

## St Bartholomew's C of E Primary School Inclusion Policy



### Legislative Compliance

This policy has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents:

SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014

Ofsted Inspection Framework, Ofsted SEN Review 2010 "A Statement is not enough"

Equality Act 2010, Education Bill 2011, Children and Families Act 2014

### Mission Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England. The school will work in partnership with the Church of England and the Church, at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance and faith, and promotes Christian values through the experience it offers to all its pupils.

**St Bartholomew's is committed to safeguarding and promoting the welfare of its pupils. We believe all staff and visitors have an important and unique role to play in the protection of children.**

**BARTS: Believe, Achieve, Respect, Together, Succeed**

### Inclusion at St Bartholomew's

At St Bartholomew's C of E Primary School, we endeavour to achieve the inclusion of all children, including vulnerable learners, whilst meeting children's individual needs. Teachers provide highly effective wave 1 teaching with adaptive learning opportunities for all the children within the school and provide materials appropriate to children's interests and abilities. This ensures that all children have full access to the school curriculum. Special Educational Need or disability might be an explanation for delayed or slower progress but is not an excuse and we make every effort to narrow the gap in attainment between vulnerable groups of learners and others. English as an Additional Language (EAL) is not considered a Special Education Need. Adapted work and individual learning opportunities are provided for children who are learning EAL as part of our provision for vulnerable learners. We focus on individual progress as the main indicator of success. We strive to make a clear

distinction between “underachievement” – often caused by a poor early experience of learning - and Special Educational Needs. Some pupils in our school may be underachieving but will not necessarily have a Special Educational Need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put in place to help these pupils catch up. Other pupils will genuinely have Special Educational Needs and this may lead to lower attainment, though not necessarily to under achievement. It is our responsibility to ensure that pupils with Special Educational Needs have the maximum opportunity to attain and achieve in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulty, are essential ingredients of success for these pupils. We endeavour to encourage parents and children in the decision making process.

### **Aims and Objectives of this Policy**

St Bartholomew’s C of E Primary School is a highly inclusive primary school which strives to meet the individual needs of all learners. We work in partnership with children, parents and other agencies to provide the best possible educational outcomes for all our children, including those with a range of additional and complex needs. The school’s Inclusion policy and the procedures in place ensure that high expectations, early intervention and prompt and appropriate support for all our children enables them to meet their full potential.

### **General statement**

All SEND provision is co-ordinated by the SENCO’s and is overseen and managed by the Senior Leadership team (SLT) The SLT monitor, review and evaluate all SEND provision on a regular basis throughout the year in line with the School Annual Management Overview. Examples of the evaluation activities that take place include monitoring the provision for SEND children in lesson observations, learning walks, drop into lesson sessions, book monitoring, attainment and progress meetings, planning monitoring etc. The school reports to the Governing Body on how individual needs are being met, the progress of SEND children and how SEND funding (£6,000+) is being spent. Funding may for example be spent on additional services such as how the school employs an independent Speech and Language Therapist for children who need this additional support. The school uses the new Electronic Management Tool which has been devised by Leeds to record information for SEND pupils.

### **How the school identifies pupils with Special Educational Needs**

There are three stages (stage 1, stage 2 and stage 3) that set out our approach to the identification and assessment of children with Special Educational Needs. If a parent, child or stakeholder has concerns about a child and their progress or development they will be placed on stage 1. This is the stage that takes place before a child is identified as having Special Educational Needs. Whilst at Stage 1, the strengths and areas of difficulty for a child are identified, monitored and discussed with parents. If it is thought that your child requires Special Educational Provision then stage 2 will begin. Your child will be placed on the Special Educational Needs Register and additional provision for your child will be made. At this stage parents will receive a letter informing them that their child has been placed on the SEND register. The SENDCo will add the pupil to the

Electronic Management Toolkit and they will become part of a hyperlinked system developed by the authority to monitor and record the provision and their progress. This is part of the assess, plan, do and review cycle.

