



**Ball Green Primary School**

# Special Educational Needs and Disabilities (SEND) Policy

## 2022-2023

**Signed by:**

**Mr. J Hankey**

**Head Teacher**

**Date:**

**Mr. G Hayes**

**Chair of Governors**

**Date:**

**Next review date:**

**September 2022**

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# Ball Green Primary School

## Statement of intent

This policy should be read in conjunction with the School's Accessibility policy and Inclusion Policy.

Ball Green Primary School recognizes that all children have to some extent during their education, additional educational needs. All children have the right to access a broad and balanced curriculum and as such will be considered in terms of their individual educational needs. Children have the right to have their additional educational needs assessed and addressed. Additional needs may be where a child is experiencing emotional, physical, specific or general learning difficulties. Pupils with difficulties may perform at a relatively lower level compared with national expectations yet their achievements may be high in relation to their capabilities and reflect excellence in relation to what might reasonably be expected of them.

Ball Green Primary School recognises the importance of effective partnership with parents and multi-agencies and of taking into account the 'ascertainable views of the child' in determining how individual educational needs can be met.

Section 19 of the Children and Families Act 2014 makes clear that local authorities, in carrying out their functions under the Act in relation to disabled children and young people and those with special educational needs (SEN), must have regard to:

- The views, wishes and feelings of the child or young person, and the Child's parents.
- The importance of the child or young person, and the child's parents, participating as fully as possible in decisions, and being provided with the information and support necessary to enable participation in those decisions.
- The need to support the child or young person, and the child's parents, in order to facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.

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## What is a Special Educational Need and/or Disability?

A child has special educational needs and/or disability if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

Children may have a specific learning difficulty in one or more area, or their needs may be more generalised. Their ability to learn at the 'normal' rate may also involve problems in the following categories:

- Speech, Language and/or Communication
- Cognition and/or Learning
- Social, Emotional and/or Mental Health Difficulties
- Physical and/or Sensory

School leaders and teaching staff, including the SENCO, should identify any patterns in the identification of SEN, both within the school and in comparison, with national data and use these to reflect on and reinforce the quality of teaching.

There may be a variety of reasons for a child's inability to progress, some of which we may need help from other professional agencies to deal with; it is our role as teachers to manage issues which present themselves to us in the classroom. Knowledge of a child's background is always useful to us and we must always take this into account. are properly supported.

## Aims

- To ensure that every child has an equal opportunity.
- To ensure that a child with special educational needs and disability should have his/her needs met in the most appropriate provision.
- To foster self-esteem and an enjoyment of learning, by recognizing and praising success, whilst offering support in areas of weakness.
- To work closely with parents, children and other agencies about the needs of pupils with special educational needs and disability and maintain a multi-disciplinary approach to the resolution of issues.
- To ensure that the views of the child and parents are taken into account where applicable.

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## Objectives

Ball Green Primary School will endeavour to;

- Provide a framework of appropriate screening and assessment resources that will enable staff to identify, at the earliest possible opportunity, all children with special educational needs.
- Use consistent criteria to measure children's performance, identifying strengths and weaknesses, so that their rate of progress, over time, may be assessed.
- Provide and deliver Pupil Passports/Learning Plans designed to meet each child's identified needs within the context of the whole curriculum.
- Employ clear procedures which will enable staff to monitor progress and use agreed proformas for recording work with children with special education needs.
- Ensure high quality teaching in the classroom which enables teachers to provide appropriate differentiation and which enables pupils to access lessons (with additional support if necessary).
- Ensure staff recognize there is a continuum of special needs support and to provide a structure by means of which outside agencies can be involved at the appropriate stage.
- Establish procedures which enable staff to liaise with parents on a formal and informal basis.
- Establish procedures which enable staff to liaise with other schools regarding pupils with special education needs and disability.

## Access to the environment

The School Development Plan, together with the Accessibility Policy and Plan identifies structural changes to the buildings and grounds necessary for an environment that is inclusive to all. Children with specific needs will be allowed equal opportunities to participate in and out of school activities and educational activities.

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## **Inclusion**

As a School we support pupils with a wide range of SEN. We will regularly review and evaluate the breadth and impact of the support we offer. As a School we will co-operate with the local authority in reviewing the provision that is available locally and in developing the Local Offer. We will also collaborate with other local educational providers to explore how different needs can be met most effectively. We will maintain due regard to general duties to promote disability equality.

“All schools have duties under the Equality Act 2010 towards individual disabled children and young people.” (SEN Code of Practice 2015). We will make reasonable adjustments, including the provision of auxiliary aids and services for disabled children, to prevent them being put at a substantial disadvantage.

We will anticipate in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage. We also have a wider duty to prevent discrimination, to promote equality of opportunity and to promote good communication.

