

# Roxwell C of E Primary School

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## Inclusion Policy



**Headteacher: Mrs M O'Regan**

### Values Statement

Roxwell C of E Primary is an inclusive school which provides a happy, safe and secure environment underpinned by our Christian ethos and British values; in partnership with parents, the church and the community, enabling children to develop academically, spiritually and socially to their full potential.

Date of policy: July 2018

Review Date: July 2019

We are a rights respecting school: Article 28: (Right to education): All children have the right to a primary education. Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest.

Written: November 2015 to comply with the SEN Code of Practice 2014:

### **Legislative Compliance**

This policy complies with the guidance given in Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 64). It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014

Ofsted Section 5 Inspection Framework September 2015

Ofsted SEN Review 2010 "A Statement is not enough"

Equality Act 2010

Education Bill 2011

Children and Families Act 2014

### **Inclusion Statement**

- We endeavour to achieve maximum inclusion of all children (including vulnerable learners) whilst meeting their individual needs. Specifically, these children may have/are SEN (Special Educational Needs), AMA (Academically More Able), EAL (English as an Additional Language) or LAC (Looked After Children).
- Teachers provide differentiated learning opportunities for all the children within the school and provide materials appropriate to children's interests and abilities. This ensures that all children have full access to the school curriculum.
- Special Educational Needs might be an explanation for delayed or slower progress but is not an excuse, and we make every effort to narrow the gap in attainment between vulnerable groups of learners and others.
- We focus on individual progress as the main indicator of success.
- We strive to make a clear distinction between "underachievement" – often caused by a poor early experience of learning - and special educational needs.
- Some pupils in our school may be underachieving but will not necessarily have a special educational need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put in place to help these pupils catch up.
- Other pupils will genuinely have special educational needs and this may lead to lower-attainment (though not necessarily to under-achievement). It is our responsibility to ensure that pupils with special educational needs have the maximum opportunity to attain and achieve in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulty, are essential ingredients of success for these pupils. These will be provided, initially, through additional support funded from the devolved schools budget.
- English as an Additional Language (EAL) is not considered a Special Education Need. Differentiated work and individual learning opportunities are provided for children who are learning EAL as part of our provision for vulnerable learners.

## **Aims and Objectives of this Policy**

The aims of our Inclusion Policy and practice in this school are:

- To provide curriculum access for all
- To secure high levels of achievement for all
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To carefully map provision for all vulnerable learners to ensure that staffing deployment, resource allocation and choice of intervention is leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.
- To promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society and prepares pupils at the school for the opportunities, responsibilities and experiences of later life. (National Curriculum 2014)

## **CHILDREN WITH SEND**

**This section considers:-**

1. Information about the school's policies for the identification, assessment and provision for pupils with special educational needs, whether or not pupils have Education Health Care Plans (EHCP), including how the school evaluates the effectiveness of its provision for such pupils and
2. The school's arrangements for assessing the progress of pupils with special educational needs.

In agreeing these staged arrangements, the school has taken into account the following statements and definitions:

“Defining achievement in terms of the number of targets on an individual education plan achieved across a given time rarely ensured rigorous evaluation of provision or pupils’ progress. What made the difference to higher outcomes was effective target-setting within the curriculum or personalised programme as part of a whole-school policy on assessment.”

(‘Inclusion: does it matter where pupils are taught?’ Ofsted, 2006a)

“Special educational provision is educational or training provision that is additional to or different from” that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching”

(SEN Code of Practice 2014)

This is not necessarily “more literacy” or “more maths” but would be interventions which address the underlying learning needs of the pupil in order to improve his or her access to the curriculum.”

(“Achievement for All” National Strategies: 2009)

Across all the education providers visited, the keys to good outcomes were good teaching and learning, close tracking, rigorous monitoring of progress with intervention quickly put in place, and a thorough evaluation of the impact of additional provision. (Ofsted SEN Review 2010)

“Ensuring that schools are clear about their provision that is normally available for all children, including targeted help routinely provided for those falling behind and the additional provision they make for those with SEN, should simplify the process of planning the right help at school level” (p68)

(SEN Code of Practice 2014)

## **Identifying Children with SEND**

### **STAGE 1:**

Well-differentiated, quality first teaching, including, where appropriate, the use of Wave 2 Interventions.

