

**Holy Family Catholic Primary School and Out of School Provision**

**Policy for Special Educational Needs and Disability**

**Years 2022/23**

**Holy Family Catholic Primary School 59, Whitby Avenue Ingol Preston Lancashire PR2 3YP  
Tel: 01772 727471**

**Headteacher: Mrs. J. Westray**

Special Educational Needs Co-ordinator (SENDCO): and Mrs L Morrison

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**Mission Statement:**

With Christ at the Centre, we love one another and always try our best.

We learn together and look after each other by showing respect and understanding.

We know that we are precious in God's eyes.

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (January 2015) and has been written with reference to the following guidance and documents:

Equality Act 2010 SEND Code of Practice 0 – 25 (January 2015) Schools SEN Information Report Regulations (2014) Statutory Guidance on Supporting pupils at school with medical conditions April 2014 The National Curriculum in England Key Stage 1 and 2 Safeguarding Policy Accessibility Plan This policy has been created by the school's head teacher, Mrs. Westray, and is to be used initially for consultation purposes with governors, staff and parents & carers of pupils with special educational needs and disability.

We at Holy Family Catholic Primary School are committed to making our best endeavours to meet the special educational needs of pupils and ensuring that they achieve the best possible educational and other outcomes to ensure that we have a holistic approach.

This policy has been created by the school's SENDCo Mrs Morrison and is to be used initially for consultation purposes with governors, staff and parents & carers of pupils with special educational needs and disability.

Holy Family Catholic Primary School is committed to providing children with enjoyable, engaging and challenging learning experiences which will enable all children to achieve their highest possible standards. We view difficulties or differences in learning as professional challenges for teachers, rather than deficits in learners, that encourage the development of new ways of working.

Successful inclusion for all relies on:

- Accurate assessment
- A curriculum which support all children to achieve their best outcomes
- An inclusive approach

The Governing Body recognises its statutory duties as laid down in the Code of Practice and will:

- Use their best endeavours to secure the necessary provision for any pupil who has special educational needs
- Ensure that, when informed by the LA that a pupil has special educational needs, those needs are made known to the staff who are likely to teach that pupil
- Ensure that teachers in the school understand the school policy for identifying and providing for those pupils who have special educational needs and are responsible for the progress and wider outcomes of pupils with SEND in their class
- Consult the LA and the governing bodies of other schools to ensure co-ordinated special educational provision in the area as a whole
- Review the Special Educational Needs policy and its effectiveness annually
- Ensure that the school's SEN Information Report is updated at least annually
- Question leaders on how the in-school assessment system in use effectively supports the attainment and progress of all pupils, including those with a Special Educational Need or Disability (SEND).
- Ensure that the pupil joins in the activities of the school with pupils who do not have special educational needs.
- Have regard to the Code of Practice when carrying out their duties towards all pupils with special educational needs.

- Ensures that the school informs the parents of children with special needs about their progress and actions taken by the school.
- Ensure that they have a knowledge of the requirements relating to the education of children with SEND.

The Governor with responsibility for Special Educational Needs is Mrs M Hefferan who comes into school regularly to discuss SEN matters with the SENCO.

The Governing Body endeavours to ensure all children follow a broad and balanced education in accordance with the National Curriculum, and that no pupil is excluded from any aspect of school life because of learning difficulties or disabilities. The Special Educational Needs Policy reaffirms this school's traditional and positive attitude to children with special educational needs, and it will be an important contributory factor in encouraging and helping all children to "realise their potential" whilst at school.

Every teacher is a teacher of every child or young person including those with SEN. This policy has been developed and shared with stakeholders, including parents and families. It reflects the SEND Code of Practice 2015, 0-25 guidance.

## SECTION 2 AIM (THE LONGER VIEW)

We aim to raise the aspirations of and expectations for all pupils with SEN, our school provides a focus on outcomes for children and young people and not just hours of provision/support.

### OBJECTIVE (HOW ARE WE GOING TO DO IT?)

1. Identify and provide for pupils who have special educational needs and additional needs.
2. Work within the guidance provide in the SEND Code of Practice, 2015
3. Operate a "whole pupil, whole school" approach to the management and provision of support for special educational needs
4. Provide support and advice for all staff working with special educational needs pupils

## SECTION 3: IDENTIFYING SPECIAL EDUCATIONAL NEEDS

The Code of Practice describes the four broad categories of need:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Physical/ sensory

These four broad areas give an overview of the range of needs that should be planned for. The purpose of identification is to work out what action the school needs to take, not to fit a

pupil into a category. Our school will identify the needs of pupils by considering the needs of the whole child which will include not just the special educational needs of the child or young person.