Due to the current situation with regards to Covid-19 and the closure of schools during the recent lockdowns, the curriculum is heavily based on SEMH (Social, Emotional and Mental Health) activities and supporting the children with their SEMH needs. After school clubs; both academic and non-academic are being delivered to support the children where needed.

## **Medical Conditions**

The Children and Families Act 2014 places a duty on maintained schools and academies to make arrangements to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have SEN, their provision should be planned and delivered in a co-ordinated way with the healthcare plan. Schools are required to have regard to statutory guidance ‘Supporting pupils at school with medical conditions’ [SEN Code of Practice 2015]. Please see the medical and first aid policy for Ball Green Primary School.

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## Access to the Curriculum

The aims of the school identify the school's belief that all children have the right to a broad and balanced curriculum differentiated and/or personalised to their needs. Teachers have high expectations of every pupil, whatever their prior attainment. They have a responsibility to identify and address the areas of difficulty at the outset and use appropriate assessment to set SMART (Specific, Measurable, Attainable, Relevant, Time) targets that are deliberately ambitious. Such planning will mean that pupils with SEN and disabilities will be able to study the full national curriculum (SEN Code of Practice 2015).

Skills and attitudes are developed in an environment where success is celebrated, and failure is dealt with in a positive way in order to enable children to develop further and become emotionally intelligent and resilient members of our community.

Teachers work together as a team to ensure continuity and progression through meetings after school, including staff meetings and inset days. Monday PDM's (Professional Development Meetings) are dedicated to providing support and sharing best practice with staff members in all subject areas.

## Identification

Making higher, quality first teaching normally available to the whole class is likely to mean that fewer pupils will require such support. Individual needs are identified through:

- The use of standardized tests, such as the British Picture Vocabulary Scale (BPVS), Stoke Speaks Out Communication Screening and Salford Reading Assessment etc.
- Discussions among staff in departmental meetings as needed.
- Individual Pupil Passports/Learning Plans (these are electronic passports on Edukey Provision Mapper. They can be printed and downloaded as needed).
- Progress reports, through Pupil Passport reviews and the results of National Curriculum Tests.
- Pupil progress meetings with parents.
- Termly SEND meetings.
- Parental / pupil concerns. These will be informal and formal meetings with parents.
- Assessment through teaching and a range of tests including baseline assessment, diagnostic reading tests, phonic screenings, sight vocabulary lists, social language skills, letter formation and number formation.
- Recommendations or advice from external agencies.

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## **Once a learning difficulty has been identified the teacher needs to: -**

- Communicate with parents about worries or any issues identified.
- Establish if the child has any medical, hearing or visual difficulty which could cause the problem. Check the medical record, profile, etc. Refer to the Home School Link Worker and refer to school Nurse if there are any concerns. Inform parents at every point.
- Meet with the SENCO to discuss the child's progress and the teacher / parent's concerns.

Class and subject teachers, supported by the senior leadership team, should make regular assessments of progress for all pupils. These should seek to identify pupils 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 child's previous rate of progress.
- fails to close the attainment gap between the child and their peers.
- widens the attainment gap.
- Significant differences between progress in each core subject, which may indicate specific learning difficulties (SPLD).

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## CO-ORDINATING EDUCATIONAL PROVISION

Role of Governors (In the case of Ball Green Primary School, the Governing Body is the Trustee board supported by the school's Local Advisory Board).

The Governing Body must;

- Do their best to ensure that the necessary provision is made for any pupil who has special education needs.
- Ensure that relevant training is made available to the SEND governor and other governors as appropriate. The link governor for SEND is and the SENCO and link governor need to meet three times a year to discuss SEND (Autumn, Spring and Summer Term).
- Ensure that, where the 'responsible person'-the Head teacher or appropriate Governor-has been informed by the LA that a pupil has special educational needs and disability, those needs are made known to all who are likely to teach him or her.
- Ensure that teachers in school are aware of the importance of identifying and providing for those pupils who have special educational needs.
- Consult the LA as appropriate and the governing bodies of other schools, when it seems necessary or desirable in the interest of coordinated special educational provision in the area as a whole.
- Ensure that a pupil with special educational needs and disability is included in the activities of the school, together with pupils who do not have special education needs, so far as it is reasonably practical and compatible with the child needs, the efficient education of other pupils and the efficient use of resources.
- Report annually to parents on the implementation of the school's policy for pupils with special educational needs.
- Have regard to the Code of Practice when carrying out their duties towards all pupils with special educational needs.

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## **Role of the Head Teacher**

The Head teacher has the responsibility for the day to day management of all aspects of the school's work including provision for children with special educational needs. He will keep the governing body informed. Miss Kathryn James is the Inclusion Leader and has overall responsibility for the management of SEND; the SENDCo for the coordination of SEND throughout the school is Miss Abigail Burton. All teachers and their support staff are trained to deliver a variety of interventions and strategies to support children with SEND; this training continues to develop through continuing professional development for all staff (CPD). All class teachers have a responsibility to ensure the progress of identified SEND children. This is achieved by them writing Pupil Passports, using SMART targets together with regular communication with parents.