- All learners will have access to quality first teaching.
- Some vulnerable learners will have access to Wave 2 interventions. These will probably be pupils who are underachieving and have been identified by the school as needing to make accelerated progress but will not necessarily be pupils with special educational needs. This is considered to be a differentiation of the usual school curriculum – not a special intervention for pupils with SEN.

All vulnerable learners will be included on a detailed whole-school provision map which outlines and monitors all additional intervention across the school. The whole school provision map enables the school to:

- Plan strategically to meet pupils’ identified needs and track their provision.
- Audit how well provision matches need
- Recognise gaps in provision
- Highlight repetitive or ineffective use of resources Cost provision effectively
- Demonstrate accountability for financial efficiency Demonstrate to all staff how support is deployed
- Inform parents, LEA, external agencies and Ofsted about resource deployment
- Focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation.

### **Identification and Assessment at Stage 1**

Children’s needs should be identified and met as early as possible through:

- the analysis of data including entry profiles, Foundation Stage Profile scores, other whole-school pupil progress data, ‘soft’ data classroom-based assessment and monitoring arrangements. (Cycle of ‘Assess, Plan, Do Review’)
- following up parental concerns
- tracking individual children’s progress over time,
- liaison with feeder nurseries on transfer
- information from previous schools
- information from other services
- maintaining a provision map for all vulnerable learners but which clearly identifies pupils receiving additional SEN Support from the school’s devolved budget or in receipt of High Needs funding. This provision map is updated termly through meetings between the teachers and Headteacher who is also the SENCO and is corroborated with the views of the SLT.
- Undertaking, when necessary, a more in depth individual assessment - this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a pupil’s needs. It may include a bilingual assessment where English is not the first language.
- Involving an external agency where it is suspected that a special educational need is significant.

## Curriculum Access and Provision for vulnerable learners

Where children are underachieving and/or identified as having special educational needs, the school provides for these additional needs in a variety of ways and might use a combination of these approaches to address targets identified for individual pupils.

- teachers differentiate work as part of quality first teaching
- Wave 2 or 3 interventions
- other small group withdrawal
- individual class support / individual withdrawal
- bilingual support/access to materials in translation
- further differentiation of resources,

## Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- classroom observation by the Headteacher and middle leaders
- ongoing assessment of progress made by intervention groups
- work sampling on a termly basis
- scrutiny of planning
- teacher interviews with the Headteacher (Pupil Progress Meetings)
- informal feedback from all staff
- pupil interviews when setting One Plans and reviewing One Page Profiles and existing outcomes/strategies
- pupil progress tracking using assessment data (whole-school processes)
- monitoring and evaluating the impact of One Plans and One Page Profiles on pupils' progress
- attendance records and liaison with EWO
- head teacher's report to parents and governors

## STAGE 2:

### Additional SEN Support

- Under-achieving pupils and pupils with EAL who do not have SEN will **not** be placed on the register of pupils being offered additional '**SEN Support**' (but will be on the school's provision map).
- In keeping with all vulnerable learners, intervention for pupils on the SEN register will be identified and tracked using the whole-school provision map.
- It may be decided that a very small number but not all of the pupils on the SEN register will require additional High Needs funding, for which an application needs to be made to the Local Authority, to ensure their underlying special educational need is being addressed. This may particularly be the case where outside agencies have been involved in assessing the pupil or contributing to their provision. Where the school can evidence that more than **£6,000 (subject to change)** above the Average Weighted Pupil Unit has, or will need to be, spent on a pupil within any one financial year, in order to meet his or her special educational needs, an application will be made to the Local Authority, with particular regard to the success criteria and SEN Descriptors published as part of the local offer.
- On very rare occasions, where a pupil has a significant, severe and sustained need, it may be necessary to enter a multi-disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan.

