for learning;
  - acquire, assimilate and communicate information at different rates;
  - need a range of different teaching approaches and experiences.



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### **3.2 Teachers respond to children's needs by:**

- providing support for children who need help with communication, language, and literacy.
- planning to develop children's understanding through the use of all available senses and experiences.
- planning for children's full participation in learning, and in physical and practical activities.
- helping children to manage their behaviour and to take part in learning effectively and safely.
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

## **4 Special educational needs**

### **4.1 Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:**

- they have significantly greater difficulty in learning than the majority of children of the same age;
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for children of the same age;
- they are under school age and fall within the definitions above.

### **4.2 Many of the children who join our school have already attended an early education setting. In many cases children join us with their needs already assessed. All our children are assessed when they join our school, so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children.**

### **4.3 If our assessments show that a child may have a learning difficulty, we use a range of strategies that make full use of all available classroom and school resources. This level of support is called Wave 2. The child's class teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Special Educational Needs Co-ordinator (SENCO), if not already involved, will become involved if the teacher and parents feel that the child would benefit from further support. The SENCO will then take the lead in further assessments of the child's needs. A child who is supported by Wave 2 is provided with intervention on a weekly or sometimes daily basis which is planned and delivered through a Provision Map. Each year group in school has a personalised Provision Map and Intervention timetable to support the children identified in need of Wave 2.**

### **4.4 Each term Provision Mapping commences after full liaison with staff who identify underachieving children. Teaching Assistants provide additional support for these identified children in the afternoons. Teachers also provide additional provision throughout the week. The provision map is reviewed each term after the SENCO liaises with each teaching assistant. Teaching assistants then meet with teachers to carry out an end of term**



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assessment and evaluation to determine progress or underachievement. This information is used to create a new Provision Map.

- 4.5** We will record the intervention used to support the child on SIMS. The intervention plan will show the short –term target set for the child. It will also indicate the planned outcome and the date for the intervention plan to be reviewed. This review will take place once a term.
- 4.6** If the intervention review identifies that support is needed from outside services, the SENCO will make a referral to the relevant outside agency. Permission will be sought from parents or carers before a referral is made and we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. This will lead to additional or different strategies to those at Wave 2. This enhanced level of support is called Wave 3. External support services will provide information for the child's new targets. The new strategies within the report will, wherever possible, be implemented in the child's normal classroom setting.

**4.6.1** If the child continues to demonstrate significant cause for concern, a request for Education Health Care Plan (EHCP) will be made to the LEA. A range of written evidence about the child will support the request.

**4.7** In our school the SENCO:

- Manages the day-to-day operation of the policy.
- Co-ordinates the provision for and manages the responses to children's special needs.
- Supports and advises colleagues.
- Oversees the records of all children with special educational needs, updating the register termly.
- Liaises closely with the HSLO.
- Acts as the link with parents.
- Acts as link with external agencies and other support agencies making referrals.
- Monitors and evaluates the special educational needs provision and reports to the governing body.
- Liaises with all staff to produce a termly provision map which is evaluated in order to inform the next steps.
- Manages a range of resources, human and material, to enable appropriate provision for children with special educational needs.
- Attends cluster meetings for SENCO's.
- Contributes to the professional development of all staff.
- Works with the Partnership for Inclusion of Neurodiversity in schools programme, voice for parents.

## **5 The role of the governing body**

- 5.1** The governing body has due regard to the Code of Practice when carrying out its duties toward all pupils with special educational needs.
- 5.2** The governing body does its best to secure the necessary provision for any pupil identified as having special educational needs. The governors ensure that all teachers are aware of



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the importance of providing for these children. They consult the LA and other schools, when appropriate, and report annually to parents on the success of the school's policy for children with special educational needs. The governing body ensures that parents are notified of a decision by the school that SEND provision is being made for their child.

**5.3** The governing body has identified a governor to have specific oversight of the school's provision for pupils with special educational needs. The 'responsible person' in this school is the Inclusion Manager who ensures that all those who teach a pupil with a EHCP of special educational needs are aware of the nature of the EHCP.

**5.4** The SEN governor ensures that all governors are aware of the school's SEND provision, including the deployment of funding, equipment, and personnel.

### **6 Allocation of resources**

**6.1** The SENCO is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with SEND and with an EHCP.

**6.2** The headteacher informs the governing body of how the funding allocated to support special educational needs has been employed.

**6.3** The headteacher and the SENCO meet annually to agree on how to use funds directly related to EHCP. The SENCO draws up the resources bid when the school is planning for the next school improvement plan.

### **7 Assessment**

**7.1** Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.

**7.2** The class teacher and the SENCO assess and monitor the children's progress in line with existing school practices. This is an ongoing process.

**7.3** The SENCO works closely with parents and teachers to plan an appropriate programme of support.

**7.4** The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the SENCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators. Broadmeadow assessments are used to track and assess children who are making smaller steps of progress and to meet their individual needs.

**7.5** The LA seeks a range of advice before making a formal EHCP. The needs of the child are considered to be paramount in this.



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### **8 Access to the curriculum**

- 8.1** All children have an entitlement to a broad and balanced curriculum, which is adapted to enable children to:
- understand the relevance and purpose of learning activities.
  - experience levels of understanding and rates of progress that bring feelings of success and achievement.
- 8.2** Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives; we adapt work appropriately, and we use assessment to inform the next stage of learning.
- 8.3** Educational Health Care Plans, which employ a small-steps approach, feature significantly in the provision that we make in the school. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success.
- 8.4** We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. To maximise learning, we ask the children to work in small groups, or in a one-to-one situation within or outside the classroom. All children at Wave 1 and Wave 2 have an intervention, which is supported through the Provision Map using school expertise or external specialist.

### **9 Partnership with parents**

- 9.1** The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The home-school agreement is central to this. Parents have much to contribute to our support for children with special educational needs.
- 9.2** The school prospectus contains details of our policy for special educational needs, and the arrangements made for these children in our school. The Governors' Annual Report to Parents contains an evaluation of the policy in action. A named governor takes a special interest in special needs and is always willing to talk to parents.
- 9.3** We have regular meetings each term to share the progress of special needs children with their parents during parents evening. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs. Parents are welcome to meet the SENCO annually or by appointment to discuss any concerns further.
- 9.4** Voice4parents, part of the partnership for Inclusion of Neurodiversity in schools (PINS) programme is now involved from September 2024. To promote opportunities for parents and carers to have a voice.

### **10 Pupil participation**

- 10.1** In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the



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Foundation Stage recognises the importance of children developing social as well as educational skills.

- 10.2** Children are involved at an appropriate level in setting targets in their Educational Health Care Plan and in their review meetings. Children are encouraged to make judgements about their own performance against their SMART targets. We recognise success here as we do in any other aspect of school life.
- 10.3** There is a SEND pupil representative in our school council. Voted by our staff, in addition to our pupil votes.

### **11 Monitoring and evaluation**

- 11.1** The SENCO monitors the movement of children within the SEND system in school. The SENCO provides staff and governors with regular summaries of the impact of the policy on the practice of the school.

The SENCO is involved in supporting teachers and support staff to implement appropriate support and interventions for children on the SEND register. The SENCO supports teachers and support staff to grade the success of interventions and updating the SIMs system holding all children's individual SEND records. The SENCO and the headteacher hold regular meetings to review the work of the school in this area. The SENCO and the named governor with responsibility for special needs also hold termly meetings.

- 11.2** The governing body reviews this policy annually and considers any amendments in the light of the annual review findings. The SENCO reports the outcome of the review to the full governing body.