- Pupils will be offered additional Special Educational Needs (SEND) support when it is clear that their needs require intervention which is “additional to” or “different from” the well-adapted curriculum offer for all pupils in the school i.e. they have a special educational need as defined by the SEN Code of Practice 2014. These children will be at Stage 2 in the Inclusion Policy (for further information about Stage 1,2 and 3 please see the policy)
- A child of compulsory school age has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age. has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.
- Under-achieving pupils and pupils with EAL who do not have SEN will not be placed on the list of pupils being offered additional SEN support (but will be identified at Stage 1 and identified on the school provision map)
- Intervention for pupils on the SEN list will be identified and tracked using the Electronic Management Toolkit and an Individual Provision Map (IPM)
- On very rare occasions, where a pupil has a significant, severe and sustained need, it may be necessary to enter an assessment process with health and social care in order to consider the need for an Education Health and Care Plan. (Stage 3)

Your child may be having difficulties in one or more of the four areas of need;

Communication and interaction

Cognition and Learning

Social, mental and Emotional Health

Sensory and/or physical needs.

### **Stage 1**

Well adapted, quality first teaching, including, where appropriate, the use of Wave 1 or Wave 2 Interventions.

All learners will have access to quality first teaching. This is promoted through a range of inclusive strategies, interventions and adaptation of the school curriculum. Some vulnerable learners will access Wave 1 or Wave 2 interventions. These will be pupils who are underachieving and have been identified by the school as needing to make accelerated progress but will not necessarily be pupils with special educational needs. This is considered to be adaptation of the usual school curriculum. The analysis of data enables the school to;

- Plan strategically to meet pupils’ identified needs and track their provision;
- Audit how well provision matches need; ☒ recognise gaps in provision;
- Highlight repetitive or ineffective use of resources;
- Cost provision effectively;
- Demonstrate accountability for financial efficiency; demonstrate to all staff how support is deployed;

- Inform parents, LEA, external agencies and Ofsted about resource deployment;
- Focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation.

### **Identification and Assessment at Stage 1**

Children's needs will be identified and met as early as possible through:

- The analysis of data including entry profiles, Foundation Stage Profile scores, EAL Assessments, reading ages, on track and other whole-school pupil progress data;
- Classroom-based assessment and monitoring arrangements. (Cycle of planning, action and review.)
- The following up of parental concerns
- Tracking individual children's progress over time
- Completing needs tables to assess whether the child should be placed on the SEND register
- Liaison with feeder nurseries on transfer
- Information from previous schools
- Information from other services
- Identifying vulnerable learners and ensuring provision meets their needs
- Undertaking, when necessary, a more in depth individual assessment - this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a pupil's needs. It may include a bilingual assessment where English is not the first language or an assessment of Speech, Language and Communication.
- Involving an external agency where it is suspected that a special educational need is significant.

### **Curriculum Access and Provision for vulnerable learners**

Where children are underachieving, the school provides for these pupils in a variety of ways and might use a combination of these approaches to address targets identified for individual pupils:

- Appropriate, adapted work as part of quality first teaching
- Wave 1,2 and 3 interventions
- Other small group withdrawal
- Individual class support / individual withdrawal
- Bilingual support/access to support materials
- Further resources or adaptation of resources
- Study buddies
- Personalised Programme reviews
- Pre and post teaching

- Counselling
- Family support
- Use of the sensory room
- Use of the SEND Provision Base 'Launchpad'

### **Monitoring and Evaluation**

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- Classroom observation / learning enquiries/ deep dives by the SENCOs and Senior Leaders
- Ongoing assessment of progress made by intervention groups
- Work sampling
- Scrutiny of planning and planned adapted learning
- Teacher discussions with the SENCOs / Phase Team /Senior Leadership Team /
- Informal feedback from all staff
- Weekly meetings with the SEND Project Team / SLT
- Pupil questionnaires or discussions
- Pupil progress tracking using assessment data (whole-school)
- Intervention analysis /monitoring support and intervention and evaluating the impact on pupils' progress
- Attendance records
- Headteacher report to parents and governors

If it becomes clear that a vulnerable learner requires intervention which is 'additional to' or 'different from' the well adapted curriculum, the child may be placed on the list of pupils that require special provision and moved to stage 2.

