

**St. Bartholomew's C of E Primary School  
Sydenham**



**Special Educational Needs Policy**

Agreed by the Governing Board on: ...December 2020.....

Signed by: ROS SUTTON, Chair of Governors

Scheduled Review Date: .....December 2021.....

*This version supersedes all previous versions of this policy.*

### Introduction

**Our school's commitment to Special Educational Needs has its starting point in the Christian Gospel which recognises the uniqueness and value of the individual and which touches every area of human need.**

This policy complies with the statutory requirements laid out in the SEN code of Practice 0-25 September 1<sup>st</sup> 2014 and has been developed with staff, children, governors and parents. It should be read in conjunction with:

- SEN Information Report Regulations
- Supporting Children With Medical Conditions
- Safeguarding and Child Protection Policy
- Accessibility Plan
- Teachers Standards 2012
- Equality Act 2010
- National Curriculum 2014

**St. Bartholomew's School is an inclusive school and aim for all children with SEN to reach their full potential regardless of need.**

We believe that inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity or religion, attainment or background. We pay particular attention to the provision for and the achievement of different groups of learners. We do this by personalised learning and addressing barriers to learning.

Mrs Johnston is the Deputy Head, responsible for Inclusion and Special Educational Needs (SENCO). She can be contacted via the school office and is available during school hours to discuss any aspects of SEN. She is part of the Senior Leadership Team who work closely together to ensure that children with Special Educational Needs are included in all aspects of school life.

The key responsibilities of the SENCO include:

- overseeing the day-to-day operation of the school's SEN Policy;
- co-ordinating provision for pupils with special educational needs;
- liaising with and advising teachers, parents and Teaching Assistants;
- updating and reviewing the school's SEN register and overseeing the records on all pupils with special educational needs;
- contributing to and organising the in-service training of staff;
- liaising with external agencies including the LA's support and educational psychology services, health and social services and Attendance and welfare service
- providing information to the governing body and
- responsible for managing the school's responsibility for meeting the medical needs of pupils.

### **Aims and Objectives of the School's SEN policy**

We want to raise our aspirations and expectations for all pupils with SEN. We focus on improving outcomes for each child using the resources, strategies and interventions available to us.

Objectives:

- To identify and provide for pupils who have special needs and additional needs
- To work within the guidance provided in the code of practice 2014
- To operate a holistic approach to the management and provision of support for SEN
- To provide a Special Educational Needs Co-coordinator (SENCO) who will work with the SEN Inclusion policy
- To provide support and advice for all staff working with pupils who have SEN
- To involve parents, carers and children in planning and decision making
- To work collaboratively with outside agencies to provide the best outcomes for all children.

### **Identifying Special Educational Needs**

There are 4 broad areas of need defined in the Code of Practice. These are:

#### **a) Communication and interaction**

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children and young people with an Autism Spectrum Disorder (ASD), are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication, social interaction and imagination, which can impact on how they relate to others.

#### **b) Cognition and learning**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation and scaffolding.

Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

**c) Social, emotional and mental health difficulties**

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as 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, attention deficit hyperactive disorder or attachment disorder.

Schools and colleges should have clear processes to support children and young people, including how they will manage the effect of any disruptive behaviour so it does not adversely affect other pupils ( See behaviour policy)

**d) Sensory and/or physical needs**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning. Children and young people with an MSI have a combination of vision and hearing difficulties, which makes it even more difficult for them to access the curriculum or study programme than for those with a single sensory impairment. Information on how to provide services for deafblind is available through the Deafblind guidance.

Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

We use a range of approaches to identify children's needs including class observations, informal and formal assessments, discussions with parents and other professionals.

Quality First Teaching: In line with the Code of Practice 2014 each teacher is a teacher of every child including those with SEN. All teachers are responsible and accountable for the progress and development of the pupils in their class by utilising high quality and focused interventions from teaching assistants or specialist staff ( where appropriate) The first step in responding to pupils who have or may have SEN is to provide high quality teaching which is differentiated for the needs of individual pupils.

**Graduated approach to SEN support**

Where a pupil's learning difficulty or disability calls for special educational provision (namely provision different or additional to that normally available to pupils of the same age) they are identified as having SEN and placed on the school's SEN register. The school then puts in place SEN support. This takes the form of a four-part cycle referred to as, 'Assess, plan, review, do'. The Assess-Plan-Review-Do cycle will be used to ensure that the child's needs are identified and clear outcomes to be achieved within an agreed time frame.



We hold half termly pupil progress reviews with teachers and the Senior Leadership Team to review pupil progress and to identify any pupils at risk of underachieving or who may have additional needs.

The SENCO also meets with each year group team including support staff half termly to disseminate information pertaining to specific needs in the year group.

In addition to this, children with SEN are identified: support and strategies put in place by the SENCO in conjunction with class teacher. An identification of additional need referral form is also completed. Consultation will also be held with parents and carers.

Each year group plans provision with the SENCO and children receiving SEN support will have an individual Learning plan. The Learning plan will identify strengths, areas of concern, class strategies and support, targets, provision and intervention and how parents and carers can help.

