

# Belgrave St. Bartholomew's Academy

**Principal: Mrs K. Deaville**



## SEN Policy

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

## **SEN POLICY**

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

- Children and Families Act 2014
- Equality Act 2010

### **Aims:**

At Belgrave St Bartholomew's Academy we aim to:

- Create an inclusive curriculum for all children.
- Create an interesting and stimulating environment which meets the needs of each child.
- Ensure each child reaches their full potential through high quality teaching and learning.
- Identify the roles and responsibilities of all staff in providing for children's special educational needs.
- Raise the aspirations of and expectations for all pupils with SEND and provide a focus on outcomes for children and young people.

### **Objectives:**

In order to provide for the needs of children with SEND, we seek to:

- Work within the guidance provided in the SEND Code of Practice 2014.
- Ensure equal value for all children.
- Ensure the progress of all children through access to a relevant, broad and balanced curriculum.
- Maintain good home/school links.
- Ensure early identification and assessment of SEN.
- Operate a 'whole pupil, whole school; approach to the management of provision of support for special educational needs.
- Maintain links with outside agencies in identifying, assessing and providing for the needs of children with SEND.
- Ensure that policies and provision are monitored and reviewed on a regular basis and are updated accordingly.

### **Basic Information:**

The *SENCO (Inclusion Manager)* for Belgrave St Bartholomew's Academy is **Miss Kathryn Crawley**, who is also the Assistant Principal responsible for Inclusion, Care, Guidance and Support across the school and leads the school Inclusion Team.

This consists of **Ms Sarah Brautigam**, **Miss Pam Johnson** and **Mrs Lorraine Dennis** (*Assistant SENCOs*), and **Mrs Lorraine Jones**, *Extended Home School Links Worker*. The *SEND Governor* is **Mrs Gillian Porter**.

Belgrave St Bartholomew's Academy is a mainstream primary school committed to inclusion. We aim to maintain and extend the school's culture, policies and practices of inclusion for all learners. We aim to engender a sense of community, belonging, tolerance and respect for all and to offer new opportunities for learners taking into account their needs and experiences.

We pay particular attention to the provision for and achievement of different groups of learners:

- Girls and boys
- Minority ethnic and faith groups
- Learners with English as an additional language (EAL)
- Learners with special educational needs
- Learners who are disabled or have long term illness

- Those who are gifted and talented
- Those who are looked after by the local authority
- Any learners who are at risk of disaffection and exclusion.

This policy describes the way in which we meet the needs of children who experience barriers to their learning, which may relate to sensory or physical impairment, learning difficulties or emotional or social development, or may relate to factors in their environment, including the learning environment they experience in school.

### **Types of SEN**

**Communication and Interaction:** This includes children with speech and language delay, impairments or disorders, specific learning difficulties such as dyslexia, dyscalculia, dysgraphia and dyspraxia, hearing impairment, and those who demonstrate features within the autistic spectrum.

**Cognition and learning:** This includes children who demonstrate features of moderate, severe or profound learning difficulties or specific learning difficulties such as dyslexia, dyscalculia, dysgraphia or dyspraxia.

**Social, mental and emotional health:** This includes children who may be withdrawn or isolated, disruptive or disturbing, hyperactive or lack concentration.

**Sensory and or physical needs:** This includes children with sensory, multi-sensory and physical difficulties.

### **Identification and Assessment:**

Before a child enters our nursery setting, our staff carry out home visits to find out about the children who are due to start with us. This includes discussing whether the child has already received any support for their needs. We also have discussions with any day nurseries if your child has attended a previous setting and this provides details of any outside agency input.

#### **If your child has a special need or disability we will:**

- \* Talk to you about your child's difficulties in learning or disability so we can understand their needs.
- \* Make an assessment of your child's learning so we know which skills they need to learn next.
- \* Ask the Special Educational Needs Coordinator to support and advise teachers so that your child can learn in the best way for him/her.
- \* Have a range of programmes to help children who need extra support in an area of their learning and/or development.
- \* Check on progress at least once a term and invite you to a meeting to discuss that progress.
- \* Ask for advice from an educational psychologist, advisory teacher, speech and language therapist or health colleague if we are unsure how to help your child make progress.
- \* Tell you how to get in touch with Parent Partnership Services (SENDIASS) who can offer advice and support
- \* Inform you about how to make a complaint if you are not happy with what we are doing to support your child.
- \* Talk to you if we think we need to consider asking the local authority to carry out a coordinated assessment of your child's needs because more advice/resources are needed to help your child to make progress.

