



Littleton C of E Infant School

SEND Policy

Governors' Committee Responsible: T & L

Review Period: Annual

Status: Statutory

Next review Date: June 2019

At Littleton School we value all children as individuals and are committed to giving them all every opportunity to reach their full potential. We do this by taking account of pupils' varied life experiences and needs. We offer an enquiry based curriculum and have high expectations for every child. The achievements, attitudes and well-being of all our children matter. We aim to provide a supportive and challenging environment that respects differences and recognises achievements.

We believe that every teacher is a teacher of every child including those with SEND.

We believe in the power of Early Intervention and engage fully with parents to ensure that there is a joint partnership to improve the outcomes for all our children. We offer pastoral support, time and signposting to outside agencies.

This policy has been written with the knowledge and collaboration of the whole staff and links with other school policies including:

- Accessibility Policy
- Admissions Policy
- Anti-Bullying Policy
- Child Protection Policy
- Equal Opportunities Policy
- Looked After Children Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy

The policy has been written to comply with the Special Educational Needs and Disability Code of Practice 2014.

Aims:

At Littleton we value the individuality of all our children, irrespective of need and we aim to provide an environment in which all children can reach their full potential.

The school recognises that for some children their individual needs become Special Educational Needs. In order to identify and meet these Special Educational Needs and to ensure the best outcomes are achieved for each child the school works closely with parents and follows the guidelines set out in the SEND Code of Practice 2014. We want pupils to leave our school as confident individuals equipped to cope, to the best of their ability, with the challenges of the next steps in their learning.

The SENCO at Littleton is Mrs Rachel Barton (the Headteacher) who liaises closely with the SENCO at ST Nicholas which is our feeder KS2 school.

Objectives:

We endeavour to:

- Enable access to the curriculum for all pupils
- Identify and meet the needs of pupils who have special educational needs and disabilities

- Work in partnership with parents and carers
- Work in partnership with outside agencies when a multi-professional approach is needed to meet the needs of the pupil
- Work within the guidance provided in SEND Code of Practice 2014
- Choose the most appropriate form of intervention to ensure good learning outcomes and maximise impact

Identifying Special Educational Needs and Disability

The SEND Code of Practice 2014 definition of Special Educational Needs is:-

A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.

The SEND Code of Practice describes four broad categories of need which can be used to help identify a pupil's primary area of need.

- Communication and Interaction (This could include pupils on the autistic spectrum)
- Cognition and Learning (This could include pupils with specific learning difficulties)
- Social, emotional and mental health difficulties (This could include pupils with attention deficit disorder, attention deficit hyperactivity disorder or attachment disorder)
- Sensory and /or physical needs (This could include pupils with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI))

However, it is important to take into account that a child can have needs which do not fit into just one area. At Littleton, while having regard for these categories of need, we consider the whole range of needs and strengths of the child. This helps us match our provision to the pupil's need.

We are aware that slower progress and lower attainment does not necessarily mean that a child has SEN. We also look for pupils who may achieve in line with expectations for their age but who could have SEN. Many factors may have an impact on a pupil's ability to learn but do not necessarily constitute SEN. These include disability*, attendance at school, health, English as an additional language, being a looked after child, being in receipt of pupil premium or being the child of service personnel.

Where unacceptable or unusual behaviour is a concern we will investigate the underlying causes of the child's actions to discover the reason for this. Behaviour is not a need but a likely response to a need.

**Many children who have SEN may have a disability under the Equality Act 2010 – that is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. Children with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition. SEN Code of Practice 2014.*

A Graduated Response to SEN support

At Littleton School class teachers are responsible and accountable for the progress of their pupils. We provide three levels of support:

Wave 1

We believe that high quality teaching which is skilfully differentiated to support individual needs is the best first approach for all pupils. Specific strategies are recorded on [each child's one page profile which will be in place from September 2015 for all pupils:](#)

- **Parents in EYFS are invited to a 1:1 meeting with the classteacher in the first two days of term to provide input in their child's One Page Profile.**

- In KS1 the profile is sent home with each child to provide the basis for a 'Learning Conversation' and returned to school to enable the classteacher to build a picture of the 'whole child'.

Wave 2

However there are times when despite high quality class teaching, some pupils do not make adequate progress towards the desired level of outcome for that pupil. These could be pupils who are underachieving and need to make accelerated progress but may or may not necessarily be pupils with special educational needs. At this point the class teacher will review the possible barriers preventing the pupil's progress. Parents, and where it is felt appropriate pupils themselves, will be invited to be involved in this process. Once the possible barriers to learning have been identified, appropriate short term interventions will begin. At this stage the pupil **may** be recorded on the SEN register under the category of SEN Support. *(This replaces the categories of School Action and School Action Plus. As a school we will decide whether the term SEN support Plus' should be used to identify pupils receiving support from outside agencies in addition to school based support.)* Wave 2 interventions are recorded on the class provision map.

Wave 3

If a pupil is still not making expected progress in any area despite high quality class teaching and Wave 2 support something different needs to be done. The class teacher and SENCO will review all of the information gathered on the pupil and discuss the next steps with the parents/carers. The four stage process of: assess, plan, do, review described in the Code of Practice (see below) will be used to support the intervention programmes for each pupil. At this stage the pupil will already be recorded on the SEN register under the category of SEN Support. *(This replaces the categories of School Action and School Action Plus. As a school we will decide whether the term SEN support Plus' should be used to identify pupils receiving support from outside agencies in addition to school based support.)* Parents/carers will already be aware of the difficulties their child is experiencing through earlier involvement. All Wave 3 interventions are recorded on the class provision map and collated.

The Assess, Plan, Do, Review Cycle

Assess

The class teacher and SENCO will use the assessment data held by the school plus the teacher's own assessment information on the pupil to identify the pupil's needs. Parents/carers will be asked to contribute to this information gathering and assessment process.

