

# Special Educational Needs (SEN) and Disability Policy



This policy should be read alongside the SEND Information Report available on the website as well as the accessibility policy.

This policy was adopted on: Thursday 1<sup>st</sup> November 2018

This policy was adopted by: The Full Governing Body

This policy will be reviewed in: November 2019

## **INTRODUCTION**

All schools must have a Special Educational Needs (SEN) and Disability Policy; also known as a SEN Policy. This is a duty set out in the *Special Educational Needs and Disability Code of Practice: 0 to 25 years* (Jan 2015).

A SEN Policy explains how a school will identify and support pupils with special educational needs (SEN) and disabilities.

This is the SEN Policy for [school name].

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY**

The *Special Educational Needs and Disability Code of Practice: 0 to 25 years* (Jan 2015) explains that a pupil has special educational needs (SEN) if:

- they have a learning difficulty or disability which makes it much harder for them to learn than other pupils of the same age; and
- they require special educational provision to be made for them.

There are four main areas of SEN:

- communication and interaction needs
- cognition and learning difficulties
- social, emotional and mental health difficulties
- sensory and/or physical needs

A disability is described in law (the Equality Act 2010) as 'a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.'

More detail about SEN and disability can be found on Dorset's Local Offer. 3

## **ROLES AND RESPONSIBILITIES**

The Governing body ensures that the school meets the duties set out in the *Special Educational Needs and Disability Code of Practice: 0 to 25 years*. The Governor oversight of the arrangements for SEN and disability at our school is: Jane Habgood

Our Headteacher, Mr Rielly has overall responsibility for SEN and disability at our school.

Our Special Educational Needs Coordinator (SENCO) is Miss Lucy Smith.

Parents can contact our SENCO by: telephone on 01202 872474 or email [office@westmoorsmid.dorset.sch.uk](mailto:office@westmoorsmid.dorset.sch.uk)

The SENCO is a member of the Senior Leadership Team. She also has the following responsibilities:

- Designated LAC teacher
- Deputy Safeguarding Lead
- Children with Medical Conditions

The SENDCo is supported by the Pastoral Support Office Mrs K Beavan.

## **CONSULTATION**

This policy was developed in consultation with:

- Pupils with SEN and disabilities
- Parents
- Governors
- All school staff

## **VISION AND AIMS**

West Moors Middle School wants all our pupils to feel welcome, valued and included in the school community. We have high aspirations for our pupils with SEN and disabilities and will provide them with high quality learning opportunities to ensure that they achieve their best.

We also want to help our pupils with SEN and disabilities to develop a positive view of themselves so that they can become confident individuals and go on to live fulfilling lives by making a successful transition into adulthood. We will endeavour to fully involve our pupils with SEN and disabilities in all decisions that affect them, so that they can help us to identify what works for them and reflect on what doesn't.

The views of our pupils and their parents are especially important to us and we will take these into account when consulting on, implementing and reviewing this policy.

To achieve the above, we will:

- create an atmosphere of encouragement and acceptance in which all pupils can thrive
- be sensitive to individual pupils' needs and celebrate achievements
- enable each pupil to take part and contribute fully to school life
- provide access to and progression within the curriculum
- involve pupils in planning to support their SEN or disability
- work in partnership with parents to support children's learning and health needs
- provide quality training for staff that enables them to support pupils with SEN and disabilities.

## **OBJECTIVES**

West Moors Middle School will do its best to ensure that the right provision is made for each pupil with special educational needs and disabilities. We are committed to discovering and providing the best learning conditions for each pupil.

In implementing this policy, our goals are to:

- identify all pupils who have SEN and disabilities at an early stage
- ensure that pupils with SEN and disabilities have their needs met and that they make progress
- work in line with the *Special Educational Needs and Disability Code of Practice: 0 – 25 years* (Jan 2015)
- provide support and advice to all staff who work with pupils with SEN and disabilities
- operate a whole school approach to meeting SEN and disabilities, in which all members of the school community have an understanding of their role
- ensure that pupils with SEN and disabilities join in with all the activities of the school alongside their peers
- adopt a 'person centred approach' to supporting pupils with SEN and disabilities, ensuring that pupils and their parents are fully involved in decisions which affect them
- ensure there is effective partnership working with outside agencies when appropriate.

## **ADMISSION ARRANGEMENTS**

West Moors Middle School uses the Local Authority arrangement for school admissions. This arrangement is mindful of national requirements supporting all children, including those who are disabled, in a fair and non-discriminatory way, when securing admission to school.

