



Montpelier Primary School

SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY 2017

REVIEWED BY: Lisa Francis (Inclusion Manager)

QUALIFICATIONS: National Award for Special Educational Needs Co-ordinator accreditation and member of Montpelier Primary School's Senior Leadership Team

REVIEW DATE: Annually

RATIONALE

This policy is a statement of the arrangements to ensure the inclusion of pupils with Special Educational Needs at Montpelier Primary School. It has been written with reference to the Special Educational Needs and Disability Code of Practice: 0-25 (2014), Supporting Pupils at School with Medical Conditions (2014) and the school's SEN Information Report (2016).

This policy should be read in conjunction with the school's following policies:

- Anti-Bullying
- Inclusion
- Diversity and Equal Opportunities
- Disability Equality Scheme
- Accessibility Plan
- Safeguarding

AIMS AND OBJECTIVES

We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We believe that many pupils at some time in their school career may experience difficulties which affect their learning and we recognise that these may be long or short term. In implementing this policy, we believe pupils will be helped to overcome their difficulties.

Our aims are to:

- Provide curriculum access for pupils who have SEN
- Secure high levels of achievement for pupils who have SEN
- Meet individual needs through a wide range of provision
- Attain high levels of involvement and satisfaction from pupils, parent and carers
- Carefully map provision for pupils who have SEN to ensure that staffing deployment and choice of intervention leads to progress
- Ensure a high level of staff expertise to meet pupils needs
- Work cooperatively with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of pupils who have SEN
- Ensure that there is a shared responsibility for the provision of support for pupils who have SEN.



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IDENTIFYING SPECIAL EDUCATIONAL NEEDS

A pupil has special educational needs if he or she has significantly greater difficulty in accessing the curriculum, which would call for a provision to be made. Pupils who may have SEN are identified using the criteria set out in the Code of Practice (2014):

- Communication and Interaction; including speech and language needs and social and interaction difficulties
- Cognition and Learning; difficulties with accessing the curriculum, particularly in the core subjects (maths, science and English)
- Social, Emotion and Mental Health; including Attention Deficit and Hyperactivity Disorder (ADHD), Eating Disorder, anxiety and depression
- Sensory and / or Physical; difficulties with mobility, sight and hearing.

The four areas give an overview of the needs that should be planned for, and to determine what action should be used to support pupils. Other factors that may impact on progress and attainment but are not SEND are:

- Attendance and punctuality
- Health and welfare
- English as an Additional Language
- Being in receipt of a Pupil Premium grant
- Being a Looked After Child
- Being a child of a Serviceman/woman.

Identification and Management of Pupils who have SEN

Class Teachers are responsible and accountable for the progress of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. Teachers should set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment. All teachers are responsible for identifying pupils who have SEN and, in collaboration with the Inclusion Manager, will ensure that those pupils requiring 'different to' or 'additional from' support are identified at an early stage.

Early Identification

We ensure that we identify pupils who may have SEN as early as possible. 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. Pupils' needs should be identified and met as early as possible through:

- Classroom-based assessment and monitoring arrangements
- Following up parental concerns
- Liaison with feeder nurseries
- Information from other external services and agencies
- Undertaking a more in depth individual assessment
- Records from previous schools.

Where teachers decide that a pupil is not making sufficient progress, the IM is consulted. If required, further understanding and knowledge of strategies to identify and support pupils is provided by the IM for teachers. If the child is not making the required progress over a specific amount of time, a decision to place the child on the SEN register at SEN Support is made. Placement of a pupil on the SEN register is made by the IM after full consultation with parents,



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supplemented by evidence that, despite receiving high quality teaching, pupils continually demonstrate difficulty in one or more of the four areas of SEN needs and is making little or no progress over a specific period of time. The procedure for placing children on the SEN register follows the 'Assess – Plan – Do - Review' cycle.

Assess

Assessment is the process by which pupils who have SEN can be identified. This involves clearly analysing the pupil's needs using teacher assessment and data in line with National Curriculum expectations. More detailed assessments may be administered by the IM and advice from external support services may be sought to help clearly identify barriers to learning.

Plan

Planning will involve consultation between the teacher, IM, parents and where appropriate, the pupil. Outside agencies can also be consulted to help plan interventions and to offer strategies and support to overcome barriers to learning. Targets and strategies will be recorded on an individual provision map for all pupils on the SEN register. All those working with the pupil, including support staff, will be informed of the pupil's individual needs and the support provided.