If the child is not making progress with quality intervention the teacher and SENCO consider all of the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress.

The school has a range of assessment tools which may be used to gather additional information. Dependent on the child's needs and evidence gathered a referral may be made to outside agencies including:

- Educational Psychology (EP)
- Speech and Language therapist (SALT)
- Occupational Therapist (OT)
- Physiotherapist
- Lewisham Mental Health support hub
- Child Adolescent Mental Health Service (CAMHS)
- Paediatrician
- Specific Learning Difficulties (SpLD)
- Lewisham Inclusion Outreach teacher ( social and emotional needs)
- Social Eyes- for social and communication needs
- Attendance and welfare

- Lewisham SEN including consultation with the SEN advisory team

### **Managing pupils on the SEN register**

A class provision map is written by the class teacher in conjunction with the SENCO using Edukey Provision Map.

Children with SEN will have an individual Learning plan identifying their need, specific interventions put in place with agreed targets. A strategic plan is implemented to target specific skills and enable the pupil to consolidate and embed their learning. The intention is that children become independent learners able to use their skills and strategies.

Interventions are closely monitored by the teacher and reviewed with the SENCO at the end of the agreed cycle.

We will deliver additional interventions recommended by health or other agencies within the resources that we have available.

Outcomes are evaluated and the teacher holds the responsibility for evidencing progress. A review takes place termly alongside the Pupil progress meeting to plan the next cycle. If a child's need exceeds the capacity of what the school can offer additional funding may be requested from the Local authority where the child is resident. An application for an Educational, Health, and Care plan may be requested.

### **Criteria for Exiting the SEN register**

As part of the school's assessment cycle progress meetings are held half termly. Children's needs are reviewed and if a child on the SEN register is at expected levels of attainment or whose needs can be met through quality first teaching. However, some children may need on-going support and provision to enable access to the curriculum in order for progress to continue.

Any changes will be undertaken in consultation with parents, staff and other agencies.

### **Supporting pupils and families**

We are committed to working with parents and carers to ensure that children's needs are identified and supported within the school. The inclusion team at St. Bartholomew's School are available to support parents and their children, including a Pastoral learning mentor who is available to signpost parents or offer advice. SENDIAS in Lewisham is also able to support parents:

<https://www.kids.org.uk/lewisham-sendias>

**Lewisham Local Offer** - This aims to provide information on local services and support for children from birth to 25 years with special educational needs (SEN) and/or disabilities.

<http://www.lewisham.gov.uk/my services/education/special-educational-needs/Pages/Local-offer.aspx>

### **School SEN information report**

Our website gives details of the provision that is provided, see link below:

<http://www.st-bartholomews.lewisham.sch.uk/wp-content/uploads/2016/01/St-Barts-School-SEND-Offer.pdf>

### **Access arrangements**

We ensure that children with SEN are able to access exams and other assessments. This may include:

- Additional time;
- Rest breaks;
- Scribes/Transcribe;
- Readers and/or
- Small groups.

These arrangements are discussed with teaching staff and Senior Leadership Team, including the SENCO.

### **Transition**

Smooth transitions are important for children to succeed in a new setting/ environment. All classes meet their new teacher at the end of term in addition to this a handover meeting between teachers takes place.

Vulnerable Children who need additional support during transition may be given:

- Transition plan/ passport to new class
- Time with the new teacher/ support staff
- Social story/ photographs of new class to read during holiday times

Year 6 to Year 7: We liaise with our secondary colleagues to aid smooth transition:

- Information is sent to the new school about specific needs and vulnerable children
- Pupil Passports
- Secondary transfer meeting (April)
- Transition meetings for identified children
- Additional visits with appropriate member of staff are arranged where needed

Admission to Foundation Stage:

- 1;1 Meetings with parents and child with members of the Senior leadership team
- Liaison with pre-school settings to share information
- Transition meetings where appropriate
- Social story, passports, photographs of the setting to introduce the child to the school

In year admissions:

- 1;1 Meetings with parents and child with members of the Senior leadership team
- Liaison with pre-school settings to share information
- Transition meetings where appropriate
- Social story, passports, photographs of the setting to introduce the child to the school

### **Supporting Pupils at school with Medical Conditions** (*see separate policy*)

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

The school will ensure that all pupils with medical conditions are catered for. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum.

### **Monitoring and Evaluation of SEND**

The school regularly reviews and monitors progress of pupils as well as the quality and impact of provision. This may include:

- Class observations
- Additional specific assessments using a battery of assessment material kept by the SENCO
- Regular progress meetings;
- Book scrutiny;
- Intervention records and
- Data analysis.

In light of this any adjustments may be made to ensure that a pupil's needs are being met in order for them to make progress

### **Training and Resources**

The school receive devolved SEN funding from the LA. Additional funding is provided for Children with an EHCP (Education and health care plan)

Individual training needs are identified through the appraisal cycle. Whole school staff development is identified through the school improvement plan. SEN training is delivered as part of this process. Specialised training may be delivered through the schools' service level agreement.