## **IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

Our teachers are responsible and accountable for the development and progress of the pupils in their class, and we have systems in place to ensure that special educational needs are identified as early as possible.

We start by:

- providing teaching that is of a high quality
- regularly assessing our pupils' progress and targeting areas of difficulty
- adjusting work for pupils who need this.

As necessary, we also: complete diagnostic assessment and, if necessary, work with outside agencies, for example SENSS.

If a pupil continues to struggle with the curriculum despite the above support, we will consider whether they have a special educational need. To do this we will:

- Meet with parents/carers and ask their views;
- Consult with other key professionals and medical practitioners;
- See advice from an Educational Psychologist.

If it is decided that a pupil has SEN and requires special educational provision (provision that is additional to and different from that which is available to other pupils at the school) they will be added to the SEN record under the category of SEN Support.

Parents will be informed in writing when this happens. The provision given at SEN support will be individual to each child, according to their SEN but it could include:

- a special learning programme
- extra help from a teacher or a teaching assistant
- working in a small group or help to take part in class activities.

We will involve parents in decisions about the support to be provided for their child by:

- Meeting parents at parents evening;
- Making appointments to discuss the support needed;
- Regular feedback through the reporting system.

West Moors Middle School will support most pupils with SEN at SEN Support. However, some pupils with more severe, complex and long term SEN may need an Education, Health & Care (EHC) Plan, especially if they have not made progress at SEN Support. If we feel this is the case, we will discuss this with parents. Parents can also contact the tutor and/or SENCO if they feel their child might need an EHC Plan.

EHC Plans are issued by the Local Authority following an education, health and care (EHC) needs assessment. West Moors Middle School will work with parents and other services to request an EHC needs assessment where it is felt this will be beneficial.

Further details about the assessment process and EHC Plans can be found on Dorset's Local Offer.

Sometimes other factors can affect a pupil's progress but are not considered to be a special educational need, for example: attendance and punctuality, ill health, English as an additional language, looked after children, service children, behaviour (where there is no underlying SEN) and bereavement. These needs will be addressed appropriately using other processes or strategies.

## **SUPPORTING PUPILS WITH SEN AND DISABILITIES**

At West Moors Middle School we use the "Assess, Plan, Do, Review" approach to support pupils with SEN and disabilities. This is also known as the graduated response. It helps us to learn more about the pupil and what helps them to make good progress.

The four parts of this approach are as follows:

1. Assess – as already outlined above, we assess the pupil's needs; listening to the views of the pupil and their parents, and other professionals as we do so
2. Plan - the teacher and our SENCO will plan the support needed, involving the pupil and their parents. A review date will be agreed
3. Do – our SENCO will help the class teacher to support the pupil. They will think about the pupil's strengths and weaknesses and how best to help them. The teacher will also work with any teaching assistants or specialist staff involved
4. Review – everyone, including the pupil and their parents will decide how effective the support has been. We will then adapt the support in light of the pupil's progress.

If needed, during this process, we may ask for advice from specialist support services, such as Educational Psychology, Speech & Language Therapy, Specialist Teaching & Advice, Behaviour Support and Children's Therapy. Parental permission will always be sought prior to this.

Additionally, pupils with EHC Plans have an Annual Review held at the school, each year. The pupil, their parents and any relevant professionals are invited to this. Annual Reviews at West Moors Middle are person centred and focus on the pupil's progress. They also:

- consider whether the outcomes in the EHC Plan are still appropriate
- review the special educational provision in place
- review any health or social care provision currently in place
- consider whether the EHC plan is still needed.

For pupils in Year 9 and above, there is a specific focus on preparing for adulthood. This includes thinking about:

- further or higher education (e.g. college, an apprenticeship or university)
- employment
- independent living
- participating in society
- being as healthy as possible in adult life.

A report of the meeting is sent to the Local Authority.

Further detail about Annual Reviews can be found on Dorset's Local Offer.

## **COMING OFF THE SEN RECORD**

A pupil will be removed from the SEN record if it is decided that they have made sufficient progress and are able to access the curriculum successfully. However, they will continue to be monitored in case any issues arise. Some pupils may dip in and out of SEN Support and parents will be consulted at each stage.

Following the Annual Review of an EHC Plan, the Local Authority will decide whether to keep the EHC Plan as it is, amend it or cease it, based on the recommendation of the Annual Review meeting. If it is decided to cease an EHC Plan because the pupil no longer requires the special education provision within it, we will continue to monitor the pupil's progress using the school's tracking systems.

## **TRANSITION ARRANGEMENTS**

West Moors Middle is committed to ensuring that parents have confidence in the arrangements for pupils entering the school, progressing through year groups and when transferring to their next school.