Do

Where pupils are underachieving and/or identified as having SEN, the school provides additional support in a variety of ways. Specific strategies and additional resources will be provided to support their learning. In collaboration with the teacher, the IM may organise a targeted intervention which may be taught by a teacher or TA, which can include:

- Small group work targeting phonics and reading comprehension
- One to one learning support
- One to one pastoral support
- Social skills group support
- Emotional Literacy groups – Play and Learning to Socialise (PaLs)
- One to one or small group Speech and Language support
- One to one or small group Occupational Therapy support
- Booster writing and maths groups.

The IM, teacher will work closely with TAs to plan and assess the impact of the support and interventions.

If a pupil who has SEN has a more complex need, the IM may discuss with their parent about making a referral to an external support service. External support services make an important contribution in assisting to identify, assess, and provide for pupils who have SEN. The service will require access to pupils' records in order to understand the strategies employed to date and the targets set and achieved. The specialist may be asked to provide further assessments and advice, and possibly work directly with the pupil. The school works closely with the following agencies:

- ASD Outreach Team (AoT)
- Child and Adolescent Mental Health Service (CAMHS)
- Education Psychology Service (EPS)
- Hearing Impairment (HI) Service
- Occupational Therapy (OT)
- Primary Behaviour Service (PBS) Team
- Speech and Language Therapy (SaLT) Service



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- Medical Officers.

Occasionally, a pupil may require an Early Help Assessment and Plan (EHAP) where the needs of a child or young person are assessed and objectives and strategies are agreed with parents to meet those needs. The process aims to ensure that targeted support for the pupil from different agencies occur as early as possible. If a service can address the needs of the child successfully then an EHAP is not required.

Review

Pupils on the SEN register will have a individual provision map that includes targets and strategies specific to their needs and records only what is 'different from' or 'additional to' the standard curriculum. The provision map:

- Will be a planning, teaching and reviewing tool which focuses on particular areas of development for pupils who have SEN
- Will be accessible to all those involved in its implementation
- Monitor how well provision matches need
- Highlight repetitive or ineffective use of resources
- Will cost provision
- Will identify pupils receiving additional SEN Support from the school's delegated budget or in receipt of 'top up' funding
- Informs and demonstrates how support is deployed
- Will provide short-term SMART (Specific Measureable Attainable Relevant and Timebound) targets.

At least twice a year, the school will hold review meetings for pupils who have SEN. At this time, the parents' views of their child's progress will actively be sought. Where possible, the school will involve pupils in this process. Once targets and strategies have been agreed, a copy of the provision map is given to the parent. The map may also be reviewed, coinciding with Parents' Consultation meetings. Teachers can use the provision map to inform pupil progress meetings where data is scrutinised and strategies are reviewed to determine next steps for underachieving pupils.

Request for Statutory Assessment

Where concerns remain and a pupil at SEN Support has a significant and sustained need, the school and/or parent can consider requesting a statutory assessment for an Education, Health and Care Plan. This may particularly be the case where outside agencies have been involved in assessing the pupil or contributing to their provision. The school will provide the Local Authority with evidence of the action taken as part of SEN support.

An Education, Health and Care Plan (EHCP) will normally be provided where the LA considers that the pupil requires provision beyond what the school can offer and will document any additional support the pupil should receive.

The school should have the following information available:

- The actions and strategies implemented at SEN support
- The pupil's most recent individual provision map with projected support cost
- Records and outcomes of regular reviews undertaken
- Information on the pupil's health and relevant medical history



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- Reading, writing and maths attainment and progress levels
- Other relevant assessments from professionals such as support teachers and educational psychologists
- The views of the parent(s) and pupils
- Any other involvement and reports by professionals.

However, the school recognises that a request for a Statutory Assessment does not inevitably lead to a pupil receiving an EHCP.

The Code of Practice (2014) places a strong emphasis on involving pupils and parents in the decision making process, therefore, the EHCP will include targets for the pupil achieved through the views of the pupil and parent.

The LA's plan for converting Statement of SENs of SEN, and Learning Difficulties Assessments, to EHCPs is called a Transfer Review Process. In accordance with the Department for Education transitional arrangements guidelines, all Statements of SEN, if still required, must be converted by 1st April 2018 to an EHCP.

Reviewing a Statement of Special Educational Needs or Education Health and Care Plan

Pupils with a Statement of SEN or an EHCP will have an annual review meeting where the pupil will present their views about their learning and any additional support received. The IM will organise these reviews and invite:

- The child's parent
- The child
- The relevant teacher
- The IM
- Any other person the LA considers appropriate
- Any other person the Head Teacher considers appropriate
- Professionals and specialists who have assessed the pupil.

The aim of the review will be to:

- Assess the pupil's progress in relation to the targets set at the last annual review
- Review the provision made for the pupil in the context of NC levels of attainment in core subjects and the four areas of need
- Consider the appropriateness of the existing Statement of SEN or EHCP in relation to the pupil's performance during the year, and whether to cease, continue, or amend it
- Set new targets for the coming year.

Year 5 annual reviews are usually held in the spring term and they will indicate the provision required in secondary schools. Year 6 transition annual reviews are usually held at the start of the summer term. The Special Educational Needs Coordinator of the high school will be invited to the year 6 annual review, which enables the receiving school to plan appropriately for the pupil in the new school year. The IM will write a report of the annual review meeting and send it, with any supporting documentation, to the LA.

Exiting the Special Education Needs Register

Where specific planned provision has been successful and significant progress has been made,



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pupil will be removed from the SEN register in agreement with parents. In a few cases, where pupils make accelerated progress, pupils, may be placed on the school's SEN register for only a short period of time. Pupils who come off the SEN register have their progress monitored by their class teacher in accordance with the usual school procedures.

MONITORING AND EVALUATION

It is necessary to monitor and evaluate the quality of SEN provision and the impact it has on pupils who have SEN. The monitoring and evaluation of the effectiveness of our provision for pupils is carried out in the following ways:

- Classroom observation by the IM and senior leaders
- Work sampling on a termly basis
- Scrutiny of planning and books
- Informal feedback from all staff
- Review meetings including parent, pupil, teacher and IM when planning and setting new targets or reviewing existing targets
- Monitoring individuals' provision maps and targets by evaluating the impact of them
- Pupil Progress Meetings
- Discussion with parents and pupils about their views
- Lesson observations
- Termly evaluation of the effectiveness of interventions
- At least termly evaluation of whether pupils in receipt of 'top up' funding and/or with EHCPs are meeting their individual targets.

TRAINING AND RESOURCES

Appropriate training for staff is essential to ensure that there is progression for pupils who have SEN. Part of the IM's role is to develop awareness of resources and teaching strategies for use with pupils. All staff are encouraged to attend courses that help them to acquire the skills needed to work with pupils who have SEN. Newly qualified teachers are offered support and in school training by the IM. As a routine part of staff development, INSET is planned to address gaps in SEN knowledge and practice. Once identified and, where appropriate, outside agencies may be used to deliver the training. For pupils with a Statement of SEN or EHCP, the school receives a 'top up' of money from the LA to provide extra support. This 'top up' is in addition to the delegated funds that the school provides. Pupils with a Statement of SEN or EHCP who are in receipt of delegated funding only will not receive 'top funding' from the LA. This funding and the school's SEN budget may be used to provide specialist training and professional development for staff.

Safeguarding

The school recognises that pupils who have SEND can face additional safeguarding challenges. The safeguarding leads will consult with the SENDCO if a concern has been raised to plan the best course of action. Staff should be aware of any additional barriers when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs



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- Communication barriers and difficulties in overcoming these barriers.

ROLES AND RESPONSIBILITIES

The Role of the Governing Body

The Governing Body's responsibilities to pupils who have SEN include:

- Ensuring that provision for pupils who have SEN is of a high standard
- Ensuring that resources are allocated to support appropriate provision for all pupils requiring it
- Ensuring that a qualified teacher is designated as SENCO
- Being fully involved in developing and subsequently reviewing SEND policy
- Reviewing progress made and the effectiveness of the policy on an annual basis via the school governor for Inclusion
- Following the Code of Practice (2014) when carrying out these responsibilities.

The Role of the Head Teacher

The Head Teacher's responsibilities include:

- The day-to-day management of all aspects of the school including the SEND provision
- Keeping the Governing Body well informed of inclusion practices and outcomes in the school
- Informing parents that SEND provision has been made for their child
- Ensuring that the school has clear and flexible strategies for working with parents, and that these strategies encourage involvement in their child's education
- Monitoring and evaluating the progress of all pupils and making strategic decisions which will maximise their opportunity to learn.