### **The School's graduated approach to teaching pupils with special educational needs**

We provide support for any child who has additional needs applying the 'assess, plan, do, review' approach to provision. In the first instance all teachers must provide high quality teaching and differentiation. This is reviewed and if a child needs further support, the class teacher is initially responsible for planning appropriate additional support. After review, where the additional support does not adequately bridge the gap and there are concerns

that there may be special educational needs, a Pupil Passport may be drawn up and the child may go on the register for SEN. They are then timetabled for small group/1-1 intervention from our Assistant SENCOs and Learning Support Practitioner's during the afternoon sessions. These sessions will be delivered in quiet, purposeful environments to ensure maximum impact for any intervention. Parents are involved at all stages to ensure they are instrumental in the planning for the child's provision.

Additional support is planned on a half termly basis initially, taking into account which other lessons/activities will be missed so that the children get maximum access to a full, broad and balanced curriculum, whilst having their additional needs with particular difficulties met.

Parents are invited to attend the review of their child's additional support at least 3 times a year. Parents will be consulted about any additional support that their child may receive. Parents are also asked to support their child with any homework or additional activities that reinforce the support they receive in school.

All classes have a teaching assistant daily. Where the level of additional need is greater, there is more support assigned to specific year groups. In addition to this three members of staff are timetabled every afternoon to provide purpose-specific and evidence based programmes to the children with significant additional needs in Key Stages 1 and 2. In the Foundation Stage, staff ensure children with additional needs are identified early and support is delivered accordingly.

We modify our teaching approaches according to the needs of the individual child. Where any outside agency has been involved and any specific requirements have been advised these are shared with all staff working with the child so that they can be incorporated into the teaching.

#### **Monitoring and Evaluation of SEND provision:**

The Senior Leadership Team carry out a rigorous monitoring and evaluation approach to the learning and teaching across the school. This involves regular lesson drop-ins, book scans, pupil interviews and teacher/teaching assistant discussions. Coaching conversations are held with staff following the drop-ins in order to look at refining and improving practice. The SLT also monitor and evaluate the additional support delivered to individuals and groups during the afternoon sessions.

Any intervention that is used to support a child's needs will have before and after success criteria. This may be in the form of a standardised assessment, a questionnaire, samples of work etc. The before and after success criteria will be analysed to see where improvements have been made or where an intervention may need adapting. Alongside this, all of the children are assessed at three main points through the year (autumn, spring, summer). Progress assessments are also carried out and children not meeting age related expectations are identified and further support is planned for.

We carry out standardised tests for the children with SEND to provide a measure of the impact of intervention. The tests used provide measures for reading ability, comprehension, receptive language, expressive language, memory, numeracy ability and non-verbal reasoning.

All the children and parents are given the opportunity to complete a school satisfaction survey each year. The results from these are analysed and impacted upon.

School make reasonable adjustments to ensure that children with SEND are able to access all the facilities. The school's Accessibility Plan can be found on the school website.

We have a number of bilingual staff in the school who are able to provide translation for our parents/carers. If there is a language spoken that we don't have any support in school for,

we make use of Google Translate and will request a translator through the local authority service.

### **Inclusion in activities beyond the classroom:**

We work closely with the Inclusive Learning Services who provide an Advisory teacher to work with the school each term. We also work closely with the Advisory teachers for the Hearing Impaired and Visually impaired children across the school. All of our after school clubs are available for any child to join and if adaptations need to be made to ensure a child is able to access all elements of the club then these are made accordingly. We have a before and after school club. Details are available from the school office.

There are a number of activities that run before school, at lunchtime and/or after school. The after school club provision changes termly but there are a host of clubs which run on Tuesday, Wednesday and Thursday, which are subsidised for children requiring support. A club letter is sent out at the start of each term for your child to choose what they would like to join. There are also a number of peripatetic music teachers who offer lessons for a weekly price.

All children are encouraged and supported when necessary to enable them to be included in the clubs they have chosen. Their needs are taken into account when planning the activities for the club sessions.

### **Support for improving the emotional and social development of pupils:**

All staff at Belgrave pride themselves on getting to know the needs of each of their children – this includes an awareness of their emotional and social development. Additional to the support provided by the classroom staff, we employ Jacky Wallbridge, the OSSMA *Partnership Counsellor* to work at school every Monday. She has a caseload of children for whom staff or parents have expressed an unmet emotional or social development need. Jacky builds a great relationship with her caseload of children and is available for any child at any point throughout their school career at Belgrave.

We also have Mrs Jones, our full-time Extended Home-School Links Worker who is able to offer support both in a supervisory capacity and as someone to listen to your child. This can provide a quiet space and time away from the classroom for your child, should the need arise.

If there are significant concerns about the emotional welfare and needs of your child and the counselling support discussed above has not proved to have significant impact, we can also refer to the Child and Adolescent Mental Health Service (CAMHS) who can work with the parent(s) and child to try to enable them to move forwards.

We will access support from the Inclusive Learning Services if input from further outside professionals is considered necessary.

### **Medical Support:**

We follow the requirements of the latest DFE advice (Supporting Pupils at school with medical conditions- December 2015). Any medicines that are required to be taken are kept in the school office and parents sign a form to detail when and how they need to be taken. Any toileting or eating needs are managed sensitively and in consultation with the parents to agree the best approach.

In the case of a medical emergency, an ambulance is called for and parents contacted. Any child's care plan will detail what should happen in an emergency and other pupils will know in general terms, such as informing a teacher immediately if they think help is needed.

If a significant amount of time is needed to be taken for medical reasons, school work will be provided for the child to complete at home once they are able to do so. We also work hard

to ensure a member of staff is released for an agreed number of sessions each week to provide home tuition if the child is able to take part in this. Additional work is sent out or left with the child and their family to complete in the interim.

Where a care plan is necessary staff work with the school nurse and the family to draw up the elements of the plan and then copies are given to all staff working with the child and a separate copy is kept in the medical file, located in the Senior Leadership Team Office.

**Including pupils with SEN who are looked after in local authority care:**

Children who are looked after by the local authority have the same rights as all children. It is recognised that they may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning may affect their educational outcomes and their persona, social and emotional development. The school's designated teacher, Mrs Holly Spencer, monitors the progress and provision for pupils with SEND who are looked after.

**Working together with pupils and families:**

We have a full time Extended Home School Links Worker who is available to support families for whatever their needs require. We can offer regular informal meetings to discuss a particular issue or concern, or we can invite other professionals to meet with the parents in a multi-agency capacity if there are more wide-ranging issues. We are happy to carry out home visits if you feel more comfortable with this approach and can help families to access a range of services to meet their needs. We pride ourselves on our work with our families and like to think that we get to know our families well enough to know when more support may be needed. We are here to listen and help.

We are supporting families through the Early Help Framework. We work closely with the Family Support Workers based at Westfield Children's Centre to ensure our families are getting the right support for their issues.

We also work closely with the social care service in supporting our families who meet the level 4 safeguarding criteria. We have robust systems in place in school to ensure all of our children are safeguarded and that any concerns are logged and reported to the safeguarding officer.

Your child will be involved in discussing any additional support that is provided for them. If they have a Pupil Passport detailing their needs, they will have the chance each term to add their comments and will be involved in the review of their provision three times a year. All our children are encouraged to stand for School Council at the start of the academic year and are supported in putting together their election speech.

Parents are encouraged to become governors each year. There are a number of governing body committees that they can be a member of. Alongside the ongoing communication with parents regarding their child's special educational needs, all parents are invited to come into school each term for our Outcome Afternoons where they can join their child's class in doing interesting and exciting activities about their topic for the term. Parents are also invited to attend their child's class assembly each year. The children in Year 6 take part in an end of year and the children in Foundation Stage and Key Stage 1 take part in a Christmas performance. If your child enjoys music, there are also a number of musical evenings each year to showcase the children's talents.

Parents are encouraged to contribute to and review the SEND provision in school through parent questionnaires, discussions at parent's evenings and the opportunity to become involved in a parent working group to look at SEN provision and practice.

**Agencies working in partnership with the school:**

- ▶ Inclusive Learning Service Advisory Teacher
- ▶ Educational Psychologist
- ▶ School Health Visitors
- ▶ School Nurse
- ▶ Speech Therapy based at Westfield Children's Centre
- ▶ Speech Therapist in school
- ▶ OSSMA Partnership Counsellor
- ▶ Intensive Family Support Workers based at Westfield Children's Centre
- ▶ PCSO
- ▶ Hearing Impaired Advisory Teacher
- ▶ Vision Impaired Advisory Teacher
- ▶ Inspire Alternative Provision
- ▶ Special School Outreach Support

Parents can contact their child's class teacher, or a member of the Inclusion Team if they wish to discuss support from other agencies. Alternatively parents can go on the Local Authority's Local Offer (link provided below) which details services and how to access them. If parents are unsure how to contact any of the agencies, please come into school and speak to the SENCO, Extended Home School Links Worker or one of the Assistant SENCOs.