### **Stage 2 Additional SEN Support (Graduated Approach)**

Pupils will be offered additional SEN support when it is clear that their needs require intervention which is "additional to" or "different from" the well-adapted curriculum offer for all pupils in the school i.e. they have a special educational need as defined by the SEN Code of Practice 2014. If a teacher is concerned that a child may require additional SEND support, they will complete a checklist

and submit this to the SENDCo's. It will then be decided in consultation with the teacher, SLT and SENDCo's whether additional provision will be required for the child.

- A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.
- A child of compulsory school age has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.
- Under-achieving pupils and pupils with EAL who do not have SEN will not be placed on the list of pupils being offered additional SEN support but will be on the school's EAL vulnerable list and assessed using the BELLS assessment system.
- Provision and Intervention for pupils on the SEN list will be identified and tracked using the new Leeds Electronic Management Toolkit. This is an electronic system which has been trialled and developed to bring consistency across the authority and to offer a method of information sharing using hyperlinks. Consistent paperwork using Individual Provision Maps, review forms, intervention forms and opportunities to link outside agency reports ensure that the system is effective in providing an efficient method for managing all areas of SEND.
- On very rare occasions, where a pupil has a significant, severe and sustained need, it may be necessary to enter an assessment process with the authority, health and social care in order to consider the need for an Education Health and Care Plan.
- Pupils identified with SEND will have an Individual Support Plan called an IPM. These documents are a planning, teaching and reviewing tool which enable us offer a graduated approach to support pupils with Special Educational Needs. They enable us to focus on particular areas of development for pupils to ensure that progress is made. IPMs are an electronic, working document which can be constantly annotated, refined and amended. Provision will address and cater for the underlying reasons as to why a pupil is having difficulty with learning; Eg visual resources, social Interventions, memory and attention Interventions, speech and language therapy, key specific concepts etc Individual Provision Maps (IPMs) will be accessible to all those involved in their implementation, pupils should have an understanding and "ownership of the outcomes or provision" IPMs will be based on informed assessment and will include the input of outside agencies as appropriate

A letter will be given to parents informing them that their child has been placed on the SEND register and a meeting may be held to discuss this with them.

The school is working in conjunction with Leeds authority in using the Electronic Management Toolkit (EMT) which is an electronic management tool for SEND. This provides all school staff access to relevant documents which are hyperlinked through the EMT system. The EMT also provides consistency across the authority.

### **Stage 3 Education Health and Care Plan**

Pupils with an Education Health and Care Plan, will have access to all arrangements for pupils on the SEN list (above) and, in addition to this, will have an Annual Review of their Education Health and

Care Plan. Our school will comply with all local arrangements and procedures when applying for High Needs Block Funding or if applying for a new Education Health and Care Plan. We will ensure that all pre-requisites for application have been met where possible through ambitious and pro-active additional SEN Support using our Notional Inclusion Budget at an earlier stage. Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with Children's Services policy and guidance - particularly with regard to the timescales set out within the process.

SEND provision and progress for pupils at Stage 2 and 3 will be reviewed in a review meeting with parents and professionals involved at least twice annually.

### **Inclusion of Pupils With English As An Additional Language (EAL)**

#### Definition

A pupil who has English as an Additional Language is a pupil whose first language is not English, and who uses their first language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need, but are seen to benefit from the ability to live and learn in more than one language.

**Ethos** - We strive to recognise, welcome and celebrate linguistic and cultural diversity and have a high expectation of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

**Admissions** - No pupil will be refused admission on the basis of ethnicity or EAL. Pupils who have EAL will be admitted under the same criteria as any other pupil applying for a school place. Where parents do not speak English, wherever possible we endeavour to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school. On admission, the pupil will have access to welcome and induction procedures and after that, access to an appropriate curriculum that is linguistically challenging.

**Provision** - Pupils with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve acquisition of English: this will be provided through Wave 1 and, where appropriate, Wave 2 teaching.

