



# **Special Educational Needs and Disability Policy**

**Implementation Date – 2017  
Review Date – 2019**

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## **Aims and Objectives of the Policy**

Our aim at St. Michael's Community Academy is to raise the aspirations of, and expectations for all pupils with SEND. We provide a focus on outcomes for pupils to ensure they achieve their potential, become confident individuals living fulfilling lives and make a successful transition to High school and into adulthood.

## **Objectives:**

- That opportunities are provided for every pupil to experience success and to develop an open mind set to learning.
- To accurately identify and provide for pupils who have special educational needs, disability or additional needs.
- To work within the guidance provided in the SEND Code of Practice, 2014
- To provide a Special Educational Needs Co-ordinator (SENCO), Mrs Alison Williams, who will work with the SEN Policy.
- To provide support and advice for all staff working with special educational needs pupils.
- Involve parents/carers in planning and supporting at all stages of their pupil's development.
- To ensure all pupils, whatever their special educational need or disability, receive appropriate educational provision through a broad, balanced curriculum that is appropriately differentiated.
- To ensure that pupils with SEN have a voice and are given opportunities to express an opinion and that opinions will be taken into account in any matters affecting them.
- To ensure staff and governors are accountable for the SEN Policy being implemented and

maintained.

- Use the 'assess, plan, do, review' method to identify and monitor pupil's progress and needs.

### **Identifying Special Educational Needs and Disabilities**

The Code of practice 2014 identifies 4 main areas of need:

- Cognition and Learning
- Communication and Interaction
- Emotional, Social and Mental Health
- Sensory and/or Physical
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These 4 broad areas give an overview of the range of needs that should be planned for. However, individual pupils often have needs that spread across several areas and their needs may change over time. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. At St. Michaels Community Academy , we identify the needs of pupils by considering the needs of the whole child and then match the provision accordingly.

It is important to point out the circumstances which are not classed as SEN, but which may hinder progress and attainment:

- Disability
- Medical needs
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of (or Pupil Premium Plus) Grant
- Being a Looked After Pupil

- Being a pupil of a Serviceman/woman
- Having behavioral difficulties where an underlying cause has not been identified.

### *A Graduated Response to SEN support*

At St. Michaels Community Academy, we use a Graduated Response to support pupils with SEND.

All teachers at St. Michaels 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.

Regular assessments of a pupil's progress will allow early identification of pupils who are making less than expected progress given their age and individual circumstances.

This can be characterised by progress which:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the pupil's previous rate of progress
- Fails to close the attainment gap between the pupil and their peers
- Widens the attainment gap

Progress also includes areas other than attainment- for example a pupil may need more support developing social and emotional skills than his peers.

At St. Michaels our first response when a pupil is not making the expected progress is to target high quality first teaching at their area of weakness, which is differentiated to meet their particular needs.

If progress continues to be less than expected, then consideration of whether special educational provision is required should start with the desired outcomes for the pupil, including the expected progress and attainment. The class teacher, working with the SENCO, will informally gather evidence and consider all of the information about the pupil's progress, alongside national data and expectations of progress. This will take into account any concerns raised by the parent and will include the child's views and where appropriate include advice from other professionals. At this stage the pupil will be identified as **Teacher Monitoring** on a Cohort Provision Map.

Where a child continues to need over and above high quality targeted teaching and progress is not as expected, a discussion between home and school will take place, and a child may need more focused plan. They will be identified as having a special educational need, and will be recorded as **School SEN Support**.

Pupils who are identified as School SEN support on the SEN record are monitored and managed by the following cycle of support.

Pupils identified as having School Support SEN will have an SEN support plan which is developed through discussion with staff, parents and pupils. This details a pupils specific special educational needs, their strengths, barriers to learning or inclusion, aspirational outcomes and short term outcomes, strategies which can be used to support them in their learning and desired outcomes.

An individual provision map may be used to outline the provision, strategies and the impact and effectiveness of such interventions.

Parents of pupils with SEN are invited to discuss their child's progress towards the agreed outcomes and to review the Pupil Passport. This will happen at least three times throughout the year. The review will assess the effectiveness of the support and interventions and feedback into the analysis of the pupil's needs and plan next steps. The support will be revised in light of the pupil's progress and development. Changes to the support and outcomes will be done in consultation and discussion with parents and pupil.

Parental permission will always be sought before any other professional advice or opinions are sought.

### **Education Health and Care Plans**

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the needs of the pupil, the pupil has not made expected progress, the school will consider requesting an Education, Health and Care (EHC) needs assessment.

To inform their decision about whether an EHC needs assessment is necessary, the Local Authority will consider evidence that the pupil is not making progress, despite the provision put in place by the school. The school will provide:

- Evidence of the pupil's academic attainment and rate of progress
- Information about the nature, extent and context of the pupil's SEND
- Evidence of the action already being taken to meet the pupil's SEND
- Evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided
- Evidence of the pupil's physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies
- A costed Provision map to illustrate that the school has already put in place support from its own resources and that the school is unable to fully meet the needs of the pupil without additional resources.

Under the Code of Practice (2014), children who have an existing statement of need will have a transfer meeting to convert to an Education Health Care Plan (EHCP).

The Code of Practice states that all statements must convert to an EHCP by 2018.

Parents will be contacted and a review meeting will take place for a conversion to happen over the next three years. Where a statement remains in place, the existing paperwork will still be used until it comes a time for EHCP paperwork to be completed.

