



Millbrook School Special Educational Needs and Disabilities Policy

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Introduction

This policy was arrived at through discussion with teaching and support staff, governors and the wider school community as well as taking into account current legislation, local and national guidance. In forming the policy, we have intended to give guidance to staff and parents about the importance of early identification and monitoring of children with Special Educational Needs and Disabilities in our school. This policy should be read in conjunction with the policies on teaching and learning, the school curriculum, equality, and assessment, recording and reporting.

Millbrook School is committed to ensuring that all the pupils learn and develop through a range of enjoyable and irresistible experiences that enrich them spiritually, morally, socially and culturally. It is hoped that all our children become confident, motivated pupils who hold high expectations and that we all celebrate, value and accept our differences within our community where there is equal opportunity for all.

We believe that all children, including those identified as having ‘special educational needs’, ‘disabilities’ or are defined as ‘vulnerable pupils’ have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

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 become vulnerable and experience difficulties which affect their learning, and we recognise that these may be long or short term.

At Millbrook School we aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential. Millbrook School sees the inclusion of children identified as having special educational needs as an equal opportunities issue, and we will also aim to model inclusion in our staffing policies, relationships with parents/carers and the community.

This policy takes into account the rights and duties of current SEND legislation and its emphasis is on raising the achievement of all pupils and about the early identification and monitoring of children in our school who need help and support over and above that given to the children in his/her class.

Inclusion for All

Inclusion is an on-going process that celebrates diversity and involves early identification and minimising of barriers to learning and participation that may be experienced by anyone. We believe that all children should be equally valued in school. We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background.

We pay particular attention to the provision for and the achievement of different groups of learners:

- girls and boys, men and women*
- minority ethnic and faith groups, travellers, asylum seekers and refugees*
- learners who need support to learn English as an additional language (EAL)*
- learners with special educational needs*
- those who require social and emotional support*
- learners who are disabled*
- those who are gifted and talented*
- those who are looked after by the local authority*
- those from varied social and economic backgrounds*
- others such as those who are sick; those who are young carers; those who are in families under stress*
- any learners who are at risk of disaffection and exclusion*

Values and Aims

Millbrook School believes that every child has individual and unique needs and that they are entitled to equality of opportunity and access to a broad, balanced, relevant and differentiated curriculum.

Provision for children with special educational needs is a matter for the school as a whole. It is the teacher's responsibility to provide for pupils in their class and to be aware that these needs may be present in different learning situations. A Special Educational Need (SEN) or Disability refers to that small number of children who are experiencing a difficulty for whatever reason and calls for special educational provision to be made for them. This may be throughout their school career or for a short period of time. Please note: Medical Conditions are not included as a specific area of need as they do not necessarily imply a special educational need.

At Millbrook, we aim to:

- Ensure maximum access to the curriculum for all pupils, recognising the variety of social backgrounds from which the children come, ensuring pupils achieve success by removing barriers to learning.
- Provide an inclusive education, whereby all pupils' needs are identified and assessed as early as possible through assessment procedures as well as discussion with colleagues and the Special Educational Needs Co-ordinator (SENCO).
- Encourage all staff to have responsibility for meeting the learning needs of all pupils in their care through the range of activities they provide, their own teaching styles, individual targets for the children and the resources available in school.
- Work in partnership with parents and pupils, keeping parents fully involved and informed of progress.
- Discuss with pupils, and agree with them, targets for their learning.
- Develop the skills of staff in SEND issues and initiatives.

- Enable children to move on from us well equipped in the basic skills of literacy, numeracy and social independence.
- Recognise, value and celebrate achievements, however small.

Transfer arrangements and Links with other schools

There is close liaison with the local Nursery and Secondary Schools where children on the SEN register are discussed at length prior to transfer. A representative, normally the SENCo, may attend review meetings, TA visits are organised in order to spend quality time with the pupils they will be working with to ensure a smooth transfer

Class teachers of children joining from other schools will receive information from the previous school; if there is an SEND issue the SENCO may telephone to further discuss the child's needs. Pupils' files with details of support given will be sent to schools receiving children from Millbrook as soon as possible to inform the new school. The SENCO will discuss these children with other schools on request.