The SEN Information Report published on the school's website can be accessed by clicking on the link here.

<http://www.belgraveacademy.org.uk/sen-information>

The Local Offer from the Local Authority can be accessed by clicking on the link here.

<http://www.stoke.gov.uk/ccm/navigation/education/special-educational-needs/local-offer>

**Admission Arrangements:**

Visits to our school can be made by contacting the school office on 235523.

The intake to nursery is planned to meet the needs of each individual child, following information gleaned from the initial home visits and discussions with day nurseries. The induction for each child is planned carefully and in consultation with parents to ensure a smooth settling in period.

If your child has an Education, Health and Care Plan which names our school, the support detailed in their paperwork will be planned for and delivered accordingly.

If your child is new to our school, they will be assigned a buddy to help them become familiar with the building, routines and systems. They will have the chance to meet the staff they will be working with on a daily basis and will be encouraged to ask any questions they may have. They will be asked about their likes and interests so that we can try to make them feel at home as soon as possible.

When your child moves up to their next class, they will have a transition period during the summer term to get a taster of what the next year will be like. This aims to alleviate any concerns and give the teachers the chance to meet and get to know the children prior to September. All assessment records are passed up to the next teachers and any information about additional needs are shared so that your child is fully included from day one.

When it is time for your child to move to secondary school, there will be transition days for all children in Year 6 and then each of the high schools will put on extra sessions for children with additional needs so that they feel more comfortable and ready for the move in September. All records and information about your child is passed to the next school and

conversations are held between our school SENCO and the high school SENCOs to ensure that interventions can be maintained or adapted appropriately.

### **Training and Resources:**

We have a number of Specialist Leaders of Education on the staff team at Belgrave – Mrs Kelly Deaville is *SLE for ITT and NQT Development*, Mrs Martin is *SLE for Maths*, Miss Crawley is *SLE for SEND*, Mrs Whitmore is *SLE for Curriculum*, Miss Luci Kendrick is *SLE for Science* and Miss Sarah McCann is *SLE for Maths*, Mrs Holly Spencer is *SLE for SEND*.

We also have a 2 specialist dance teachers – **Mrs Wood** and **Mrs Stephenson**, a specialist Music teacher – **Mrs Harrop** and a P.E. Specialist – **Mr Locker**.

CPD for staff in relation to SEND is identified through an annual whole school audit in the autumn term. This identifies the areas for the school to focus on each year through training from the school SENCO or from outside agencies. Our Assistant SENCOs and Teaching Assistants have been trained to deliver a host of intervention programmes to support children with a range of needs. Where a specialist intervention is required, staff work closely with the agencies involved to gain knowledge and understanding in providing for individual needs e.g. staff work alongside the teachers from the Hearing/Vision Impaired service to ensure provision and practice is fully inclusive for our children with sensory needs. The independent speech therapist who we employ works alongside staff to provide advice and guidance on providing for our children with communication and interaction needs.

The Inclusion Manager/SENCO delivers staff training in SEND at least termly to raise awareness, knowledge and understanding of SEND. The SENCO or Assistant SENCOs attend the termly SENCO Forums run by the Local Authority and also attend the annual Inclusion Event to ensure all current local and national information is understood and applied.

Belgrave achieved the Inclusion Quality Mark Award in June 2013 (Report available on our website) and was reassessed for this award in March 2017, maintaining the Quality Mark until 2020.

### **Complaints:**

If you are not happy about a decision or something that is happening in school, please ask to speak to your child's class teacher initially. If you require further assistance then please request to speak to the Inclusion Manager/SENCO. If you are still not happy, then you can speak to the Principal of the School or the school Governors who will do their best to help you with your concerns.

The Parent Partnership Service (SENDIASS) is available to support families.

### **Storing and managing data:**

All our paper documents are stored in locked, filing cabinets which are only accessible by specific members of staff. Files are handed over to the high schools at their point of transition. Our e-copies of documents are only accessible by relevant members of staff and are transferred to a zip file once the child leaves the school. They are stored confidentially until the child reaches the age of 25 upon which time they will be destroyed.

### **Reviewing the Policy:**

**Updated:** June 2018

**Review Date:** June 2019

This policy will be reviewed at least annually and will be updated sooner than this should changes occur which require the policy to be altered mid-year.