## **Role of the Special Needs Co-Ordinator;**

- The day to day operation of the school's Special Educational Needs Policy.
- Co-ordinating provision for children with special educational needs.
- Maintaining the Special Educational Needs and/or Disability Register and overseeing the records of all pupils with special educational needs.
- Liaising with parents of children with special educational needs disability.
- Consulting with children and encouraging participation in their progress.
- Contributing to the in-service training of staff.
- Liaising with external agencies for SEND; such as the Inclusive Learning Service (ILS) for Stoke, Speech and Language Therapists (SALT), Occupational Therapists (OT) etc, medical and social services and voluntary bodies.
- Carrying out pupil assessment as required by external agencies.
- Ensure the School's Local Offer is kept up to date and appears on the website.
- Ensure that all paperwork required is kept up to date and all deadlines are met.

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## The role involves-

### Records

- Record keeping and up-dating.
- Keeping an up-to-date list of all pupils with SEND – this is an electronic working documents.
- Keeping a file of information and completed paperwork on all special education needs children in the Nursery, Reception, Key Stage 1 and Key Stage 2. This can be kept on an electronic provision mapping software or with the child's class teacher (currently, this is kept in the SEN folder in the classroom and also on Edukey; our electronic provision mapper).
- Keeping records of all meetings with parents, class teacher's, educational psychologists and other agencies appertaining to individual children.
- Keeping a check on review dates for the various stages.
- Ensuring that the annual review for children with an EHC Plan is carried out at the appropriate time.
- Moderation of class SEND files and moderation of pupil passports and provision maps on Edukey provision mapper.

### Identification

Helping staff to identify children with special educational needs and Disability and offering advice or assessing where appropriate, emphasizing the need for early identification.

### Staff support

- Termly meetings to discuss individual children's stages and their pupil Passport's and discussing any children who may be causing concern.
- Annual review of the child's Pupil Passport.
- Advising on target setting for Pupil Passport's.
- Advising on appropriate classroom techniques, interventions and strategies.
- Providing resources.
- Advising teaching assistants working with SEND pupils.
- Disseminating information on current practice and expertise in the field of special education needs.

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## Parent Support

- Yearly reviews for children who have an EHC Plan.
- Meet termly with parents of whose children have SEND – this may have been affected due to Covid 19. Telephone calls and virtual meetings via zoom/Microsoft teams will take place.
- Afternoons where parents come into school to join in with activities and crafts (this can also be arranged by subject leaders) – this may have been affected due to Covid 19. Please see the schools risk assessment.
- Regular contact with the class teacher to discuss any concerns regarding their child – due to the current situation with Covid 19, contact with parents will be via telephone conversations or via class dojo.
- Termly meetings with parents to discuss pupil passport and targets.
- Stay and Play' sessions – this may have been affected due to Covid 19 and the school's limitation of parents/visitors entering the school building. Please see the schools risk assessment.
- Communication via class dojo.
- We operate an 'open door' policy.

## Liaison with

- Pupils
- Teachers
- Parents
- Outside agencies (Educational Psychologist, Speech and Language Therapist etc).
- SENCOs within the partnership and the LA.
- Governor with responsibility for special educational needs and Disability.
- Previous teachers/provisions of the children with SEND.

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## Role of class teacher

“Provision for a child with special educational needs should match the nature of their needs”.

- There should be careful regular recording of a child’s educational needs, the action taken and the outcomes.
- To understand the idea of “Graduated Response” (a model of action and intervention to help pupils who have special educational needs. This is a 4-step action process; ‘assess’, ‘plan’, ‘do’, ‘review’ cycle).
- To make full use of available classroom and school resources before expecting to call upon outside resources.
- To update and review the child’s individual pupil passport/learning plan along with their provision map on Edukey.
- To be aware of the Model of Action and Intervention, which is as follows –

### 1. SEN Vulnerable

- At this stage the class teacher will discuss with the SEND coordinator whether a child is ‘SEN vulnerable’, referring to the appropriate criteria.
- The class teacher invites parents in to discuss the child’s needs and to explain to the parent that the child will be included on the class Cohort Action plan to receive some additional intervention.
- The class teacher will then complete a personalized pupil passport/learning plan on Edukey for the child which states what the child’s targets are and the interventions and additional support which are being put in place to support the child. The class teacher will then give a copy of the pupil passport to the parents. The class teacher will then add these interventions onto a provision map on Edukey and will track the interventions using the agreed tracking method. A review of the child’s progress will be carried out by the class teacher and SEND coordinator during which an assessment of the effectiveness of the strategies used will be made. Within the review parents and the pupil will be fully consulted. It will be decided whether to implement a further period of intervention at SEN Vulnerable or whether to escalate to SEN Support and seek external agency support. If the child’s targets have been met and progress made then the child may no longer need to be on the SEN Vulnerable list.