In addition to the links we have with the above settings, the SENCO has opportunities to meet with the SENCOs of other schools at SENCO support and cluster groups each term.

Procedures for Identification, assessment and provision

As an Inclusive school we aim to include all pupils in all areas of learning by considering their preferred learning styles through a broad and balanced curriculum. We have created a provision map to show learning opportunities and interventions through high quality whole class and group teaching.

Provision for children with SEND follows a **GRADUATED RESPONSE** to carefully monitor children through all subjects of the national curriculum. Please refer to the Hertfordshire Local Offer, the School's Offer (see website) and the School's SEND Information report (see website) for up to date information on available provision.

Monitoring stage

Many pupils experience difficulties in learning that are met through specified differentiation that is not different and additional to normal practice. These pupils do not need individual plans and may not be identified on the SEND register. However, some of these pupils may need careful monitoring to ensure that progress is taking place, so class teachers should identify these pupils and place them on the Provision Map. If progress is too slow then the pupil should be transferred onto SEND Support.

Triggers indicating the need for intervention

The child who, despite receiving differentiated learning opportunities:

- Makes little or no progress even when teaching approaches are targeted particularly in a pupil's identified area of weakness
- Shows signs of difficulty in developing literacy or mathematical skills that result in poor attainment in some curriculum areas
- Presents persistent emotional and/or behavioural difficulties which are not modified by the behaviour management techniques usually employed in the school
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment
- Has communication and/or interaction difficulties and continues to make little or no progress despite the provision of a differentiated curriculum

SEND Support

SEND Support is where a class teacher/SENCO identifies a child with special needs additional strategies are employed which are above and beyond the normal differentiated curriculum. Some children on SEND

Support may need additional support from outside agencies through the service request form or an e-CAF (Common Assessment Framework). Any support offered by the school or requested from outside agencies will be through discussion with parents. Some children may have a Passport to Learning which will evidence advice received, targets to be addressed and show how we are implementing advice. These targets will be reviewed with children, parents and the class teacher.

Triggers indicating the need for outside agency advice

Despite having had an individualised programme and/or concentrated support, the pupil:

- Continues to make little or no progress in specific areas over a long period of time
- Continues working below age related expectations
- Continues to have difficulty in developing literacy and mathematics skills
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management programme
- Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service
- Has on-going communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning

School Request for Statutory Assessment.

If SEND Support has not enabled adequate progress or there is significant cause for concern a request for statutory assessment will be made by the school or parents to the County. An Education Health and Care plan may then be awarded to a pupil, the SENCo will support throughout this process. There will be an Annual Review, chaired by the SENCO, to review the appropriateness of the provision and to recommend to the County whether any changes need to be made.

If the child needs a high level of support the school may decide to deploy an adult to this role which is normally covered by the predictable funding budget. If it is deemed necessary for more than 15 hours of support to be offered then an application for 'Exceptional Needs' will need to be made to the school's local cluster group. The cluster group will then decide whether or not the application goes forward to a district panel for consideration.

Roles and Responsibilities

Governors

A school governor has designated responsibility for SEND provision and will liaise with the SENCO and will report to the Governors and to parents. The governing body will ensure integral part of the school improvement plan and they set up appropriate staffing and funding arrangements.

Head teacher

The head teacher is responsible for children with SEND, keeping the governing body fully informed and working closely with the SENCO to coordinate provision. The head teacher also deals with Child Protection matters and liaises with social services and other appropriate agencies.

Co-Ordination:

The Special Needs Co-ordinator (SENCO) is Janne Louw. She has the responsibility to:

- To assist class teachers with the early identification, assessment and monitoring of children with Special Educational Needs.

