



Special Education Needs (SEN) Policy

Written by Inclusion Manager

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Durand Primary School

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Introduction

Durand Primary School provides a broad and balanced curriculum for all children that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special or additional needs and require particular action by the school, which may include additional support.

Children may have special educational needs either throughout or at any time during their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

The Disability Discrimination Act identifies the fact that some pupils with disabilities may have learning difficulties that call for special educational provision. However, not all children defined as disabled will require this provision. A child with asthma or diabetes, for example, may not have special educational needs, but may still have rights under the Disability Discrimination Act. We will assess each child as required, and make the appropriate provision, based on their identified needs.

Aims

The aims of this policy are:

- to create an environment that meets the special educational needs of each child;
- to ensure that the special educational needs of children are identified, assessed and provided for;
- to make clear the expectations of all partners in the process;
- to identify the roles and responsibilities of staff in providing for children's special educational needs;
- to enable where possible all children to have full access to the school curriculum;
- to ensure that parents are able to play their part in supporting their child's education;
- to ensure that our children have a voice in this process.

Educational inclusion

In Durand Primary School we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy;
- provide support for children who need help with numeracy skills;
- planning to develop children's understanding through the use of all their senses and of varied experiences;
- planning for children's full participation in learning, and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

Special Educational Needs

Children have a learning difficulty if:

- they have significantly greater difficulty in learning than the majority of children of the same age;
- they have a disability which prevents or hinders them from making use of the educational facilities that are provided for other children of the same age.

If our assessments or observations show that a child may have a learning difficulty, we use a range of strategies that make full use of all available classroom and school resources. The child's class teacher will offer interventions that are different from or additional to those provided as part of the school's usual working practices. The class teacher will keep parents informed and draw upon them for additional information. The Inclusion Manager will become involved if the teacher and parents feel that the child would benefit from further support. The teacher and the Inclusion Manager will carry out a cause for concern form, for the child's progress to be monitored.

If the child still has difficulties they will be placed on the Special Needs Register, with parents consent and given an I.E.P (Individual Education Plan) This level of support is called School Action.

We will record, in an Individual Education Plan (IEP), the strategies used to support the child. The IEP will show the short-term target set for the child, and the teaching strategies to be used. It will also indicate the planned outcomes and the date for the plan to be reviewed. In most cases, this review will take place once a term. The review will take place by the class teacher, with the Inclusion Manager overseeing targets set.

If after two terms the IEP reviews identify that support is needed from outside services, we will consult parents prior to any support being actioned. In most cases, children will be seen in school by external support services. This may lead to additional strategies or strategies that are different from those used in School Action. This enhanced level of support is called School Action Plus. External support services will provide information for the child's new IEP. The new strategies in the IEP will, wherever possible, be implemented within the child's normal classroom setting.

If the child continues to demonstrate significant cause for concern, a referral for a SAPRA (School Action Plus Resource Assist) will be made to the Local Authority. A SAPRA is an agreement for the Local Authority to make provision for a pupil who requires additional support over and above what is expected at the School Action Plus stage.

A Statement of Special Educational Needs is a legal document that must be followed by school and parents to ensure the child's needs are met.

In our school the Inclusion Manager:

- manages the day-to-day operation of the policy;
- co-ordinates the provision for and manages the responses to children's special needs;
- supports and advises colleagues;
- oversees the records of all children with special educational needs;
- acts as the link with parents;
- acts as the link with external agencies and other support agencies;
- monitors and evaluates the special educational needs provision,
- manages a range of resources, both human and material, to enable appropriate provision to be made for children with special educational needs;
- contributes to the professional development of all staff.

The Role of the Governing Body

The Governing Body has due regard to the Code of Practice when carrying out its duties toward all pupils with special educational needs.

The Governing Body has identified a governor to have specific oversight of the school's provision for pupils with special educational needs. The 'responsible person' in this school is the Headteacher. The Headteacher ensures that all those who teach a pupil with a Statement of Special Educational Needs are aware of the nature of the statement.

The SEN Governor ensures that all governors are aware of the school's SEN provision, including the deployment of funding, equipment and personnel.

Allocation of resources

The Inclusion Manager is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with a SAPRA or Statements of Special Educational Needs.

The Headteacher informs the Governing Body of how the funding to support special educational needs has been allocated.

The Headteacher and the Inclusion Manager meet regularly to agree on how to use funds directly related to special educational needs.

Assessment

Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.

The class teacher and the Inclusion Manager assess and monitor the children's progress in line with existing school practices. This is an ongoing process.

The Inclusion Manager works closely with parents and teachers to plan an appropriate programme of support.

The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the Inclusion Manager can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.

The Local Authority seeks a range of advice before making a SAPRA or formal statement. The needs of the child are considered to be paramount in this.

Access to the curriculum

All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable them to:

- understand the relevance and purpose of learning activities;
- experience levels of understanding and rates of progress that bring feelings of success and achievement.

Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives; we differentiate work appropriately, and we use assessment to inform the next stage of learning.

Individual Education Plans employ the use of SMART Targets (Specific, Measurable, Achievable, Realistic, and Timed) to ensure that each and every child achieves and makes progress. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. All children on the Special Needs Register have an IEP. For pupils with a SAPRA or a Statement the IEP targets will be written by the Inclusion Manager, in agreement with the class teacher.

We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom. There are times, though, when to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom with adult support.

Partnership with parents

The school works closely with parents in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents. The home-school agreement is central to this. Parents have much to contribute to our support for children with special educational needs.

We have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs.

Pupil participation

In our school we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the Foundation Phase recognises the importance of children developing social as well as educational skills.

Children are involved at an appropriate level in setting targets with their class teacher in their IEPs and in the termly IEP review meetings. Children are encouraged to make judgements about their own performance against their IEP targets. We recognise success here as we do in any other aspect of school life.

Monitoring and review

The Inclusion Manager monitors the movement of children within the SEN system in school. The Inclusion Manager provides staff and governors with regular summaries of the impact of the policy on the practice of the school.

The Inclusion Manager is involved in supporting teachers involved in drawing up Individual Education Plans for children. The Inclusion Manager and the Headteacher hold regular meetings to review the work of the school in this area. The Governing Body reviews this policy annually and considers any amendments in the light of the annual review findings.

Headteacher:

Chair of Governors:

Date: