

# HILLYFIELD ACADEMY



## Hillyfield Primary Academy Special Educational Needs and Disability (SEND) Policy

### General information about this policy

### The aims and objectives of this policy and how the policy will meet these objectives.

#### The aims of this policy are:

- To provide a framework within which equality of opportunity may be achieved.
- To enable children with SEND to attain their full potential as independent learners.
- To ensure that children with SEND develop a positive self image.
- To ensure that parents of children with SEND are fully involved in the review process.
- To ensure that all children strive for Brilliance and Excellence each day.

#### The objectives of this policy are:

- To ensure that children with SEND have access to a broad, balanced, differentiated or modified curriculum (including the Foundation stage)
- To promote the full participation of children with SEND in school life.
- To ensure that children with SEND have equal opportunity to achieve this status within the school.
- To ensure that children with SEND feel secure as learners and that the learning environment does not contribute to their difficulties.
- To define clear identification, assessment and referral procedures.

These aims and objectives will be met by following the recommendations of the SEND Code of Practice 2014. The arrangements for meeting these recommendations will be detailed in the remainder of this policy.

### Name of the person responsible for co-ordinating SEN provision in the school.

Mark Jones is responsible for co-ordinating SEND provision at the Hillyfield on the Hill site and Tiffany Middleton at the Hillyfield at the Park site. Elsewhere in this policy they will be referred to as the SENCO.

### The arrangements the school has made for co-ordinating SEN provision.

The SENCO has the responsibility for the day-to-day management of the policy.

This includes:

- Co-coordinating the provision for pupils with SEND.
- Supporting and advising colleagues including advising on a range of Intervention Programmes and Provision Maps for children at Wave 3 and Statements of Educational Needs/ Education, Health and Care Plans
- Maintaining the school's SEN register.
- Contributing to and managing the records of pupils on the SEN register.
- Managing the school based assessment and completing documentation required by outside agencies and the LEA.
- Facilitating Person Centred Reviews for children with Statements of Educational Needs or Education, Health and Care Plans.
- Organising, facilitating and reviewing Pastoral Support Plans for children at risk of exclusion.
- Supporting and initiating Behaviour Support Plans
- Act as the link with parents.

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- Maintain resources and teaching materials to enable appropriate provision to be made
- Acts as a link with external agencies and other support agencies.
- Monitors and evaluates the SEND provision and reports to the governing body.
- Manages a range of resources, human and material, linked to children with SEND.
- Respond to Local Authority consultations.
- Provide a comprehensive programme of training for 1:1 Learning Support Assistants.

#### Admission arrangements to the school for SEN pupils who do not have a statement.

Admission arrangements for such pupils are identical to admission arrangements for other pupils. Both school sites have a lift to all levels and are accessible to all children regardless of their physical needs.

#### Any specialist provision the school can offer

The school offers a broad and balanced curriculum to all its pupils. It offers specialist support from the school's Autistic Spectrum Disorder (ASD) Specialist Andreas Arnmar who works across both school sites. He has a wealth of experience in the field of Autistic Spectrum Disorder and works closely with families, for example, he will make Home Visits to provide advice and support to implement strategies at home and offer training /support for school staff in ASD. The school has a Specialist Resource Provision, known as the Learning Centre within the school community. The Learning Centre is based at the Hillyfield at the Park site and James Semple is the ASD teacher for the Learning Centre. As from September 2014 the school will have a Specialist Resource Provision for children with ASD. The agreement with the Local Authority is that the school accepts three children per year group and having twenty one children when full to capacity between Reception age and Year 6.. For a place within the Learning Centre each child has to have an Education, Health and Care Plan and the school responds to the paperwork once received as part of the Consultation process.

The school also has a Behaviour Specialist Team working with children with behaviour and/or emotional difficulties. They engage with these children through: class support, Lunchtime Clubs, Nurture Groups or individual/ small group work in order to break down barriers to learning and positively contribute to everyday life within the school community.

Hillyfield on the Hill site employs a Home /School Support worker three days per week and she offers a range of help and advice for parents/carers.  
(See school website for further details).

#### Facilities the school can offer to pupils with SEN and ways in which the school is able to increase or assist access by disabled pupils.

Both school sites have disabled toilets and are also wheelchair friendly. The Hillyfield on the Hill site and Hillyfield at the Park site have a lift to all floors.