- Liaise with class teachers to support provision for children on the gifted and talented and Special Educational Needs register
- Research resources suitable for these pupils, and generally support staff in providing for these pupils
- Develop a resource base as funds allow
- To co-ordinate and review the effectiveness of SEND Support and EHCP.
- To maintain effective contact with all relevant external agencies, considering best ways of working in partnership and ensuring that any external advice guides interventions.
- To consult with the Educational Psychologist
- To make a referral to the EP or relevant agencies when a formal assessment of a child is deemed necessary.
- To ensure that parents/carers are advised and informed about any actions needing to be taken to support their child's progress, including any assessments that take place, informing them of any meetings that they should attend. To encourage a spirit of partnership in plans and actions undertaken.
- To ensure that a pupil is enabled and encouraged to participate at a level appropriate to their understanding and maturity in decision-making processes affecting them, especially in setting and reviewing achievable targets.
- To arrange the Annual Review of a child who has an Education Health and Care Plan, inviting parents, child, where appropriate, and involved agencies to attend.
- To provide a report annually to inform Governors regarding SEND provision and allocation during the previous year in preparation for the Annual Report to Parents.
- To advise Governors of their statutory duty to report annually to parents on provision made in school to meet pupils SEN.
- To ensure that all relevant reports and information regarding a child with SEN are transferred to the new school if the child moves.
- To maintain a record of Special Educational Need, in the form of a Special Educational Needs register to enable accurate and effective monitoring and tracking of needs.
- To keep abreast of local and national initiatives promoting best practice and to use them to assist in informing professional development of SEN throughout the School.

Arrangements for coordinating SEN provision

- The SENCO will organise the class paper work at the beginning of the year and meet with the class teacher to discuss additional needs, concerns and to review the Passport to Learning where necessary. A provision map, giving class information, will be written and updated throughout the year and passed on to the new teacher in July.
- The SENCO will be alerted to newly arising concerns through discussions with the classteacher
- The SENCO monitors the quality and effectiveness of provision for pupils with SEN through normal practices such as classroom observation.
- SEND support is primarily delivered by class teachers through differentiated teaching methods. Additional support is provided by the SENCO and by TAs throughout the school.
- Support staff, class teachers, SENCO and outside agencies liaise and share developments in order to inform reviews and forward planning. Where appropriate a e-CAF (Common Assessment Framework) is used for this.

Teachers

Their responsibilities include:

- To keep effective records of pupil progress.
- To inform parents and/or SENCo of any areas of concern that has been identified.
- To attend relevant training to extend areas of expertise.
- Promote a culture in which children believe they can succeed and aspire to further and higher education
- Ensure that the teaching and learning needs of the child are reflected in his or her Passport to Learning,
- Where appropriate and have lead responsibility for its implementation
- To support the SENCo in the development of the Provision Mapping process – including submitting the SEND support timetable.
- Ensure that the views of children are taken seriously and inform decisions about teaching and learning strategies and their personal targets
- Promote good home-school-agency links
- Include pupils with SEND in the classroom, and for providing an appropriately differentiated curriculum
- Ensuring that they access all available information and support to enable them to make appropriate educational provision for looked after children and children with SEND
- Working closely with parents, carers and specialist agencies to ensure a coherent approach to the education of children and children with SEND.
- Be fully aware of this policy and the procedures for identifying, assessing and making provision for pupils with SEND
- Use the school's procedures for giving feedback to teachers about pupils' responses to tasks and strategies.

Other Staff – LSAs, TAs, voluntary staff

Their responsibilities include:

- Liaise effectively with school staff and read Passport to Learning to become familiar with the needs of the pupils they are supporting.
- To aid in review process of the Passport to learning and help class teacher/SENCo set new targets.
- To work in co-operation with and under the direction of the Class Teacher.
- Use the school's procedures for giving feedback to teachers about pupils' responses to tasks and strategies.
- Promote good home-school-agency links
- Include pupils with SEND in the classroom, and for providing an appropriately differentiated curriculum
- Ensuring that they access all available information and support to enable them to make appropriate educational provision for looked after children and children with SEND
- Working closely with parents, carers and specialist agencies to ensure a coherent approach to the education of looked after children and children with SEND.
- Be fully aware of this policy and the procedures for identifying, assessing and making provision for pupils with SEND

Pupil Involvement

We recognise the importance of all pupils being involved in their learning. Pupils with Special Educational Needs are encouraged to be actively involved, at an appropriate level, in discussion about their Passport to Learning, including target setting and review arrangements and have their views recorded. Pupils will take part in a 'Pupil Voice' discussion to give them the opportunity to share their own likes, dislikes and aims.