## **One Planning and the Essex Provision Guidance Toolkit.**

Pupils will be offered additional '**SEN Support**' when it is clear that their needs require intervention which is "additional to" or "different from" the well-differentiated curriculum offer for all pupils in the school i.e. they have a special educational need as defined by the SEN Code of Practice 2014.

At Roxwell a child that fits this criteria child will undergo the 'One Planning' Process which is a means of identifying the barriers to learning and how to address these.

One Planning meetings involve all who are relevant to the child including any family member and other agencies that may be invited or who are already involved.

One Planning meetings initially involve a meeting where all parties, including the child, if able, discuss the 'whole child' i.e. their strengths and weaknesses, what works or doesn't work for them, past history and suggestions and strategies to address these.

Once the initial meeting is held, the Class Teachers, with support from the Headteacher, draw up a One Page Profile which details the findings from the One Planning meeting. This does not have to set specific targets but must indicate the desired outcomes as agreed by all people present at the meeting. This supports the Ofsted Report '*Inclusion: does it matter where pupils are taught?*' 2006 that states '*specific targets rarely ensured rigorous evaluation of provision or progress*' as quoted at the beginning of this policy.

Review of the One Plans are held termly with an emphasis on whether strategies/support outlined at the initial meeting are working or not and if not, identify the next steps. The focus is on an "Assess, Plan, Do, Review" cycle. This is further supported by the use of the **Essex Provision Guidance Toolkit** (or **Early Years Provision Guidance** for Reception and younger children) which has been designed by specialist teachers and educational psychologists. It is broadly separated into three areas which outline teaching approaches progressively in order of severity of need and these are:

- **High Quality Teaching (HQT)** – This is the foundation of all teaching, assessment and intervention for **all pupils**.
- **Additional School Intervention and Support (AIS)** - Building on quality first teaching where a pupil may need more input and advice may be sought from professionals to support individual assessment interventions.
- **High Needs (HN)** – for pupils with more complex or enduring needs, whose effective access to the curriculum and learning require coordinated and highly personalised advice and support.

It also uses the above phases to address a range of needs including:

- Learning difficulties and disabilities
- Social, emotional and health difficulties
- Autism and social communication difficulties
- Speech, language and communication difficulties
- Physical and neurological impairments
- Sensory: Hearing, visual and multi-sensory impairments.

A child who is presenting with complex difficulties could have provision strategies drawn from each relevant section.

Therefore, when a child is still failing to make expected progress it is at this point that the decision to place the child on the SEND register is made and that provision strategies will be taken from the "Additional School Intervention and Support" section of the toolkit and the corresponding category of

need.

### **STAGE 3:**

#### **Education Health Care Plans (EHCP)**

Continued lack of progress would lead onto implementing strategies from the High Needs section and it is at this point that consideration for statutory assessment may be required to secure an Education, Health Care Plan (EHCP)

Roxwell will comply with all local arrangements and procedures when applying for:-

- High Needs Block Funding
- An EHCP and will ensure that all pre-requisites for application have been met through ambitious and pro-active additional SEN Support using the school's devolved budget at an earlier stage.
- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with local NCC policy and guidance - particularly with regard to the timescales set out within the process.

It is imperative that the use of the Provision Guidance Toolkit is implemented, for if a child in the future is going to need an EHCP, failure to use and reference this will likely mean rejection of an application. Correspondingly, careful recording, implementation and monitoring of the strategies provided is necessary in order to provide a clear history of support.

#### **Inclusion of Pupils with English as an Additional Language**

##### **Definition**

A pupil who has English as an Additional Language is a pupil whose first language is not English and who uses that language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need but are seen to benefit from the ability to live and learn in more than one language.

##### **Ethos**

We strive to recognise, welcome and celebrate linguistic and cultural diversity and have a high expectation of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

##### **Admissions**

No pupil will be refused admission on the basis of ethnicity or EAL. Pupils who have EAL will be admitted under the same criteria as any other pupil applying for a school place. Where parents do not speak English, we endeavour to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school. On admission, the pupil will have access to a welcome and induction programme which recognises their linguistic needs and provides a safe and secure start to their learning.