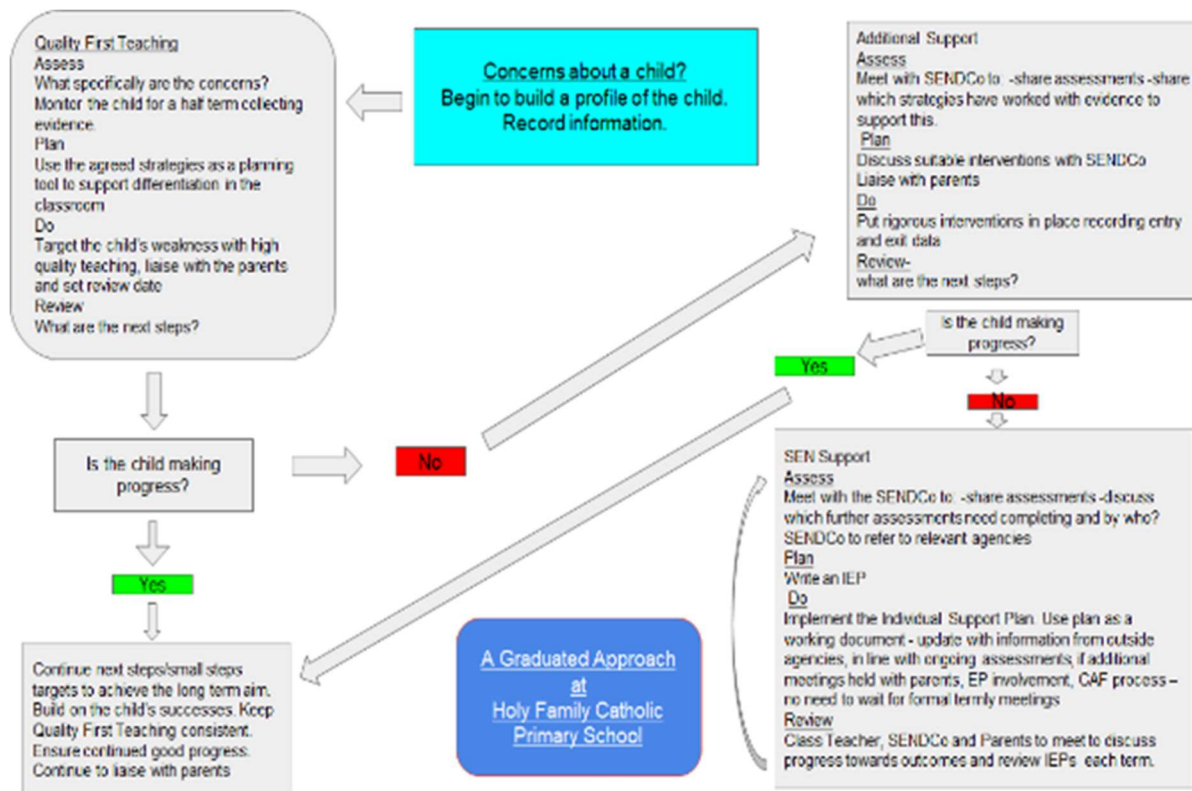
We will consider what is NOT SEN but may impact on progress and attainment;

- Disability (the Code of Practice outlines the “reasonable adjustment “duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

Identifying behaviour as a need will no longer be an acceptable way of describing SEN. Any concerns relating to child or young person’s behaviour should be described as a response to an underlying need.

#### SECTION 4: A Graduated Approach to SEN Support

The PROCESS by which our setting/school identifies and manages children and young people with SEN.



Things we consider when identifying pupils who may have SEN.

What work must be done before, by whom? What are the child’s barriers to learning?

The quality of mainstream classroom provision (Quality First Teaching) in our school and the role of the class teacher/subject specialist teacher in providing for all pupils. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Teachers are responsible and accountable for the progress and development of all the pupils in their class, including where pupils access support from teaching assistants or specialist staff.

Reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered.

Our school regularly and carefully reviews the quality of teaching for all pupils, including those at risk of underachievement.

When our school decides whether to make special educational provision this involves the teacher and SENCO considering all the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress. This includes high quality and accurate formative assessment, using effective tools and early assessment materials.

For higher levels of need, our school will draw on more specialised assessments from external agencies and professionals e.g. IDSS.

Children are placed on the SEN register by using the following steps: ASSESS – PLAN - DO – REVIEW cycle.

Parents, families, children and young people are involved in this process from the very beginning.

#### SECTION 4: MANAGING PUPILS' NEEDS ON THE SEN REGISTER

This is now a single category of support, SEN SUPPORT, so our school is going to break down the graduated approach into manageable chunks understood by everyone (see SEN support plan).

Key considerations:

Our system for assessing/planning/delivering, reviewing and recording provision is continuous in our school. SEN Support plans/ Provision Maps/Intervention plans are only effective if they are living records which tell us exactly what needs have been identified, how to remove key barriers to learning effectively i.e. What works; the clear outcomes to be achieved within an agreed time frame, not too long! And who is responsible for maintaining and updating the record/plan. The core expectation is that the teacher holds the responsibility for evidencing progress per the outcomes described in the plan. The SENCO will keep this up to date and will review termly at pupil progress meetings

Our school contributes to the Local Offer – see website [www.holy-family.lancs.sch.uk](http://www.holy-family.lancs.sch.uk) If our school identifies we are unable to fully meet the needs of a pupil through our own provision arrangements we will evidence this through support plans, pupil meetings, parental meetings and support from the Local Authority.