The Role of the Inclusion Manager

The IM plays a crucial role in the school's SEND provision. This involves working with the Head teacher and Governing Body to determine the strategic development of the policy. Other responsibilities include:

- Managing the short and long term operation of the policy
- Co-ordinating the provision for pupils who have SEN
- Evaluating regularly the impact and effectiveness of all additional interventions for pupils who have SEN
- Managing support staff involved in supporting pupils who have SEN
- Ensuring that provision maps for pupils who have SEN, have a high profile in the classroom
- Liaising with and giving relevant advice to all members of staff
- Carrying out referral procedures to the LA to request funding for an EHCP when strong evidence suggests that a pupil who may have a SEN which will require significant support
- Implementing a programme of annual review for all pupils with a Statement of SEN
- Complying with recommendations from an EHCP
- Making a contribution to INSET and organizing continuing professional development for staff
- Attending area SENCO network meetings and training as appropriate
- Meeting **at least** twice a year with class teachers to review and revise targets for pupils who have SEN



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- Maintaining and analysing year group and phase provision maps for pupils who have SEN
- Liaising and consulting sensitively with parents and families of pupils on the SEN register in collaboration with teaching staff
- Liaising with external agencies, LA support services, Health and Social Services, and voluntary bodies that support pupils who have SEN
- Overseeing the smooth running of transition arrangements and transfer of information for pupils who have SEN
- Making regular visits to classrooms to monitor progress of pupils who have SEN.

The Role of the Class Teacher

The Code of Practice clearly acknowledges the importance allocated to the teacher, whose responsibilities include liaising with the IM to agree which pupils are underachieving and how to facilitate progress.

The teacher's role includes securing good provision and outcomes by:

- Providing differentiated teaching and learning opportunities whilst maintaining cognitive challenge
- Ensuring there is adequate opportunity to work on agreed SMART targets which are genuinely 'additional to' or 'different from' those provided as part of the differentiated curriculum
- Ensuring effective use of resources, including TA support, to maximise outcomes for pupils
- Being aware of the school's procedures for the identification, assessment and provision of pupils who have SEN
- Collaborating with the IM to decide the action required to assist pupils to progress
- Working with the IM to collect all available information for pupils who have SEN
- Collaborating with the IM to develop plans for pupils who have SEN
- Working with pupils who have SEN on a daily basis to deliver the strategies set out in their provision map
- Developing constructive relationships with parents.

The Role of Support Staff

The contribution that support staff make in implementing the SEND policy is essential in ensuring that school is successful in supporting pupils who have SEN. They are expected to:

- Deliver quality provision under the guidance of the class teacher
- Discuss issues relating to SEND with the IM
- Work closely with the teacher and IM to ensure successful outcomes for pupils who have SEN
- Attend and participate in relevant training.

SUPPORTING PUPILS AND FAMILIES

Montpelier school firmly believes in developing a strong partnership with parents as this will enable pupils who have SEN to achieve their full potential. Parents are encouraged to contribute additional information and guidance to support their child at school. They will always be consulted about additional support and future provision. Parents may be invited to attend review meetings with professionals and external services to discuss next steps for their child.



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The school will make available to all parents details of parent partnership services in the LA. Our school's SEN Information Report also provides further information about support for pupils who have SEN and is written in support of the Ealing Local Offer which informs parents of the services they can access from a range of local agencies. More information about the Local Offer can be found at: http://www.ealing.gov.uk/info/200994/special_educational_needs_and_disability.

ECIRS (Ealing Children's Integrated Response Service) offers one point of entry for all referrals and requests for help, advice and information to parents. Contact details are: 020 8825 8000 and Perceval House, 2nd Floor Blue Area, 14-16 Uxbridge Road, Ealing, W5 2HL.

The Ealing ISAID service (Information and Support on Disability and Special Educational Needs) provides free and confidential advice to support parents of children and young people aged up to 25. Contact details are: 020 8280 2251 and isaidealing@family-action.org.uk.

Ealing's Contact a Family offer information and support to parents and carers of disabled children, regardless of their need. Further information can be found at: <http://www.cafamily.org.uk/advice-and-support/in-your-area/offices/ealing-and-southall/>.

Ealing Grid for London (<https://www.egfl.org.uk/>) also provides support for parents who have queries regarding children who have SEN.