##### **Provision**

Pupils with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve acquisition of English: this will be provided through Wave 1 and, where appropriate, Wave 2 teaching.

The following provision can be expected:

- Initial assessment of EAL using QCA 'A Language in Common' to record stage of language acquisition where it is below the current English NC Level 2
- A further mother tongue assessment may be applicable where SEN is known or where further information needs to be gathered in the pupil's first language
- Pupils will be placed in flexible groups which match their academic ability.
- Work in class will be differentiated for the pupils to lessen linguistic difficulties without significantly reducing academic challenge. Differentiated homework will be provided to enable the pupil to improve their knowledge and use of English and to participate in homework activities on an equal basis with their peers.
- Additional support for pupils may be given through: first language resources & translation facilities; teaching support on a 1:1 or small group basis, peer group support; pre-teaching of key concepts and vocabulary.
- Where necessary, catch-up work will be provided for pupils arriving from overseas who have experienced a different curriculum or who may have gaps in their schooling. Where pupils are ahead of their peer group in terms of learning, differentiation will be made in order to access learning at an appropriate level.
- Progress of EAL pupils will be monitored against both 'A Language in Common' and against National Curriculum indicators. Where accelerated progress in English is needed for reasons of EAL, targets will be set and provision made on agreement between the class teacher and the Headteacher.
- Provision will be recorded and monitored for effectiveness using the school's provision map, in line with standard practice for all vulnerable learners in the school. The pupil will not be placed on the SEN register for reasons of EAL.

### **Parental support**

We recognise that some parents who are learning English may find it difficult to approach and communicate with the school regarding any concerns they may have on their child's progress. We endeavour to fully include EAL parents in the life of the school and where required will access available translation resources and personnel to aid communication.

The routine and prolonged withdrawal from mainstream of children with EAL is not recognised as good practice and does not promote rapid language acquisition. Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.

### **Inclusion of Pupils who are Looked After in Local Authority Care (LAC)**

Our school recognises that:

Children who are looked after in local authority care have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.

There are commonly understood reasons (Social Exclusion Unit Report: 2003] why children who are looked after in local authority care often fail to make expected progress at school :

- Placement instability
- Unsatisfactory educational experiences of many carers
- Too much time out of school
- Insufficient help if they fall behind
- Unmet needs - emotional, mental, physical

There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children.

The responsibilities of the designated teacher include:

- monitoring the progress of children who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school
- ensuring that children who are 'looked after' have access to the appropriate network of support
- checking that the statutory Personal Education Plan (PEP) has been arranged and that it is regularly reviewed, at least every six months
- ensuring that information concerning the education of children who are 'looked after' is transferred between agencies and individuals
- preparing a report on the child's educational progress to contribute towards the statutory review. (These are usually held at six monthly intervals or more frequently if there is a concern)
- discussing feedback from the statutory review (chaired by the Independent Reviewing Officer) with social workers and, where necessary, the carers and a member of the Virtual School team.
- liaising with the child's social worker to ensure that there is effective communication at all times
- celebrating the child's successes and acknowledge the progress they are making.

Our school will work closely with The Virtual School (VS) for Children which promotes the educational needs of Looked After Children and monitors admissions, PEP completion, attendance & exclusions.

### **Inclusion of Pupils who are Academically More Able (AMA) and/or Talented**

In this section the term 'Academically More Able' refers to pupils who have a broad range of achievement at a very high level. Those children who are AMA have very well-developed learning skills across the curriculum. The term 'talented' refers to pupils who excel in one or more specific fields, such as sport or music, but who may or may not perform at a high level across all areas of learning e.g.:-

- Physical talents sports, games, skilled, dexterity
- Visual/performing abilities dance, movement, drama
- Mechanical ingenuity construction, object assembly and/or disassembly, systematic, working solutions
- Outstanding leadership organiser, outstanding team leader, sound judgements
- Social awareness sensitivity – empathy
- Creativity - artistic, musical, linguistic

We respect the right of all children in our school, irrespective of differences in ability, to access a number of areas of learning, and to develop the knowledge, skills, understanding and attitudes that are necessary for their self-fulfilment and eventual development into active and responsible adults.

