



# SEND Policy

January 2023    Review January 2024

## OUR FEDERATION VISION

Together we will flourish and thrive,  
building on our Christian and local community, for the good of all.

Those who trust in the Lord will find new strength.  
They will soar high on wings like eagles. Isaiah 40v.31



Our Federation Values are reflected within this policy as it is through our values of: *respect* for ourselves and others regardless of race, religion, gender, ability and for others: *Hope* that we will all be treated with respect and understanding.

**Definitions of special educational needs (SEND) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

The way in which provision and support is made for children and young people with special educational needs and/or disabilities in England has changed. New Legislation (The Children and Families Act 2014) enacted on the 13<sup>th</sup> March came into force on the 1<sup>st</sup> September 2014. A new SEND Code of Practice also accompanies this legislation.

More details about the reforms and the SEND Code of Practice can be found on the Department for Education's website:

[www.gov.uk/government/publications/send-code-of-practice-0-to-25](http://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

One significant change arising from the reforms is that Statements of Special Educational Needs, for those children with the most complex needs, have now been replaced with a new Education, Health and Care (EHC) Plan. These plans are being supported by an Education, Health and Care Plan Pathway. You can view an animation describing this new pathway on Nottinghamshire's SEND Local Offer website:

[www.nottinghamshire.sendlocaloffer.org.uk](http://www.nottinghamshire.sendlocaloffer.org.uk)

This information is also available by putting the above web address into the browser of a smart phone or tablet. The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Nottinghamshire that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across

education, health and social care, as well as those provided by the private, voluntary and community sectors.

*Please note that in this document “school” means any school in The Kite Primary Federation.*

## **Aims**

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the *Special Educational Needs Code of Practice*.

Our aims are:

- To ensure that all children, irrespective of any particular need, are supported to achieve their full potential in terms of their academic achievement and their social and emotional development.
- To provide an inclusive environment in which all children feel valued and confident to participate.
- To ensure that school systems for identification of those children with special educational needs are robust and that children are identified early and provision adjusted accordingly.
- To provide appropriate support to allow all children, including those with special educational needs, to access a wide and varied curriculum that meets the requirements of the new Primary National Curriculum and that offers appropriate levels of challenge.
- To target resources effectively to maximise the learning opportunities for all children.
- To work effectively with external agencies so that school approaches and strategies are guided by appropriate, specialist advice.
- To work closely with parents and carers to ensure that everyone is well informed and contributes to decisions around school provision.

## **Responsibility for the coordination of SEND provision**

- The person responsible for overseeing the provision for children with SEND is the Executive Head Teacher – Mrs K King
- The person co-ordinating the day to day provision of education for pupils with SEND is the SENCo Miss D Lower.

## **Arrangements for coordinating SEND provision**

The SENDCO will hold details of all SEND Support records such as provision maps, Pupil Profiles, reports from external agencies, structured conversations and subject and/or behaviour targets for individual pupils.

### **All staff can access:**

- The SEND Policy;
- A copy of the full list of children receiving SEND Support
- Guidance on identification in the Code of Practice (SEND Support and pupils with Education, Health and Care Plans);
- Information on individual pupils' special educational needs, including action plans, targets set and copies of their Pupil Profile or alternative records of targets set/outcome monitoring.
- Practical advice, teaching strategies, and information about types of special educational needs and disabilities
- Information on the staff IT system on individual pupils and their special needs and requirements
- Information on current legislation and SEND provision
- Information available through Nottinghamshire's SEND Local Offer

This information is made accessible to staff and parents in order to aid the effective co-ordination of the school's SEND provision. In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements which will enable them to provide for the individual needs of all pupils.

## **Admission arrangements**

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with Education, Health and Care Plans and those without. For admission arrangements please visit The Kite Federation website.

Pupils with SEND are known to the Family of schools through the SENCo meetings and transition arrangements put in place on an individual needs basis.

## **Specialist SEND provision**

We are committed to whole school inclusion. For more information on our provision for inclusion see section **10**.

## **Facilities for pupils with SEND.**

Our school complies with all relevant accessibility requirements:

- Wheelchair access
- Access to Assistive technology as required
- Reasonable adjustments and assistance to ensure increased access to the curriculum
- Assistance with examinations as identified and required

## **Allocation of resources for pupils with SEND**

All pupils with SEND will have access to Element 1 and 2 of a school's budget which equates to £6,000. Some pupils with SEND may access additional funding. This additional funding might be from a budget which is devolved and moderated by the Family of Schools (Additional Family Needs AFN). (The Family of Schools comprises of a secondary school and its feeder primary schools).

For those with the most complex needs, additional funding is retained by the local authority (High Level Needs HFN). The SENCO will refer individual applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding.

