

Contents

1. Aims	3
2. Legislation and guidance	3
3. Definitions	4
4. Roles and responsibilities	4
5. SEN information report	5
6. Monitoring arrangements	12
7. Links with other policies and documents	12

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1. Aims

Our SEN policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN

This policy should be read in conjunction with the following school policies:

Behaviour and Discipline Policy; Supporting Children with Medical Conditions; Equality and Inclusion Policy; Safeguarding Policy; Complaints Policy

Our Aims

- To encourage and motivate all children to achieve their full potential.
- To have high expectations of all our children. Children on our SEN register make progress, which compares well with the progress made by other children in school.
- To nurture children to become healthy, happy and well balanced in a safe and secure environment.
- To build the citizens of the future who make a positive contribution to the community.
- To develop children who respect and care for each other and for their surroundings and the wider world.
- We work closely with parents/carers and children to ensure that we take into account the child's own views and aspirations and the parent's/carer's experience of, and hopes for their child.
- To involve parents in supporting their children in every aspect of school life.
- All children benefit from 'Quality First Teaching': this means that teachers expect to assess, plan and teach all children at the level which allows them to make progress with their learning. In addition, we implement some focused interventions to target particular skills.

In a very few cases, if a pupil has lifelong or significant difficulties, they may undergo a Statutory Assessment process which can be requested by the school, or by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the pupil are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required. If the required assessments are undertaken, it may lead to an Education, Health and Care Plan (formerly known as a Statement of Educational Need) being issued.

your SEN policy and information report should also set out the vision, values and broader aims of the school's arrangements for pupils with SEN and disabilities. You should expand this section to explain what the school's efforts to achieve the best outcomes for pupils with SEN and disabilities look like in practice.

2. Legislation and guidance

This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

- Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEN and disabilities
- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

4. Roles and responsibilities

4.1 The SENCO

The SENCO is Michelle Grieve mgrieve@lenham.kent.sch.uk

They will:

- Work with the headteacher and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEN support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEN up to date

4.2 The SEN governor

The SEN governor will:

- Help to raise awareness of SEN issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

4.3 The headteacher

The headteacher will:

- Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

4.4 Class teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN policy

5. SEN information report

5.1 The kinds of SEN that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- Cognition and learning, for example, dyslexia, dyspraxia,
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD),
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- Moderate/severe/profound and multiple learning difficulties

5.2 Identifying pupils with SEN and assessing their needs

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

We aim to identify, at the earliest possible opportunity, barriers to learning and participation for pupils with SEND; (see also curriculum and assessment policies) to ensure that every child

experiences success in their learning and achieves to the highest possible standard. We want to enable all children to participate in lessons fully and effectively.

We value and encourage the contribution of all children to the life of the school and work in partnership with parents/carers.

We work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEND

We use a range of assessments with all the pupils at various points:

- Speech Link
- Language Link
- Y1 Phonics screening
- Spelling and reading age assessments
- Reading comprehension assessments
- Number and Maths assessments
- Writing assessments

In addition to this, we always take into consideration the views and experience of parents, as well as the pupil's own views.

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

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

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

At Lenham Primary School we are experienced in using the following assessment tools:

- The British Picture Vocabulary Scale (BPVSIII) – assessment of understanding language
- Expressive Vocabulary Test (EVT) – assessment for expressive language
- Ravens Coloured Progressive Matrices – Non verbal assessment
- Lucid dyslexia screen
- Lucid Recall - processing
- Speech Link
- Language Link
- Various reading and spelling assessments

We also have access to external advisors who may include: Local Inclusion Forum Team (LIFT) Specialist Teaching and Learning Services; speech and language therapists; occupational therapists; school nurse; paediatricians; and specialist counsellors.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, included in the provision map and reviewed regularly, and refined and

revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources, he or she will not be identified with special educational needs. When any change in identification of SEN is changed, parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents when it is decided that a pupil will receive SEN support.

All parents of pupils at Lenham Primary School are invited to discuss the progress of their children on two occasions a year and receive a written report once a year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map which will be shared with parents at consultation evenings.

If, following this normal provision, improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

5.4 Assessing and reviewing pupils' progress towards outcomes

At Lenham Primary School we hold pupil progress meetings with class teachers and members of the senior leadership team six times a year.

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The pupil's own views
- Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

5.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

Lenham School prepares pupils for transition. For example, all pupils have an induction session at their new school.

5.6 Our approach to teaching pupils with SEN

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to pupils who have SEN. This will be differentiated for individual pupils.

Where progress is not sufficient we will also provide the following interventions:

- small group support
- number work. Timestable Rockstars, MATHs Whizz, Class catchup
- Speech, language and communication
- Phonics – Phonic Book reading and activities
- Handwriting; writing; and support for physical needs.
- Clever Fingers
- Sensory Circuits
- Lego Challenge
- Precision Teach
- Pre-Teach.

5.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.

- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

5.8 Additional support for learning

Teaching assistants will support pupils in whole class teaching and learning, small groups and/or 1:1 following direction from the class teacher

We work with the following agencies to provide support for pupils with SEN:

- Local Inclusion Forum Team (LIFT)
- Speech and Language
- Occupational Therapy
- Paediatricians
- Educational Psychologist (This is a service we access via LIFT for advice. An Educational Psychologist assessment and report costs approx. £1000 and does not fall within the school budget)

5.9 Expertise and training of staff

Our SENCO has 6yrs experience in this role and has worked as a class teacher and deputy head in an Independent SEND school for 15yrs and mainstream School class teacher for ...

They are allocated 2days a week to manage SEN provision.

We have a team of teaching assistants, including 1 higher level teaching assistants (HLTAs) who are trained to deliver SEN provision.

In the last academic year, staff have been trained in:

Dyslexia

Autism Spectrum

Social Stories

5.10 Securing equipment and facilities

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

With the help of the PTA the school has purchased 96 Chrome Books for use across the school.

In addition each class has been equipped with new Interactive Whiteboards

5.11 Evaluating the effectiveness of SEN provision

We evaluate the effectiveness of provision for pupils with SEN by:

- Reviewing pupils' individual progress towards their goals each term
- 6x yearly Pupil Progress reviews / meetings

- Reviewing the impact of interventions after 12 weeks
- Monitoring by the SENCO
- Using provision maps to measure progress
- Reviewing Personalised Plans 3x yearly
- Holding Parent consultations 2x yearly
- Holding annual reviews for pupils with EHC plans

5.12 Enabling pupils with SEN to engage in activities available to those in the school who do not have SEN

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to go on our residential trip(s)

All pupils are encouraged to take part in sports day/school plays/special workshops, etc.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

Lenham Primary School are disability friendly. The school is one level, corridors are wide and we have an easy access toilet. We generally find that no additional adaptations to the building are necessary for children with physical disabilities.

At Lenham Primary School we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

Other adaptations to the physical environment will be made, as appropriate, to accommodate children with other sensory disabilities.

All of our classrooms are inclusion-friendly: we aim to teach in a way that will support children with tendencies towards dyslexia, dyspraxia, ASD etc. This is good practice to support all children but is vital for those who particularly need it. All of our children access the full National Curriculum, and we recognise achievement and expertise in all curricular areas. As part of normal class differentiation, curriculum content and ideas can be simplified and made more accessible by using visual, tactile and concrete resources.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the Governors have made the following improvements as part of the school's accessibility planning:

provision of direct access from each class to outside;

persons identified to facilitate evacuation of pupils and staff with high level of disability in case of fire;

use of visual timetables;

Continue to share training and experience across staff to ensure up-to-date knowledge; subject coordinators to lead relevant training and share good practice; and ensure use of visual timetables in all classes.

- *The school's accessibility plan is on the website*

5.13 Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development in the following ways:

- Pupils with SEN are encouraged to be part of the school council
- Pupils with SEN are also encouraged to be part of lunchtime clubs to promote teamwork/building friendships etc.

We have a zero tolerance approach to bullying.

At Lenham Primary School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching, for instance: SEAL (social and emotional aspects of learning); PSHE (personal, social and health education); SULP (social use of language); Sensory Circuits; and Positive Play sessions, and indirectly with every conversation adults have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following: access to counsellor; mentor time with member of SEN team; external referral to CAMHS; Young Healthy Minds

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

Behaviour is not classified as an SEN. If a child shows consistent unwanted behaviours, the class teacher will assess the child's needs, taking into account family circumstances and the child's known history of experiences. If the child's behaviour is felt to be a response to trauma or to home-based experiences (e.g. bereavement, parental separation) we complete an Early Help Notification (EHN) with the family and support the child through that process.

If parents/carers and school are concerned that the child may have mental health needs, we encourage parents/carers to ask their GP for a referral to Children and Mental Health Services ("CAMHS"). <https://youngminds.org.uk/find-help/your-guide-to-support/guide-to-camhs/>
<https://www.nelft.nhs.uk/services-kent-children-young-peoples-mental-health>

If the child is felt to have long-term social, emotional or mental health needs (for example with anger management), the school offers a range of interventions which are delivered by staff who develop good, trusting relationships with the children.

All children's behaviour is responded to consistently in line with our Behaviour Policy, although reasonable adjustments are made to accommodate individual needs.

5.14 Working with other agencies

Explain your school's approach here. Describe how the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting pupils' SEN and supporting their families.

5.15 Complaints about SEN provision

Complaints about SEN provision in our school should be made to the class teacher/SENCO/headteacher in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

5.16 Contact details of support services for parents of pupils with SEN

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on:

HELPLINE: 03000 41 3000

Office: 0300 333 6474 and

Minicom: 0300 333 6484

E-mail: kentparentpartnershipservice@kent.gov.uk

<http://www.kent.gov.uk/kpps>

5.17 Contact details for raising concerns

Class teacher office@lenham.kent.sch.uk

SENCO mgrieve@lenham.kent.sch.uk

Headteacher headteacher@lenham.kent.sch.uk

5.18 The local authority local offer

Our local authority's local offer is published here: <http://www.kent.gov.uk/education-and-children/special-educational-needs>

6. Monitoring arrangements

This policy and information report will be reviewed by Headteacher, SENCO and Governing Body **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Behaviour
- Equality information and objectives

- Supporting pupils with medical conditions