### **Year 4 transition**

In the summer term of year 4, the SENDCo and Deputy Head visit the First Schools, meet the children and SEND information about the child is passed on. This information is, in turn, passed on to all teaching staff.

Parents of Year 5 are invited to attend a New Intake Parents' Evening in the Summer Term at West Moors Middle School.

West Moors Middle School holds an Open Evening during September where prospective parents are able to look at what is offered by the School. There will be an opportunity to come and speak to the SENDCo at this time.

The First School SENDCo will inform the WMMS SENDCo as to whether a child still has SEND needs by the end of year 4 and discuss the intervention they have had. They will advise the school if this intervention needs to be continued and/or make recommendations as to how the school might best meet the needs of the child.

#### Within year transfers

Some pupils find any change to routine difficult. West Moors Middle School supports any young person with these anxieties whether it is attending assembly, a school production, going on a trip or wet play. Along with this, any new pupil arriving 'in year' will be subject to the same level of support and information gathering that can be expected during normal transition times, with pre-visits where practicable.

#### Leaving for Upper School

Most pupils move on to Ferndown Upper School and there is a good working relationship with the SEND and Pastoral Department at this main feeder school. There are regular meetings throughout the year to discuss individual pupils, attend Annual Reviews of EHCPs and arrange additional visits as needed. Young people and parents are involved throughout.

### **TRAINING AND RESOURCES**

West Moors Middle aims to keep all staff up to date with relevant training, in relation to the needs of pupils with SEN and disabilities. Funding is set aside to support continued professional development.

Training needs are identified through analysis of need with the SENCO and senior leadership team ensuring that training opportunities match school priorities. The SENCO will also provide information on specific special educational needs for new staff.

Additional training may also be arranged to support pupils with specific medical needs and will be arranged with relevant medical professionals.

## **STORING AND MANAGING INFORMATION**

All data including data stored electronically is subject to Data Protection law. All paper records will be held in line with the school's policy/protocol on security of information.

## **LINKS TO OTHER INFORMATION**

This policy closely links with other policies, plans and information produced by West Moors Middle School and these are outlined below.

### Accessibility Plan

In line with the Equality Act 2010, we are implementing an Accessibility Plan which sets out how we will:

- increase access to the curriculum for our disabled pupils
- improve the physical environment of the school to increase access for our disabled pupils and
- make written information more accessible to our disabled pupils by providing information in a range of different ways.

Our Accessibility Plan can be found on the school website.

### Supporting pupils with medical conditions

In line with the Children and Families Act 2014 and the associated guidance, *Supporting pupils at school with medical conditions* (Dec 2015), West Moors Middle makes suitable arrangements to support all pupils with medical conditions, so that they have full access to the same opportunities as their peers, including school trips and physical education. Our 'Supporting pupils with medical conditions' policy can be found on the school website.

### SEN Information Report and Local Offer

This policy, along with our annual SEN Information Report (a summary of how this policy has been implemented over the previous year), forms our 'local offer' of support for pupils with SEN and disabilities at West Moors Middle School. You can find all this information on our school website.

Information about our school can also be found on our record on the Family Information Directory, part of Dorset County Council's website.

Further information about the support available to all children and young people in Dorset with SEN and disabilities, and their families can be found on Dorset's Local Offer.

## **MONITORING AND EVALUATION**

Our SEN Information Report will provide an annual account of the implementation of this policy, detailing how we have identified and supported pupils with SEN and disabilities.

This policy will therefore be kept under regular review but it will be fully updated every three years.

Pupils with SEN and disabilities and their parents will be involved in this process by:

- Surveys at open evenings
- Regular meetings
- Informal coffee afternoons

Others involved in this process will include:

Local authority advisors as part of the SEND Audit

We will evaluate the success of our policy through:

- our Self Evaluation Form (SEF)
- feedback from our pupils, parents and professionals working with the school
- analysis of lesson planning to take account of differentiation
- progress data, including use the school's tracking system and comparative national data to monitor the level and rate of progress for pupils with SEN and disabilities
- success towards outcomes included on SEN Support and EHC Plans
- external evaluations or inspections.

## **COMPLAINTS**

It is hoped that all situations of concern can be resolved quickly through discussion and early action. If at any point a parent has concerns about how their child's needs are being met, they should contact the SENDCo. However, if a parent feels that their concern or complaint has not been dealt with satisfactorily, an appointment can be made to speak with the Headteacher.

Further details can be found within our Complaints Policy which is available on our website.