The following provision can be expected:

- Initial assessment
- Work in class will be adapted for the pupils to lessen linguistic difficulties without significantly reducing challenge;

- Additional support for pupils may be given through first language resources & translation facilities; teaching support on a small group basis, peer group support; pre-teaching of key concepts and vocabulary;
- A range of strategies will support learning as appropriate eg visual aids, graphic organisers etc
- Progress of EAL pupils will be monitored against the BELLS Assessment.
- Provision will be recorded and monitored for effectiveness, the pupil will not be placed on the SEN register for reasons of EAL.

### **Parental support**

We recognise that some parents who are learning English may find it difficult to communicate with the school and approach the school regarding any concerns they may have on their child's progress. We endeavour to fully include EAL parents in the life of the school by, wherever possible, providing interpreting facilities at parents' evenings and other school meetings and by providing key school information in translated format if appropriate.

### **Inclusion of Gypsy, Roma and Traveller children**

We strive to recognise, welcome and celebrate the heritage of our children who come from Gypsy, Roma and Traveller communities. Expectations of their possible achievement will be high. Expectations will also be high relating to attendance although we are aware some families may go travelling during term time as part of their parent/carers trade or business. We will work closely with families and the authority, to ensure best possible attendance and progress can be made. Children may need and will receive additional support or interventions where required. Any provision will be recorded and monitored for effectiveness

### **Inclusion of Children who are Looked After**

Our school recognises that:

Children who are looked after have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development. There are commonly understood reasons (Social Exclusion Unit Report) why children who are looked after in local authority care often fail to make expected progress at school;

- Placement instability
- Unsatisfactory educational experiences of many carers
- Too much time out of school
- Insufficient help if they fall behind
- Unmet needs - emotional, mental, physical

There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children (Billy Waters Assistant Headteacher). The responsibilities of our designated teacher include:



- Monitoring the progress of children who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school
- Ensuring that children who are 'looked after' have access to the appropriate network of support;
- Checking that the statutory Personal Education Plan (PEP) has been arranged and that it is regularly reviewed, at least every six months;
- Ensuring that information concerning the education of children who are 'looked after' is transferred between agencies and individuals;
- Preparing a report on the child's educational progress to contribute towards the statutory review;
- Liaising with the child's social worker to ensure that there is effective communication at all times;
- Celebrating the child's successes and acknowledge the progress they are making.
- Liaising with the virtual school to communicate information and attainment.

Our school will work closely with Children's Services and Virtual School (VS) for Children which promotes the educational needs of Children who are Looked After and monitors admissions, PEP completion, attendance & exclusions.

### **Inclusion of pupils who are very able and/or talented**

In this section the term 'very able' refers to pupils who have a broad range of achievement at a very high level. Those children who are very able have very well-developed learning skills across the curriculum. The term 'talented' refers to pupils who excel in one or more specific fields, such as sport or music, but who may or may not perform at a high level across all areas of learning.

We respect the right of all children in our school, irrespective of differences in ability, to access a number of areas of learning, and to develop the knowledge, skills, understanding and attitudes that are necessary for their self-fulfilment and eventual development into active and responsible adults.

Identification A very able or talented pupil should be identified using a variety of methods. The specific procedure will vary according to subject area but will include elements of the following:

Teacher nomination, assessment results, specialist teacher identification, parental nomination, peer nomination.

Each year the school identifies children who are very able and/or talented and supports these children through curriculum provision and after school activities.

We give all children the opportunity to show what they know, understand and can do, and we achieve this in a variety of ways when planning for children's learning.

We offer a wide range of extra-curricular activities for our children. These activities offer very able and/or talented children the opportunity to further extend their learning in a range of activities. Opportunities include a range of Sporting, ICT, Literacy and Musical Clubs.

Our SEND co-ordinators (SENDCo's) are Mrs K Brown and Miss M Hartnett. Our SEND Governor is Mrs Ruth Oseme. Our Intervention Leaders are our Phase Team Leaders. Our EAL (English as an Additional Language) Leader is Mrs L Smith.

Designated Staff for Children Looked After - Mr Billy Waters.