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

The school understands that pupils with medical conditions should be adequately supported so that they have access to all areas of the curriculum, including school trips and physical education. The school recognises these pupils may have their needs documented by health and social care professionals in a Statement of SEN or an EHCP, and this information should be referred to. In some instances, pupils may require a medical care plan, which is written with parents and documents the need and outlines the procedures that should be followed in the event of the pupil requiring medical assistance.

ADMISSION ARRANGEMENTS

The admission arrangements for pupils who have SEN is the same as for other pupils. The class teacher will usually meet with parents within two weeks to discuss how we can support vulnerable learners. This is a good opportunity to share strategies about what works well and, after seeking parental permission, relevant information gathered may be shared with the IM. If the child has a Statement of SEN or EHCP, we will carefully decide whether we can meet the needs of the child in our setting. On entry to the school, the pupil's records will be requested from the previous school.

TRANSITION

At Montpelier Primary School, we ensure that transition for all pupils is a seamless process. Pupils who are at SEN Support are provided with strategies to facilitate transition between phases of education, key stages and year groups. If a new pupil coming to our school has SEN, we will contact the SENCO of their previous school to gain further information.

When the pupil moves to a new school, all records about them are forwarded to the school as soon as they are requested. We may contact their new SENCO to inform them of targets and strategies we have found successful to support their learning. In some cases, a high school



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transition meeting is arranged early in the summer term for pupils in year 6.

ACCESSIBILITY

Accessibility considers how the school alleviates barriers to learning and sets out the ways the school will increase opportunities for disabled pupils to participate fully in the school curriculum. The school provides resources to support learning, such as writing slopes and move-n-sit cushions. We recognise that a small number of pupils may need additional arrangements to access the key stage 2 tests, which are based on normal classroom practice for children with particular needs. Ramps are situated at the main entrance of the school and a lift is situated in the Early Year's playground for easier access to the second floor of the school. The IM will endeavour to arrange SEN review meetings with parents at times that are convenient for both parties. (See the school's Accessibility Plan for further information.)

STORING AND MANAGING INFORMATION

Information collected about a pupil who have SEN is confidential and may be shared with school staff and professionals with the consent of the pupil's parents, Head Teacher or IM. The IM files a hard copy of pupil's provision and information from professionals. Most of this information can be accessed electronically from the school's network. Teachers are provided with copies of plans, reports and assessments and should ensure that this information is carefully filed away for their personal reference.

COMPLAINTS PROCEDURE

The school's complaints procedure is available on request. The SEN Code of Practice outlines additional measures the LA must set up for preventing and resolving disagreements. These will be explained to parents if required. If parents have concerns, these can be raised with school staff below, who can be contacted in this order:

1. The Class Teacher
2. Inclusion Manager - Ms L Francis
3. Head of School - Ms E Glanz
4. Head Teacher – Mr A Rai
5. Chair of Governors – Mrs G Shawley

They can be contacted on 020 8997 5855 or admin@montpelier.ealing.sch.uk.

SEN POLICY REVIEW

The school considers the SEN Policy document to be important and, in conjunction with the Governing Body, undertakes a review of both policy and practice each year.

APPENDIX 1

Special Educational Needs Glossary of Acronyms and Abbreviations

ADD Attention Deficient Disorder

ADHD Attention Deficit Hyperactivity Disorder

AoT Autistic Spectrum Disorder Outreach Team

CAMHS Child and Adolescent mental Health Service



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CI Communication and Interaction

CaL Cognition and Learning

Complex Needs More than one significant problem

CP Child Protection

CSS Children's Social Services

DLA Disability Living Allowance

EHAP Early Help Assessment and Plan

EHCP Education Health and Care Plan

EPS Educational Psychologist Services

EYFS Early Years Foundation Stage

HI Hearing Impairment

HV Health Visitor

LA Local Authority

LAC Looked After Child

LSA Learning Support Assistant

MLD Moderate Learning Difficulties

MSI Multi-sensory Impairment

OT Occupational Therapist

PBS Primary Behaviour Service Team

PD Physical Disability

PMLD Profound and Multiple Learning Difficulty

SAFE Supportive Action for Families in Ealing

SALT Speech and Language Therapist

SENAS Special Educational Needs Assessment Service

SEND Special Educational Needs and Disability

SENCO Special Educational Needs Co-ordinator

SLCN Speech, Language and Communication Needs

SLD Severe Learning Difficulty

SpLD Specific Learning Difficulty

TA Teaching Assistant

TAC Team around the Child

TAF Team around the Family

VI Visual impairment