The process for engaging additional support/engaging specialist services is monitored by the Head/ SENCO it is 'costed' out via our AEN / PPG funding. Parents/families/children and young people are involved when placing a child on the support plan.

If the school identifies that additional funding and support are needed from the LA High Needs Block, we will contact IDSS for support and the local SENDO. We may need to complete referral documentation e.g. Single agency referral/Early Help Assessment. It will then be assessed to see if the support can be offered. Parents are always invited in to help complete these documents.

#### SECTION 5: CRITERIA FOR EXITING THE SEN REGISTER

In pupil reviews if a child has made sufficient progress and no longer needs to be on the SEND record or have a support plan the parents and children will be invited in to discuss progress and next steps.

#### SECTION 6: SUPPORTING PUPILS AND FAMILIES

We will guide parents/ pupils towards the LA local offer (Regulation 53, Part 4). Provide a link directly to the school's statutory requirement to provide a SEN Information Report; Regulation 51, Part 3, section 69(3)(a) of the Act. Link with other agencies to support the family and pupil. Our admission arrangements can be clearly found on the school website [www.holy-family.lancs.sch.uk](http://www.holy-family.lancs.sch.uk).

We ensure SEN children can access exams and other assessments by requesting the necessary support or extra time when needed via the Headteacher.

Transition – from class to class, across key stages and to another school – including Secondary School is very carefully managed with meetings planned with transition schools and documentation shared.

Schools policy on managing the medical conditions of pupils can be found @ [www.holyfamily.lancs.sch.uk](http://www.holyfamily.lancs.sch.uk).

#### SECTION 7: SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

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 (2015) is followed.

## SECTION 8: MONITORING AND EVALUATION OF SEND

We regularly and carefully monitor and evaluate the quality of provision we offer all pupils with regular audits, sampling of parent views, pupils' views, staff views and Governor views.

Evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all pupils.

## SECTION 9: TRAINING AND RESOURCES

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 and development. 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 SENCOs regularly attend SENCO network meetings to keep up to date with local and national updates in SEND. We link locally with other schools to train and provide support.

## SECTION 10: ROLES AND RESPONSIBILITIES

The SEN Governor is Mrs Hefferan, she meets with the SENCO regularly to discuss SEND provision.

The SEN Teaching Assistants are managed by the class teacher and Headteacher. Designated staff with specific Safeguarding responsibility are Mrs J Westray, Mrs L Morrison and Mrs S Swales. This responsibility includes the opening hours of our out of school provision at the beginning and end of the day.

The member of staff responsible for managing PPG/LAC funding is Mrs J Westray. The member of staff responsible for managing the school's responsibility for meeting the medical needs of pupils is Mrs J Westray.

## SECTION 11: STORING AND MANAGING INFORMATION

Documents are stored in a locked fire proof cupboard in the Head's room which can also be locked and on a 'passworded' computer. This sits in line with school policy on Information Management (this includes information on how long to store documents, when they should be destroyed, what should be kept, where, etc.) and our confidentiality policy.

SECTION 12: REVIEWING THE POLICY Given the climate of reform as we move into the new requirements for SEND for school effective from 1 September 2014, 'NASEN' recommends that our SEN policy is reviewed annually.

SECTION 13: ACCESSIBILITY Statutory Responsibilities The DDA, as amended by the SEN and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. Schools are required to produce accessibility plans for their individual school and LAs are under a duty to prepare accessibility strategies covering the maintained schools in their area.

Accessibility plans and strategies must be in writing. Our local offer @ [www.holy-family.lancs.sch.uk](http://www.holy-family.lancs.sch.uk) exemplifies the following:

Increased and promoted access for disabled pupils to the school curriculum. This covers teaching and learning and the wider curriculum of the school such as participation in afterschool clubs, leisure and cultural activities or school visits.

Improved access to the physical environment of the school. This covers improvements to the physical environment of the school and physical aids to access education. Delivery of written information to disabled pupils. This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils.

Examples might include handouts, timetables, textbooks and information about school events. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable time frame. Parents and carers can contact key staff via the office every day.

#### SECTION 14: DEALING WITH COMPLAINTS

Arrangements for parents, carers, families and pupils with SENs to make a complaint can be found in the policies section of our website.

#### SECTION 15: BULLYING

School has an Anti- Bullying policy and the steps that are taken to ensure and mitigate the risk of bullying of vulnerable learners uses ways of educating the whole school.

We safeguard the needs of pupils with SEN and promote independence and build resilience in their learning whenever possible.

#### SECTION 16: APPENDICES

School's SEN Information Report, 2022 can be found at [www.holy-family.lancs.sch.uk](http://www.holy-family.lancs.sch.uk).