Parental Involvement

Millbrook School emphasises the importance of developing a partnership with parents in evaluating the needs of each pupil and it actively encourages parental support and participation. We acknowledge that parents have a right to contribute to the decision making process when determining their child's special educational needs provision. There is an opportunity for parents to discuss and help formulate educational targets when their child's Passport to Learning is reviewed. Parents are welcome to have informal discussions, phone calls or to make an appointment with the Head teacher, SENCO or class teacher, to discuss their child's special needs. At review meetings with parents/carers we try to always make sure that the child's strengths as well as areas for improvement are discussed. Where we make suggestions as to how parents/carers can help at home, these are specific and achievable and that all parents/carers go away from the meeting clear about the action to be taken and the way in which outcomes will be monitored and reviewed.

Monitoring and Evaluation

The school ensures that each child with SEND has a starting point or 'baseline upon entry on which progress can be measured. This makes use of National Data, teacher's assessments as well as specialist testing or assessments. Pupils with SEND have agreed targets to support them in making adequate progress which is tracked and monitored over time. Progress is monitored using:

Teacher assessment	Evaluation and monitoring of plans	Provision Maps	Group targets and Passports to Learning	Views of parents and pupils	IAELD (individual assessment of early learning and development)	HfL Assessment
Reading and spelling assessments	Literacy and numeracy targets	Hertfordshire behaviour questionnaire	P. Scales	Raise on Line Data and Value added data	Ages and Stages	End of Key Stage Results

The SEND provision will be monitored by the class teacher and evaluated by the SENCO and Senior Management.

Staff Development and funding

We aim to provide opportunities for all staff to develop their ability to meet children's individual needs. The financial provision for SEND will be monitored by the Senior Management Team and Governors and will be reviewed in the School Development Plan and the School Annual Budget.

Admissions

Pupils with SEND will be admitted following procedures adopted by Hertfordshire County Council and the school's Admissions Policy. Pupils with a Education Health Care Plan will be admitted where this is in accordance with the parents' preference and where this is compatible with the efficient education of other children.

Complaints Procedure

We aim to prevent formal complaints arising by our policy of parental involvement at all stages of action of special need. Should there be a complaint about the school's SEND provision they are dealt with at three stages:

- Concerns are discussed first with the Head teacher
- Formal complaint is made in writing to the Governing Body of the School
- Formal complaint is made in writing to the Local Education Authority.

SEND Policy – Review

The governing body will regularly review the provision for children with SEN and consider the effectiveness of the work done by the school with regards to Inclusion.

This policy will be reviewed annually.

Common SEND Acronyms	
AAS	Autism Advice Service
ADHD	Attention- deficit hyperactivity disorder
ASD	Autistic Spectrum Disorder
CAF	Common Assessment Framework
CAMHS	Child & Adolescent Mental Health Services
CC	Children Centre's
CDAC	Child Development Autism Check
CDC	Child Development Check
DPR	Delivery Plan & Review Form
EITS	Early Intervention & Targeted Support
EP	Educational Psychologist
ESC	Education Support Centre
EYAG	Early Years Advisory Group
EYFS	Early Years Foundation Stage
HI	Hearing Impairment Team
HV	Health Visitor
PFL	Passport for learning
ISL	Integrated Services for Learning.
LP	Lead Professional
LSA	Learning Support Assistant
OT	Occupational Therapist
PCSO	Police Community Support Officer
SALT	Speech and Language Therapy
SATS	Statutory Assessment Tests
SEN/D	Special Educational needs and Disabilities
SENCo	Special Educational Needs Co-ordinator
TAF	Team Around the Family

TA	Teaching Assistant
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