### **HLN (High Level Needs)**

SENCOs will complete the LA forms and at the moderation meeting copies will be available for the group. If it is agreed the pupils have met the LA criteria for HLN then the submission will be made.

For pupils to be considered for HLN funding they must have previously been moderated and awarded high level AFN funding wherever possible.

### **AFN (Additional Family Funding)**

SENCOs will complete the Family AFN forms for pupils who are new to the family or have not previously received AFN funding. Bids will also be re-submitted for review prior to transfer to a new key stage or change to the pupils circumstances/ provision. Bids will prioritise which descriptor of need best addresses the nature of provision applied for. Copies for SENCO's and agency representatives will be available for the group to consider at least a week before each meeting. SENCOs will identify whether they consider the submission to be high, medium or low level weighting and indicate it on the form prior to the meeting. The LA criteria will be used to inform these decisions.

At the AFN meetings applications will be sorted into the following areas of need:

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

## Identification of pupils needs

See definition of Special Educational Needs at start of policy.

### A graduated approach: *Quality First Teaching*

- a) Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored.
- b) Once a pupil has been identified as *possibly* having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- c) The child's Class Teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied. Specific learning pathways are in place to support the class teacher. These are displayed in the staffroom.
- d) The SENCO will be consulted as needed for support and advice and may wish to observe the pupil in class.
- e) Through (b) and (d) it can be determined which level of provision the child will need going forward.
- f) If a pupil has recently been removed from the SEND list they may also fall into this category as continued monitoring will be necessary.
- g) Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.
- h) The child is formally recorded by the school as being under observation due to concern by parent or teacher but this does not place the child on the school's SEND list. Parents are given this information. It is recorded by the school as an aid to further progression and for future reference.
- i) Pupil progress meetings are used to monitor and assess the progress being made by the child. The frequency of these meetings is dependent on the individual child's needs and progress being made.

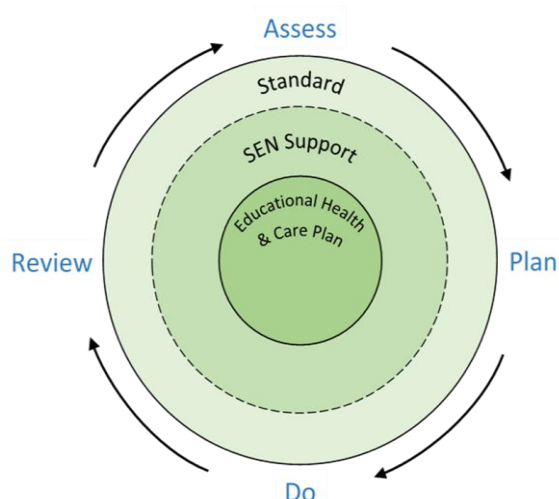
## **SEND Support**

Where it is determined that a pupil does have SEND, parents will be formally advised of this and the decision will be added to the pupil's school information. The aim of formally identifying a pupil with SEND is to help ensure that effective provision is put in place and to remove barriers to learning.

The support provided consists of a four – part process:

- Assess
- Plan
- Do
- Review

This is an on-going cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.



### **Assess**

This involves clearly analysing the pupil's needs using the Class Teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

### **Plan**

Planning will involve consultation between the Class Teacher, SENCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.



All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

### ***Do***

The Class Teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main Class Teacher. They will work closely with Teaching Assistants and /or relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCO.

### ***Review***

Reviews will be undertaken in line with agreed dates. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and their parents. The Class Teacher, in conjunction with the SENCO will revise the support and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

Parents will be provided with clear information about the impact of support to enable them to be involved in planning the next steps.

### ***Referral for an Education, Health and Care Plan***

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an Educational, Health and Care Plans will be taken at a progress review. The application will combine information from a variety of sources including:

- Pupil
- Parents
- Teachers
- SENCO
- Additional Educational professionals e.g. Educational Psychologists, Specialist Teachers
- Social Care professionals
- Health professionals

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by the Local Authority about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

[www.nottinghamshire.sendlocaloffer.org.uk](http://www.nottinghamshire.sendlocaloffer.org.uk)

or by speaking to the Integrated Children's Disability Service on:

**0115 804 1275**

or by contacting the Ask Us Nottinghamshire on:

**0800 121 7772**

### **Education, Health and Care Plans (EHC Plan)**

- Following Statutory Assessment, an EHC Plan will be provided by Nottinghamshire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.
- Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

### **Access to the curriculum, information and associated services**

Pupils with SEND will be given access to the curriculum through the specialist SEND provision provided by the school as is necessary, as far as possible, in line with the wishes of their parents and the needs of the individual.