#### Information about identification, assessment and provision for pupils with SEN.

##### How resources are allocated to pupils with SEN.

Resources are allocated on a needs led basis and may consist of differentiated/modified work, specific programmes to address issues, aids to support curriculum access, small group or individual support. The amount of support offered will be linked to the pupil's type and level of need. Children on the SEND register will not automatically receive individual support.

Where a pupil has a Statement of SEND or an Education, Health and Care Plan (E, HCP), resources will be allocated in line with this but individual support is not necessarily guaranteed. Hillyfield Academy believes that children make greater progress when they work as part of small groups in order to engage with other children and adults and become more independent learners and individuals.

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## How pupils with SEND are identified, their needs determined and progress reviewed

All learners will have access to First Quality Teaching and pupils in the school are assessed regularly to monitor their progress across the curriculum. Not all pupils will progress at the same rate. Where progress is not adequate some additional or different action will need to be taken to enable the pupil to learn more effectively. This action may involve the SENCO in carrying out individual assessment/observation to gain more information.

When a decision is made to place a child on the SEND register the parents/carer will be invited to discuss this with the SENCO/Class teacher. When a child has been identified as having SEND their progress will be reviewed termly. Children with a Statement, or an E, HC Plan will have an individual Provision Map that will have specific outcomes for the child to achieve.

The SENCO meets with the Assessment co-ordinator and class teacher (Pupil Progress meetings) to discuss the children in each class. During this meeting, the progress and attainment levels of each pupil are discussed and what further interventions/actions is necessary- Assess, Plan, Do and Review.

Children will be placed on either of the following levels, WAVE 2, WAVE 3, and Statement or E, HC Plan.

### Triggers for placing a child at WAVE 2

- Makes little or no progress even when teaching approaches are particularly targeted to improve the child's area of weakness.
- Continues working at levels significantly below those expected for children of a similar age in certain areas.
- Presents persistent emotional or behavioural difficulties which are not ameliorated by the behaviour management techniques usually employed in the school.
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment.
- Has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum.

Children at Wave 2 will receive additional support from year group interventions. For greater transparency between school and home, parents/carers will be informed, by the class teacher about the additional support their child is receiving. Progress is then shared with parents/carers at parents' evenings (termly).

Triggers for a child to be placed on WAVE 3 could be that despite receiving an individualised programme and/or intervention support under WAVE 2, the child:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at national curriculum levels substantially below that expected of children of a similar age.
- Continues to have difficulty in developing literacy and mathematic skills.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having and individualised behaviour programme
- Has sensory or physical needs, and requires additional specialist equipment or regular visits by a specialist service.

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- Has an ongoing communications or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning.

At WAVE 3 it is likely that parental permission will be sought in order for a request to be made for advice and/or support from external services.

Children at WAVE 3 will receive additional support through further interventions. For greater transparency between school and home, parents/carers will be informed, by letter about the additional support their child is receiving and will be given the child's individual Provision Map. Progress is then shared with parents/carers at parents' evenings.

For children with a Statement or, Education Health and Care Plan, the individual Provision Map and their One Page profile will be reviewed by the parents/carers, SENCO, class teacher, 1:1 LSA support(if applicable) and the child each term.

If a child fails to make reasonable or adequate progress at WAVE 3 the school may conclude that the child's needs are so substantial that they cannot be met effectively within the resources normally available to the school. At this stage, the school will consider implementing an SEN Support Plan which will look at the existing provision within school and what further additional support is required. Once this has been identified the school can request additional funding from the LEA for the school to successfully implement the support. This follows Step 2 of the Waltham Forest Education, Health and Care Plan Pathway Guidance Document. If progress continues to be limited at Step 2, and the child meets the eligibility criteria, for example, has severe, complex or life- long difficulties, the school with the agreement of the parents/carers, all outside agency professionals that are involved and a representative from the Special Needs and Disabilities Team, can proceed to Step 3 and request that the LEA carry out a Statutory Assessment. While this assessment is being made the pupil remains at WAVE 3.

When the LEA carries out such an assessment it will result in the pupil being given an Education, Health and Care Plan. The Education, Health and Care Plan is subject to an annual Person Centred Review to ensure it remains current and appropriate to the child's needs.