The aims of our school make specific reference to teaching and learning that takes into account the needs of all children. They also identify the commitment to giving all our children every opportunity to achieve the highest of standards.

### **Identification**

Before identifying any child as AMA in a particular area, we aim to ensure that all children have had the opportunity to learn and succeed in this area. This makes the identification process fair. Identification of pupils

as AMA and/or 'talented' is a judgement which applies to the current class/school context and refers to the current level of performance only. This means that 'at this time this child is showing ability in a particular area'. Identification at our school does not necessarily mean that in another school or context the child would be identified.

A very able or talented pupil should be identified using a variety of methods. The specific procedure will vary according to subject area but will include elements of the following:

- teacher nomination
- assessment results
- specialist teacher identification
- parental nomination
- peer nomination
- self-nomination

Each year the school will draw up a register of AMA and/or talented children and will be kept under review. Provision for AMA and/or talented children will be tracked on the school's provision map.

### **Provision**

Teachers must have high expectations and plan carefully to meet the learning needs of all our children. We give all children the opportunity to show what they know, understand and can do, and we achieve this in a variety of ways when planning for children's learning by providing:

- a common activity that allows the children to respond at their own level
- an enrichment activity that broadens a child's learning in a particular skill or knowledge area
- an individual activity within a common theme that reflects a greater depth of understanding and higher level of attainment
- the opportunity for children to progress through their work at their own rate of learning.

Children meet a variety of organisational strategies as they move through the school. Each strategy supports all children in their learning, but gives due regard to the AMA learner.

From Year 1 to Year 6 we set targets for English and Mathematics at the appropriate level. We teach the children in our classes with appropriate differentiation and challenge.

Where appropriate and with the agreement of a child's parents/carers, a child who is extremely advanced with their academic abilities may access English and/or Mathematics lessons in a class above that which is normally age led.

We offer a range of extra-curricular activities for our children. These activities offer AMA and/or talented children the opportunity to further extend their learning in a range of activities. School based provision includes opportunities for performance, specialist teaching and partnership with primary and secondary schools.

### **Management of Inclusion within our School**

The Governing Body have delegated the responsibility for the ongoing implementation of this SEN & Inclusion Policy to the Headteacher who is also responsible for inclusion and consequently has additional strategic responsibility for the inclusion of children who are classified as EAL or AMA. The Headteacher is

also the Designated Teacher for Looked After Children and has strategic responsibility for the inclusion of children who are adopted or in local authority care.

All staff in school have a responsibility for maximising achievement and opportunity of vulnerable learners – specifically, all teachers are teachers of pupils with special educational needs, EAL and AMA. Staff are aware of their responsibilities towards all vulnerable learners and a positive and sensitive attitude is shown towards all pupils at all times.

### **Headteacher**

- the Headteacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn
- the head teacher will be informed of the progress of all vulnerable learners and any issues with regard to the school's provision in this regard through:
  - analysis of the whole-school pupil progress tracking system
  - analysis of a whole-school provision map for vulnerable learners
  - pupil progress meetings with individual teachers
  - regular meetings with the Headteacher
  - discussions with pupils and parents

### **Special Educational Needs Coordinator**

In line with the recommendations in the SEN Code of Practice 2014, the Headteacher as SENCo will oversee the day- to-day operation of this policy in the following ways:

#### For Children with SEN

- maintenance and analysis of whole-school provision map for vulnerable learners
- identifying on this provision map a staged list of pupils with special educational needs – those in receipt of additional SEN support from the schools devolved budget, those in receipt of High Needs funding and those with statements of Special Educational Need or Education Health and Care plans
- using whole school formal assessment data as well as 'soft' data to review current progress of children with SEN and to identify children at risk of becoming SEN
- co-ordinating provision for children with special educational needs
- liaising with and advising teachers
- managing other classroom staff involved in supporting vulnerable learners
- overseeing the records on all children with Special Educational Needs
- liaising with parents of children with SEN, in conjunction with class teachers which depending on the level of need includes termly One Planning reviews
- contributing to the in-service training of staff
- implementing a programme of Annual Review for all pupils with an Education and Health Care Plan (EHCP).
- carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from devolved budget), that a pupil may have a special educational need which will require significant support,
- overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils on the vulnerable learners' provision map.