Every effort will be made to educate pupils with SEND alongside their peers in a mainstream classroom setting. The SENCO will consult with the child's parents for other flexible arrangements to be made if needed.

The school curriculum is reviewed on a regular basis and agreed by the Governing Body.

A whole school provision map is drawn up following termly data collection and pupil progress reviews for all children inclusive of those identified with special educational needs.

We give consideration to the following:

- Keeping staff fully informed of the special educational needs of any pupils in their charge including sharing progress reports, medical reports and teacher feedback.
- Providing regular training and learning opportunities for staff in all departments on the subject of SEND and SEND teaching. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEND.
- Making use of all class facilities and space.
- Using in-class provisions and support effectively to ensure that the curriculum is differentiated where necessary.
- Making sure that individual or group tuition is available where it is felt that pupils would benefit from this provision.
- Setting appropriate individual targets that motivate pupils to do their best, and celebrating achievements at all levels.

### **Inclusion of pupils with SEND**

The Executive Head Teacher oversees the school's policy for inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by the school staff together with the SENCo to ensure that it promotes the inclusion of all pupils. This includes learning outside the classroom.

Additional support is given to ensure participation in physical education, swimming and educational visits as required. Better Reading, AcceleRead Accelewrite, Fun Fit and Maths 5 Minute Box are some of the many interventions used on a 1:1 basis for children identified, to increase overall classroom participation.

The school will seek advice, as appropriate, around individual pupils, from external support services through the termly 'Springboard meetings', Early Help Unit, Multi-Agency Safeguarding Hub and the Bassetlaw Primary Behaviour Partnership.

### **Evaluating the success of provision**

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback via discussions and questionnaires from staff, parents and pupils throughout the year. Evidence collected will help inform school development and improvement planning.

Pupil progress will be monitored on a termly basis in line with the SEND Code of Practice.

## **Complaints procedure**

Please see the Complaints Policy published on the school website.

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO and/or the Executive Head Teacher.

## **In service training (CPD)**

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND.

Staff take part in specialist programmes, professional development days, training organised by the LA and conferences on a regular basis. This might include government, LA-based training, school cluster, subject, key phase or whole school training. Training is available for all groups of staff, e.g. teaching assistants, NQTs, parents, midday meals supervisors.

The SENCO attends relevant SEND courses, Family SEND meetings and facilitates/signposts relevant SEND focused external training opportunities for all staff.

We recognise the need to train *all* our staff on SEND issues. The SENCO, with the Senior Leadership Team, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management (see Section 11).

## **Working in partnerships with parents**

We believe that a close working relationship with parents is vital in order to ensure:

- a) early and accurate identification and assessment of SEND leading to the correct intervention and provision
- b) continuing social and academic progress of children with SEND
- c) personal and academic targets are set and met effectively

Parents are welcomed into school on a regular basis through parent evenings and appointments for additional individual discussions can be requested.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENCO may also signpost parents of pupils with SEND to the local authority Parent Partnership service where specific advice, guidance and support may be required.

If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child.

They are kept up to date and consulted on any points of action drawn up with regards to the provision for their child. The school's SEND Governor can be made available to discuss any issues relating to SEND matters.

### **Links with other agencies and voluntary organisations**

We invite and seek advice and support from external agencies in the identification and assessment of, and provision for, SEND. The SENCO is the designated person responsible for liaising with the following:

Examples include:

- Education Psychology Service (EPS)
- Schools and Families Specialist Services (SFSS)
- Children's Social Care
- Speech and Language Therapy Service (SALT)
- Social Emotional and Mental Health Team (SEMH) – primary phase or the Behaviour Partnership
- Child and Adolescent Mental Health Services (CAMHS)

Representatives from voluntary organisations and other external agencies are invited to liaison meetings throughout the year to discuss SEN provision and progress and keep staff up to date with legislation.

Parents will normally be invited to and informed about meetings held concerning their child unless there are over-riding safeguarding issues.

### **Links with other schools**

The Executive Head Teacher's joint leadership of Norwell C of E Primary School, Dunham-on-Trent Primary School and St Matthew's C of E Primary School and the partnership of staff and children allows the sharing of training, development activities, resources and expertise.

The school is also a member of Tuxford Family Collaboration which enables schools to build a bank of joint resources and to share advice, training and development activities and expertise.

### **Transition**

There is a full transition programme in place for all pupils transferring within the Family to secondary school. Extra transition arrangements are put into place on an individual basis as necessary and all documentation is passed on to the receiving school.

**Signed (Executive Head teacher)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed (SENCo)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed (SEND Governor)** \_\_\_\_\_ **Date** \_\_\_\_\_

This policy will be reviewed annually.