Plan

Class teachers with /without the SENCO will plan specific strategies (which may be supported by staff from outside agencies) to tackle the learning difficulty experienced by the child. We will involve parents/carers and, where appropriate, the pupil in this process. The One Page Profile will set out the individual's targets and what intervention is to be used to enable the pupil to overcome their difficulty. Parents/carers will be given a copy of the One Page Profile and provision plan.

Do

The pupil will work on the intervention at least weekly. Although the intervention may be delivered by a trained teaching assistant the class teacher is responsible for the progress the pupil makes. The adult running the intervention will keep records about the progress being made and will contribute to the review of the intervention. We will ask parents/carers to work with us to support their child's learning. We may ask them to do specific things at home and to keep in regular contact with us.

Review

At the end of the intervention period the pupil's progress will be assessed. Based on this, the class teacher and SENCO, in consultation with parents/carers, will plan the next step. Outside agency referrals will be made if the pupil continues to show a lack of progress.

Education, Health and Care Plans

If, despite focused intervention and support a pupil does not make expected progress or the gap between the pupil's level of attainment and their expected level widens we will consider requesting an Education, Health and Care needs assessment in consultation with parents/carers.

Pupils with an Education Health and Care Plan (EHCP) will have an Annual Review of their plan.

Supporting Pupils and Families

Please refer to our Local Offer and the Surrey Local Offer. Links to these are in the SEN section of the Parents section of our web site. Both explain how parents can access a range of support or the information can be found in the Useful Links section at the end of this document.

We aim to work in partnership with parents to achieve the highest possible outcomes for all children. The child and their needs must be at the centre of all decision making. Parents will be invited to participate in the planning and implementation of strategies to support their child from the earliest possible time. Where it is appropriate, the child may also be involved in discussions about their learning.

Supporting Pupils at School with Medical Conditions

We recognise 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 of these pupils may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

Please refer to the schools policy for supporting pupils with medical conditions for information about the arrangements in place to support pupils at school with medical conditions.

Bullying

Please see the anti-bullying policy which can be found on our website: www.littleton.surrey.sch.uk

Equal Opportunities

At Littleton we are committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring non-judgmental attitude throughout the school.

Monitoring and Evaluation of SEND

The progress of the pupils with SEN is closely monitored by class teachers on a regular basis as part of the planning, teaching assessing cycle. Formative assessments are used at the end of each term and results are scrutinised by the Senior Leadership Team and teachers through pupil progress meetings, book looks and learning walks. Local Authority and LDBS (London Diocesan of Schools) visits are also used throughout the school year to monitor learning.

Training and Funding

Staff are trained in how best to support vulnerable learners in order to maximise their achievement. This is either through sharing good practice from within the school or through the use of external training courses which are relevant to the needs of the current cohort. Staff are encouraged to identify their own training needs in advance of receiving a child or group of children with SEN. The school's SENCO regularly attends SENCO network meetings in order to keep up to date with local and national updates in SEND. We have an Autism Spectrum Disorder Lead teacher in school.

The local authority provides funding for schools to meet the needs of all children with SEND. Currently funding is divided into 3 parts:

1. **Universal services and mainstream funding** is the money schools receive to fund a school place.
2. **Targeted support** – schools are expected to use allocated funding to meet the additional support needs of pupils who require this.

3. **High needs funding or top up funding** is provided by the Local Authority where extra resources are required by a pupil as set out in their EHC plan (or Statement of SEN).

Roles and Responsibilities

Governors

The Governors support the school with strategic decision making and in evaluating the quality of the learning experience for all children.

Link Governors for SEND and Looked After Children, among others, routinely visit the school to evaluate its policies and practice.

SENCO

The current SENCO has over ten years' experience in the role and holds a Masters in Education. At Littleton School the SENCO is the Head Teacher: Mrs Rachel Barton. The SENCO's role includes:

- Overseeing the day-to-day operation of the school's SEND policy
- Co-ordinating provision for children with SEND
- Advising on the graduated approach to providing SEND support
- Advising on the deployment of resources, including teaching assistants, to meet pupils' needs effectively
- Liaising with parents of pupils with SEND
- Being a key point of contact with external agencies
- Liaising with feeder schools to ensure a smooth transition for SEND pupils
- Ensuring that the school keeps the records of all pupils with SEND up to date

Class teachers

At Littleton School class teachers are responsible and accountable for the progress of their pupils. They differentiate work to ensure pupils of all abilities are challenged as they work towards ambitious targets. Class teachers work with the SENCO to implement strategies which support the learning of pupils with SEND.

Teaching Assistants & Higher Level Teaching Assistants

Teaching assistants are deployed to support the learning in school. They work alongside the class teacher and their work is planned and directed by the class teacher. Teaching Assistants work with pupils of all abilities and are trained to run interventions for SEN pupils.

Storing and Managing Information

Information about pupils is treated as confidential and is kept in lockable cupboards. Each class teacher has a file for storing information concerning their SEND pupils which is kept in a secure place. All SEND information is transferred to the pupil's next school in a secure manner.

Dealing with Complaints

Our policy is to solve any disagreement at the earliest opportunity. We seek to provide the best opportunity for all children and any complaint should be discussed with the appropriate staff member in the first instance. If you wish to make a complaint about the service you receive please follow the procedures set out in the complaints policy which can be found on the school website.

Useful Links

Our **Local offer** can be found on our web site through the Parents link/school policies at: www.littleton.surrey.sch.uk

The **Surrey Local Offer** can be found at www.surreysendlo.co.uk

The Parent Partnership Service is an impartial, confidential and free service for parents of children with special education needs: www.surreyparentpartnership.org.uk

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