Our Safeguarding / Children Looked After Governor – Mrs Sian Meyrek

Our Inclusion Managers are Mrs K Brown, Mrs E. Schofield and Miss M Hartnett (All SENDCo's have the post graduate SEND Certificate)

The SENCo's are responsible for reporting regularly to the head and the governor with responsibility for SEND on the ongoing effectiveness of this inclusion policy. The EAL Leader has strategic responsibility for the inclusion of children who have EAL and the achievement of vulnerable ethnic minority groups. The Designated Teacher for Children Looked After has strategic responsibility for the inclusion of children who are adopted or in local authority care. All staff in school have responsibility for maximising achievement and opportunity of vulnerable learners – specifically, all teachers are teachers of pupils with special educational needs and EAL. Staff are aware of their responsibilities towards all vulnerable learners and a positive and sensitive attitude is shown towards all pupils at all times.

## **ROLES AND RESPONSIBILITIES**

### **Headteacher**

The Headteacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn

The governing body will delegate the day to day implementation of this policy to the Headteacher, Special Educational Needs Coordinator (SENCo), EAL Leader and Phase Leaders.

### **Special Educational Needs Coordinator**

In line with the recommendations in the SEN Code of Practice 2014, the SENCo's alongside the Phase Team Leaders, will oversee the day- to-day operation of this policy in the following ways:

- Identifying a list of pupils with special educational needs forming part of the Electronic Management Toolkit – those in receipt of additional SEN support from the schools devolved

budget, those in receipt of High Needs funding and those with statements of Special Educational Need or Education Health and Care plans;

- Co-ordinating provision for children with special educational needs;
- Liaising with and advising teachers;
- Managing other classroom staff involved in supporting vulnerable learners;
- Overseeing the records of all children with Special Educational Needs;
- Liaising with parents of children with SEN, in conjunction with class teachers; contributing to the in-service training of staff;
- Implementing a programme of Annual Review for all pupils with a statement of special educational need/Education Health and Care Plan. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review;
- Carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from NIB), that a pupil may have a special educational need which will require significant support;
- Overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils that are vulnerable.
- Monitoring the school's system for ensuring that Personalised Programmes, where it is agreed they will be useful for a pupil with special educational needs, have a high profile in the classroom and with pupils (see section below on Personalised Programmes);
- Liaising sensitively with parents and families of pupils on the Early Help lists, keeping them informed of progress and listening to their views of progress;
- Attending area SENCO network meetings and training as appropriate; liaising with the school's SEN Governor;
- Liaising closely with a range of outside agencies to support vulnerable learners;

### **Intervention Leaders**

Intervention Leaders / SENDCo's alongside Phase Team Leaders will be responsible for:

- Analysing internal tracking data in order to identify vulnerable learners and planning appropriate interventions;
- Identifying appropriately trained and capable teaching assistants to deliver these interventions where appropriate;
- Monitoring the delivery and frequency of the interventions;
- Contributing to IPMs including information about interventions.
- Reviewing, evaluating and updating the provision map and interventions as necessary.

### **Designated Teacher for Children who are Looked After (or have Special Guardianship Arrangements)**

The designated teacher will be responsible for:

- Ensuring all children who are looked after or who were previously looked after are included in the vulnerable list and have wave 1 / 2 support where necessary;
- Analysing internal tracking data and end of year assessments to ensure that appropriate progress is made;
- Attending reviews and Virtual School briefings;
- Writing reports for PEPs;
- Completing all necessary paperwork including that for reviews;
- Communicating with the social worker, children and carers.