Within the a year of the review date being set on the statement or EHCP, a formal annual Review must take place and the paperwork must be resubmitted for review by the Local Authority.

### **Criteria for exiting the SEN register**

- If following a review of an SEN support plan with the pupils and the parents, it is agreed that they are making significant progress and no longer fit the criteria for SEN, they will then exit the SEN register.
- Pupils who exit the SEN register will initially remain at Teacher Monitoring on the

Cohort Provision Map to ensure progress is sustained in all areas.

### **Supporting pupils at school with medical conditions**

At St. Michaels we recognise 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.

If a pupil is diagnosed with a medical condition or disability, the school will organise a multi- disciplinary meeting to bring together all the professionals involved in the care of that pupil, plus their parents. The purpose of the meeting is to discuss the impact of that condition or disability upon their education and access to the curriculum at school.

Actions will be generated from the meeting, such as a Health and Safety Risk Assessment , to ensure the smooth and safe inclusion of the child into St. Michaels. This is managed and coordinated by Mrs Michelle Sharp.

### **Admissions**

Where a child or young person has SEN but does not have an Educational Health Care Plan (EHC plan) they **must** be educated in a mainstream setting except in specific circumstances (see below).

The School Admissions Code of Practice requires children and young people with SEN to be treated fairly.

Admissions authorities:

- **must** consider applications from parents of children who have SEN but do not have an EHC plan on the basis of the school's published admissions criteria as part of normal admissions procedures

- **must not** refuse to admit a child who has SEN but does not have an EHC plan because they do not feel able to cater for those needs
- **must not** refuse to admit a child on the grounds that they do not have an EHC plan

### **Training and Resources**

The training needs of staff are identified through Performance Management and planned for through CPD and mentoring throughout the year.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training, development and regular CPD.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENCO to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

The school's SENCO regularly attends the Crewe and St. Bartholomew's Academy Trust SENCO network meetings in order to keep up to date with local and national updates in SEND.

### **Roles and Responsibilities**

**The Governing body will ensure that:**

- SEND provision is an integral part of the school development plan
- Necessary provision is made for any pupil with SEND
- Staff are aware of the need to identify and provide for pupils with SEND
- Pupils with SEND join in school activities alongside other pupils, as far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- They have regard to the requirements of the SEND Code of Practice 2014

- They are fully informed about SEND issues, so that they can play a part in the school's self-evaluation process
- They set up appropriate staffing and funding arrangements and oversee the school's work for pupils with SEND
- The quality of SEND provision is regularly monitored
- A governor is identified to be the person responsible for SEND and for this person to link with SENCO

**The Principal has responsibility for:**

- The management of all aspects of the school's work, including provision for pupils with SEND
- Keeping the governing body informed about SEND issues
- Working closely with the SENCO
- Ensuring that the implementation of this policy and the impact on the school is reported to governors

**Special Educational Needs Co-ordinator is responsible for:**

- Overseeing of the day-to-day operation of the SEND policy
- Overseeing the provision for pupils with SEND
- Organising and managing the work of the, LSAs and TAs
- Ensuring that an agreed, consistent approach is adopted
- Liaising with and advising other staff
- Helping staff to identify pupils with SEND

- Carrying out detailed assessments and observations of pupils with specific learning problems
- Supporting subject teachers in devising strategies, drawing up Pupil Passports, setting targets appropriate to the needs of the pupils, advising on appropriate resources and materials for use with pupils with SEND and on the effective use of materials and additional adults in the classroom
- Liaising closely with parents of pupils with SEND, so that they are aware of the strategies that are being used and are involved as partners in the process
- Liaising with outside agencies, arranging meetings, and providing a link between these agencies, class teachers and parents
- Maintaining the school's SEND record and associated files
- Assisting in the monitoring and evaluation process of pupils with SEND through the use of school assessment information
- Contributing to in-service training of staff
- Liaising with SENCOs in other schools to help provide a smooth transition from one school to another
- Developing good practice within a network of schools
- Producing reports for the governors and an annual report for the 'Governors Report to Parents'
- Ensuring St. Michael's Information SEND Report is maintained and up-to-date

**Class teachers are responsible for:**

- Teaching pupils with SEND in the classroom and for providing an appropriately differentiated curriculum
- Making themselves aware of the policy and the procedures for identification, monitoring and supporting pupils with SEND

- Giving feedback to parents/carers of pupils with SEND

**Teaching Assistants should:**

- Be fully aware of this policy and the procedures for identifying, assessing and making provision for pupils with SEND
- Assist in making provision for the individual needs of pupils identified as having SEND, whether in class, small groups or in Learning Development
- Use the school's procedures for giving feedback to teachers about pupils' responses to tasks and strategies

**Reviewing the Policy**

This policy is kept under review by the SENCO. This policy will be reviewed annually.

The policy should be read in conjunction with the St. Michaels Community Academy SEN information report which can be located on the schools website;

<http://www.stmichaelscommunityacademy.co.uk/wp-content/uploads/2015/03/CE-Local-Offer-St-Michaels-Final-Feb-15.pdf>

Our Local Authority, Cheshire East also provide a local offer to outline the services available to all children with SEND who attend a Cheshire East School.

This can be also be located on the schools website;

[http://www.cheshireeast.gov.uk/children\\_and\\_families/special\\_educational\\_needs/local\\_offer/local\\_offer.aspx](http://www.cheshireeast.gov.uk/children_and_families/special_educational_needs/local_offer/local_offer.aspx)