Staff are also given specific training and support from the SENCO for identified children in their class.

The SENCO regularly attends the LA SENCO network meetings in order to keep up to date with local and national updates in SEND.

The school is a member of the Whole School SEND consortium

The SENCO is also a member of NASEN (National Association of SEN).

### **Roles and Responsibilities**

The Governing Body as a whole is responsible for making provision for pupils with special educational needs. The named SEN Governor for our school is : Mrs Hilary Buckhurst

The designated teacher for Child Protection and Looked After Children is Cathryn Johnston.

### **Storing and Managing Information**

All confidential records are kept securely and in line with the schools Confidentiality Policy.

**Accessibly**

We have an Accessibility plan to ensure that:

- Disabled pupils have access to and can participate on the curriculum
- The physical accessibility of the school premises is adapted as is practical for disabled pupils

### **Dealing with Complaints:**

In the first instance any parents/ carers complaints about the provision or organisation of SEN are dealt with through the procedures outlined in the school's complaints policy. If there continues to be a disagreement with regard to the SEN provision, the LA or other advisory body should make arrangements which include the appointment of independent persons with a view of avoiding or resolving disagreements between the parents/ carers and the school.

### **Bullying**

We take bullying seriously and will mitigate the risk of bullying vulnerable learners at our school, see our separate bullying policy.

### **Monitoring and Review**

We will review the schools SEN Policy within our school policy review cycle; this is ordinarily once a year.

We may review the policy more frequently in the light of any legislation changes.

### **COVID 19 Appendix**

Please refer to the attached appendix regarding arrangements for COVID19 adjustments in relation to SEND.

#### **St Bartholomew's Primary School Appendix to SEND Information Report and SEND policy**

Special arrangements in relation to COVID-19.

From September, the government announced plans for all children to return to school on a full-time basis.

Following the guidelines provided by the government, which can be found below <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

St Bartholomew's will provide the following:

- o Children will be taught in 'bubbles' in their year groups. Each bubble will have set teachers and teaching assistants assigned to it.
- o Children will have access to their relevant curriculum through planned lessons, set by class teachers, which take into account the need for a 'recovery curriculum', to cover any knowledge and skills missed during the Covid-19 pandemic as well as any well-being needs children may have.
- o Children will have access to all provisions as listed in SEND Provision section of the SEND information report. These include:
  - o activities linked to the outcomes on their Education Health Care Plans.
  - o visual supports such as visual timetables, working memory boards, now and next cards or task cards.
  - o coloured overlays, ear defenders and sensory boxes.
  - o technology where appropriate, such as laptops and iPads.
  - o Access to Pastoral intervention and counselling to support emotional well-being
  - o Online provisions, such as Nessy Fingers, Nessy Reading and Writing, Rapid maths and Clicker will be available as part of daily interventions.
  - o In class provisions, such as Interventions will take place within each bubble. Teaching Assistants will deliver these interventions following government social distancing guidelines and hygiene. Intervention spaces are well ventilated and cleaned frequently.
- o SEND children will have access to break out spaces, should they need time out of

their classroom for any reason relating to their SEND needs.

- o Children will have access to a Well-being/Behaviour Support Plans should they need one.
- o SEND Learning plans will continue to be in place for children on the SEND register using the Edukey Provision map programme. Plans will be sent to parents via Email with the option to discuss them with the SENCO and or class teacher. They will be reviewed at the end of each term.
- o EHCP annual reviews or meetings will be held in the school house and maintaining appropriate social distancing guidelines.
- o Outside agencies including Social Eyes, SPELD team, Educational Psychologist, Speech and Language, occupational therapy will begin providing interventions within school where necessary, following all guidance on social distancing and hygiene. A risk assessment has been completed for this.

The offer shown below applies to any children that may need to be taught remotely.

As stated in the government guidance:

'Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education'.

Should there be a case for children to work from home, St. Bartholomew's will ensure:

- o Work will be set by class teachers. It will take in to account the needs of the pupils in their classes and will follow a well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- o Teachers will check work regularly to gauge how well pupils are progressing through the curriculum.
- o Daily contact with children via Google classroom or a Telephone call, to ensure that pupils outcomes are kept at the forefront and that their emotional needs are being met.
- o Class teachers will set work and provide resources for individual SEND children relating to the outcomes/targets on their EHCP or SEND support plans.
- o Class teachers will use remote education resources such as Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. This will complement the other remote education resources set by the class teacher.
- o We will provide printed resources, such as workbooks and worksheets for pupils who do not have suitable online access.

Parents of SEND pupils may continue to require our support at this time and the messaging facility on Class Dojo, or the Inclusion team Email [inclusion@st-bartholomews.lewisham.sch.uk](mailto:inclusion@st-bartholomews.lewisham.sch.uk) can be used to contact the SENCO or Pastoral Learning Mentor.

Well being calls will also be made by the SENCO and Pastoral Learning mentor.

Resources that support our pupils' SEND needs will be available in discussion with the SENCO.