### **English as an Additional Language Leader**

The EAL Leader will oversee the day-to-day operation of this policy in the following ways:

- Maintenance of a list of pupils with EAL, liaising with year group leaders and ensuring they are identified on the school's provision map whenever necessary;
- Advising on and co-ordinating provision for children with additional needs relating to ethnic or linguistic background;
- Working collaboratively with teachers to plan for and teach children with EAL as part of mainstream teaching practice;
- Overseeing the initial and on-going assessment records on all children with EAL;
- Liaising with parents of EAL children, in conjunction with class teachers, keeping them informed of progress and listening to their views of progress;
- Advising on and sourcing bilingual and culturally reflective materials to support children's learning across the curriculum;
- Attending EAL Leader training as appropriate;

### **Class teachers**

Liaising with the SENCo's/Phase Leaders and EAL Co-ordinator to agree :

Which pupils in the class are vulnerable learners / need assessing on the SEND identification grids,

- Which pupils are underachieving and need to have their additional interventions monitored as vulnerable learners – but do not have special educational needs.
- Which pupils (also on the provision map) require additional support because of a special educational need and need to go on the school's SEN register. An IPM will be required to specify provision and hyperlinks to relevant documents will be required.
- Some of these pupils may require advice/support from an outside professional and information will need to be shared for relevant referrals. Liaison with relevant professionals will be required.

Securing good provision and good outcomes for all groups of vulnerable learners by :

- Providing adapted teaching and learning opportunities, including adapted work for EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge

- Ensuring there is adequate opportunity for pupils with special educational needs to working on agreed provision or targets which is/are genuinely “additional to” or “different from” those normally provided as part of the adapted curriculum offer and strategies”. (SEN Code of Practice 2013)
- Ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners

In accordance with Section 6 of the SEN Code of Practice 2014, if appointed after September 2008, our Special Educational Needs Coordinator’s will be qualified teachers working at our school and will have statutory accreditation. If new SENCo’s are appointed, he/she will gain statutory accreditation within three years of appointment. The SENCO and EAL Coordinator will regularly attend local network meetings. All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of continuous professional development. Specialist advice and expertise in relation to assessment and support of individual pupils will be commissioned by the school from the open market. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the Headteacher and senior leaders will be responsible for reporting to governors on the efficiency of these arrangements (including value for money). Our school will, wherever possible, join with other schools in joint commissioning and quality assurance arrangements.

### **Partnership with Parents/Carers**

The school aims to work in partnership with parents and carers. We do so by:

Working effectively with all other agencies supporting children and their parents

Giving parents and carers opportunities to play an active and valued role in their child’s education

Making parents and carers feel welcome

Encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing

Instilling confidence that the school will listen and act appropriately

Focusing on the child’s strengths as well as areas of additional need

Allowing parents and carers opportunities to discuss ways in which they and the school can help their child

Agreeing targets or additional provision for all pupils, in particular, those not making expected progress and, for some pupils identified as having special educational needs, involving parents in the drawing-up and monitoring progress, keeping parents and carers informed and giving support during assessment and any related decision-making process

Making parents and carers aware of the SENDIAS Services, providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language.

Making parents and carers aware of any services or events that arise for SEND children.

### **Involvement of Pupils**

We recognise that all pupils have the right to be involved in making decisions and exercising choice. In most lessons, all pupils are involved in monitoring and reviewing their progress. We endeavour to fully involve all pupils by encouraging them to: State their views about their education and learning, Identify their own needs and learn about learning, share in individual target setting across the curriculum so that they know what their targets are and why they have them, self-review their progress and set new targets (for some pupils with special educational needs) monitor their success at achieving the outcomes identified by their class teachers/ SLT. Providing provision recorded on their IPM. Take into account their goals and aspirations where appropriate.

### **Effective Transition**

We will ensure timely planning for transfer to a pupil's next phase for all pupils in receipt of Additional SEN support and all pupils with Education Health and Care Plans will have next phase destinations and transition arrangements discussed at plan review meetings

Support for the pupil in coming to terms with moving on will be carefully planned and where appropriate may include familiarisation visits and/or counselling. Pupils will be included in all "class transition days" to the next phase but may also be offered additional transition visits. Pupils and parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate. Resources may be provided to support this such as photo books etc.

### **Lockdown**

When the community is placed in an emergency health lockdown, the school will ensure that SEND pupils are catered for. Where possible high level need pupils will be invited into school and classed as vulnerable. Other SEND pupils will have access to individualised resource packs or will have access to adapted work packs / online learning. The school will ensure that the needs of all SEND pupils are met.

Policy Reviewed on 16.1.24

Next Policy Review due Feb 25