- monitoring the school's system for ensuring that One Plan records, One Page Profiles and Working/Not Working records for those children not under One Planning, have a high profile in the classroom
- evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs).
- meeting at least termly with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map (Headteacher will guarantee planning and preparation time for teachers to ensure that these meetings occur).
- liaising sensitively with parents and families of pupils on the SEN register, keeping them informed of progress and listening to their views of progress e.g. One Planning reviews
- attending area SENCo network meetings and training as appropriate.
- liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs (nationally, locally and within school).
- liaising closely with a range of outside agencies to support vulnerable learners

### For Children with EAL

- maintenance of a list of pupils with ethnic minority heritage and EAL, ensuring they are identified on the school's provision map
- advising on and co-ordinating provision for children with additional needs relating to ethnic or linguistic background
- working collaboratively with teachers to plan for and teach children with EAL as part of mainstream teaching practice
- managing other classroom staff involved in supporting ethnic/linguistic minorities
- overseeing the initial and on-going assessment records on all children with EAL as well as using whole school formal assessment data and 'soft' data to inform learning outcomes and needs.
- liaising with parents of ethnic and linguistic minority children, in conjunction with class teachers, keeping them informed of progress and listening to their views of progress.
- meeting at least termly with each teacher to review the linguistic progress of children learning EAL and establish next steps in learning
- evaluating regularly the impact and effectiveness of all additional interventions for children from cultural and linguistic minority backgrounds.
- overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils with EAL.
- contributing to the in-service training of staff
- advising on and sourcing bilingual and culturally reflective materials to support children's learning across the curriculum
- advising on and sourcing interpreters and materials in translation to ensure that bilingual parents have equality of access to essential information
- liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for ethnic/linguistic minorities.
- liaising closely with a range of outside agencies for ethnic & linguistic minority learners

### For Children who are AMA

- Maintaining a register of all children identified as AMA and that they are registered on the Whole School Provision Map.
- working collaboratively with teachers to plan for and teach AMA children as part of mainstream teaching practice
- managing other classroom staff involved in supporting the AMA

- overseeing the initial and on-going assessment records on all AMA children
- using whole school formal assessment data as well as 'soft' data to review current progress of AMA children
- meeting at least termly with each teacher to review the progress of AMA children and establish next steps in learning
- evaluating regularly the impact and effectiveness of all additional interventions for AMA children
- contributing to the in-service training of staff
- liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for AMA learners
- liaising closely with a range of outside agencies and senior schools to support provision for AMA learners.

## **Class Teacher**

Liaising with the Headteacher as SENCo to agree:

- which pupils in the class are vulnerable learners
- which pupils are underachieving and need to have their additional interventions monitored on the whole school provision map
- which pupils (also on the provision map) require additional support because of a special educational need and need to go on the school's SEN register. Initially as a means of monitoring, some pupils may undergo a plan of provision and associated strategies that are recorded on a Working/Not Working document as a first step to identifying potential additional needs. If through continued monitoring progress is still delayed a pupil will be moved onto One Planning and advice/support will be sought from outside professionals. Working/Not Working and One Planning Records along with One Page Profiles need to be kept and includes pupils who already have an EHCP

Securing good provision and good outcomes for all groups of vulnerable learners by:

- providing differentiated teaching and learning opportunities that maintain appropriate cognitive challenge
- ensuring there is adequate opportunity for pupils with special educational needs to working on agreed outcomes/targets which are genuinely "additional to" or "different from" those normally provided as part of the differentiated curriculum offer and strategies". (SEN Code of Practice 2014)
- ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners.

## Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.

- In accordance with Section 6 of the SEN Code of Practice 2014, if appointed after September 2008, our Special Educational Needs Coordinator is a qualified teacher working at our school and has statutory accreditation. If a new SENCo is appointed, he/she will gain statutory accreditation within three years of appointment.
- The Headteacher as SENCo will regularly attend local network meetings
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of continuous professional development.
- Specialist advice and expertise in relation to assessment and support of individual pupils will be commissioned by the school from the open market. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the headteacher

and senior leaders will be responsible for reporting to governors on the efficacy of these arrangements (including value for money). Our school will, wherever possible, join with other schools in joint commissioning and quality assurance arrangements.

- Information about how equipment and facilities to support children and young people with special educational needs will be secured.
- When specialist equipment or a high level of staffing support is required to support a pupil with special educational needs, our school will fund this as additional SEN support up to **£6,000** per annum for each individual pupil (subject to change). Thereafter, if the cost is higher and the provision of these facilities is likely to be prolonged, the school will apply to the Local Authority for High Needs Funding via the application for an EHCP.
- Specialist equipment and expertise in relation to its use will be purchased/hired/commissioned by the school from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our school will, wherever possible, join with other schools in joint purchasing/hire of equipment.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

### **Partnership with Parents/Carers**

The school aims to work in partnership with parents and carers. We do so by:

- working effectively with all other agencies supporting children and their parents
- giving parents and carers opportunities to play an active and valued role in their child's education
- making parents and carers feel welcome
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of additional need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- agreeing outcomes/targets for all pupils, in particular, those not making expected progress and, for some pupils identified as having special educational needs, involving parents in the drawing-up and monitoring progress against these
- keeping parents and carers informed and giving support during assessment and any related decision-making process
- making parents and carers aware of the Local Offer and associated School's Offer via the school's website
- providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language.

### **Involvement of Pupils**

We recognise that all pupils have the right to be involved in making decisions and exercising choice. In most lessons, all pupils are involved in monitoring and reviewing their progress through a range of different approaches. We endeavour to fully involve all pupils by encouraging them to:

- state their views about their education and learning
- identify their own needs and learn about learning

- share in individual target setting across the curriculum so that they know what their targets are and why they have them,
- self-review their progress and with support identify best outcomes and targets.
- (for some pupils with special educational needs) monitor their success at achieving the outcomes on their One Page Profiles.

## Effective Transition

We will ensure early and timely planning for transfer to a pupil's next phase of education and, in the year before the year in which they leave, will offer transition meetings to all pupils in receipt of Additional SEN support. Pupils with Statements/Education Health and Care Plans will have next phase destinations and transition arrangements discussed at review meetings convened by the Headteacher and other external agencies and schools.

- A transition timeline will be produced, with specific responsibilities identified.
- Support for the pupil in coming to terms with moving on will be carefully planned and will include familiarisation visits and counselling. Pupils will be included in all "class transition days" to the next phase but may also be offered additional transition visits
- Pupils and parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- Parents will be given a reliable named contact at the next phase provider with whom the Headteacher will liaise.

## Admission Arrangements

No child will be refused admission to school on the basis of his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision (see Admission policy for the school, as agreed with the Local Authority). ***We aim to accommodate a child within the constraints of the Accessibility and Disability Plan.***

## Complaints

If there are any complaints relating to the provision for children with SEN or EAL these will be dealt with in the first instance by the class teacher and, if unresolved, by the head teacher. The governor with specific responsibility for SEN/inclusion may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the general Governors complaints procedure (see separate Complaints Policy)

## Support Services

Links with other services are detailed in the School's Offer which has been drawn up in line with the Essex Local Offer which can be found on the following website:- <http://www.essexlocaloffer.org.uk/>

This website details services and support for special educational needs and disability and is referenced in the School's Offer which is published on the school's own website.