For further information contact: [www.walthamforest.gov.uk/localoffer](http://www.walthamforest.gov.uk/localoffer)

## The school's arrangements for providing access to a broad and balanced curriculum, including the National Curriculum.

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

- Understand the relevance and purpose of learning activities.
- Experience levels of understanding and rates of progress that bring feelings of success and achievement.
- Teacher's use a range of strategies to meet children's SEND. Lessons have clear learning objectives; we differentiate and modify work appropriately, and we use assessment to inform the next stage of learning.
- Pupils in Key Stage 1 or 2 who are working significantly below age expected levels in one or more areas of the curriculum may be assessed using the P-Scales.

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## How SEN pupils engage in activities together with those who do not have SEN

- The school aims to ensure that pupils with SEND engage in activities together with those who do not have SEND.
- When planning visits etc. the needs of all pupils are considered and are planned from an equal opportunities viewpoint. A general Risk Assessment is carried out by the relevant professional/s and any specific requirements are considered, for example, additional adult support being provided to those individual children that need this level of supervision and care. Parent/carers are always kept informed.

## How the Governing Body evaluates the success of the education given to SEND pupils.

- The Governing body will nominate a governor to take on the role of Inclusion Governor.
- The Inclusion Governor will liaise with the SENCO to monitor the implementation of the policy and report to the full Governing Body.
- The Governing body will report annually on its effectiveness in the Annual Report to Parents.
- The policy will be evaluated in a number of ways including the progress made by pupils on the SEND register, movement between stages on the SEND register and the number of pupils with Statements Education, Health and Care Plans,

## How the school and Governing body deal with any complaints about SEND provision

Parents/Carers who have a complaint about the SEN provision made for their child at the school should discuss this with:

- the SENCO
- the Head of School
- the Chair of Governors

In the case of a formal written complaint being made to the Chair of Governors the school will deal with the complaint by a full investigation of the material facts within 20 working days. For more details please see the School's complaints Policy.

## Information about staffing and partnerships with parents and other agencies:

### How the school meets the INSET needs of staff

- Staff inset needs are identified as part of the performance management and staff review process.
- Where a need for training becomes apparent at another time e.g. when a child with a Statement or an Education, Health and Care Plan for a specific need is admitted the Staff Development Co-ordinator and SENCO will together identify a way of meeting this need.
- INSET may be provided in-house, to the whole staff by an external agent or through external courses.

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## Support services available to the school

The school receives regular support from an Educational Psychologist, School Nurse and Speech Therapist and other support services that are used on needs led basis. The SENCO has a list of support services which the LEA can offer the school. This list can also be accessed on the school's website.

## The role of parents

Parents hold key information and have a critical role to play in their child's education. We therefore seek to work in partnership with parents and value the contribution they can make. As a school we inform parents when we first identify a child as requiring additional support.

## When working with parents we will:

- Acknowledge parental knowledge and expertise in relation to their child.
- Focus on the child's strengths as well as weaknesses – what's working/not working.
- Be sensitive to the feelings of parents.
- Ensure that parents understand procedures and how to get support and will be given relevant information ahead of meetings.
- Respect the validity of different viewpoints and seek to reconcile differences.
- Respect the needs of parents such as a disability or linguistic barriers
- Try to be flexible in the timing and structure of meetings.

## Parents also have a responsibility to communicate effectively with schools to support their child's education. In working with schools they should:

- Communicate regularly with their child's school and alert them to any concerns they have about their child's learning or provision.
- Fulfil their obligations under home-school agreements.
- Make a commitment to attending meetings which the school or other agencies arrange.

## Links –with other schools and transition arrangements

- When pupils with identified SEND join the school information is sought from their previous school.
- Where a child transfers to another school their SEND records are sent to their new school.
- When a pupil with a Statement/Education, Health and Care Plan is due to join the school or transfer to a new one the SENCO will liaise with the SENCO of the other school to plan for the transfer.

## Links with Health, Social Services and other agencies

- The revised code of practice requires schools to work in partnership with school health and Social Services –co-production in approach
- After discussion with parents the SENCO may refer children who are experiencing difficulties in school to the school health service.
- School Health and Social Services also have a role to play in statutory assessment.
- SENCO may attend case conferences held by outside agencies.

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## Monitoring and evaluation.

The SENCO monitors the movement of children within the SEND system in the school and provides staff and governors with regular summaries of the impact of the policy on the practice of the school. The school reviews this policy annually and considers any amendments in light of this. The SENCO reports on the outcome of this review to the full Governing body.

Review SEN Policy: October 2018.