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## **2. SEN Support (School Support).**

Other agencies become involved at SEN Support. At this stage the SEND coordinator takes the lead. She seeks the advice and guidance from other agencies, e.g. Inclusive Learning Service for Stoke, Community Paedtrician and Speech and Language Therapists etc. These agencies offer support and interventions to carry out with the child.

If in spite of interventions, progress is not made, we may ask the Inclusive Learning Service or CAMHS (Child and Adolescent Mental Health Services) for some formal assessment and a menu for intervention strategies. The parents would then be required to cooperate in applying for a formal assessment by signing the agreed paperwork. The parents need to be involved in the plan of action, which should include specific targets that the child should aim to meet. A review date should be set some six weeks ahead. A review of progress will be made by the teacher, the coordinator and the external agent followed by a meeting with parents, preferably on the same day. After a review there are several options. One could be that child is taken off SEN Support, (although this would be unlikely if concerns had gone this far), the second would be to revert to SEN Vulnerable, the third would be to remain at SEN Support and continue with the interventions suggested for a longer period of assessment, or finally it may be necessary to consider Making a Case for an assessment for Educational Health Care Plan (EHCP).

If Ball Green Primary School decides to make a case to Statutory Assessment for an EHC assessment, there is a requirement for the School to supply detailed information about the child from the School. The decision to proceed with Statutory Assessment lies with the LA. At this stage the LA consider reports by the Educational Psychologist, Social Services, Health Authority and any other agency involved. The SENCO has to complete detailed forms and parents are thoroughly involved at this stage. All of the paperwork for EHC assessments is now completed online on the EHC Hub; this is accessible by parents.

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## **3. Education Health Care Plan**

If making a case is successful, the parents will be informed that a further assessment period will take place to see if an EHCP is appropriate.

If, after further assessment by the Educational Psychologist and other agencies such as health, the pupil's needs may be best met through statutory support, a pupil may be issued with an EHC plan which includes recommended objectives and proposed provision to meet the objectives. These could include bespoke support for the child, individual support from a Teaching Assistant or possibly a placement at a special school.

Initially the EHC plan is a draft document and is sent for consultation to parents and then to proposed providers. There is a time period for consultation. If the proposed plan is agreed, then a final plan will be sent to parents and the proposed provider.

The SENCO of the proposed provider will have to devise an individual plan which outlines how the provision for the pupil will be met.

Annual (6 monthlies for EY) reviews of the EHC Plan will be held, including parents, teachers and other supporting professionals, and where appropriate the pupil.

## **Stoke-on-Trent Parent Partnership**

If parents disagree with recommendations or feel they need additional support, the School or the Local Authority will refer them to Parent Partnership. Parents can also fill out paperwork for the mediation and SEND tribunal if they are not happy with the outcome of their child's EHC Plan.

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## **Complaints Procedure (Please see in addition the school's complaints policy).**

- Any complaint is dealt with sensitively and promptly.
- The initial point of contact is the child's class teacher.
- Appointments may also be made with the SENCO/Head Teacher.
- If any person feels that their complaint has not been dealt with adequately by the school staff, they are able to contact the named Governor of Special Educational Needs and Disability,, who will report their concerns to the Governing Body.
- In addition, the Local Education Authority provides a disagreement resolution service, telephone number on display in the entrance hall. The LA also provides a parent partnership service (PEGIS) details of which are also displayed in the entrance hall or can be obtained by the SENCO.

## **Multi-Agency Working**

The school works in close partnership with the Local Authority, health and social services and local and national voluntary organizations as appropriate. The school recognises the important role to be made by outside agencies in helping schools to identify, assess and make provision for pupils with special educational needs.

## **Educational Links**

The SENCO's from Stoke-on-Trent LA and representatives from the Inclusion Team, SEND department, Educational Psychologist department etc. meet regularly to discuss policy, share and advise on resources and seek continuity for special educational needs pupils on transfer. A SENCO network meeting is held termly with the Stoke-On-Trent SEND Services (Neill Hoskins).

The SENCO's from Ball Green Primary School, Burnwood Community School and also Hillside Primary School have also formed a network and meet termly to share resources, multi-agency links and also best practice. Regular, informal contact is also made if support is needed.

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# Ball Green Primary School

## **Monitor and review**

- This policy is reviewed annually by the governing body, the head teacher and also the SENCO.
- All staff members will routinely recommend any improvements to the SEND procedures.
- Ball Green Primary School will seek advice from any relevant outside professional as deemed necessary.

This policy will be reviewed in September 2023.

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