

**St Kenelm's  
C of E Primary School**



**Special Educational Needs  
and Disability Information  
Policy**

**September 2022**

**Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.**

## Our Vision, Values and Ethos

### Our Vision

# Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

*Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.*

### Our Values

*Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.*

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

### Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

## SPECIAL EDUCATIONAL NEEDS (SEND) POLICY

### Aims of our provision in regards to pupils with special educational needs and/or disability

The aims of our policy and practice in relation to special educational need and disability in this school are:

- To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum, the environment and to printed information for all. To ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND.
- To reduce the barriers to progress by embedding the principles in the National Curriculum Inclusion statement <https://www.gov.uk/government/collections/national-curriculum>
- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is “additional to and different from” that provided within the differentiated curriculum, to better respond to the four broad areas of need:
  1. Communication and interaction
  2. Cognition and learning
  3. Social, mental and emotional health
  4. Sensory/physical
- To request, monitor and respond to parent/carers’ and pupils’ views in order to evidence high levels of confidence and partnership. To ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development.
- To support pupils with medical conditions to achieve full inclusion in all school activities by ensuring consultation with health and social care professionals in order to meet the medical needs of pupils.
- 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.

### What are special educational needs or a disability (SEND)?

At our school we use the definition for SEND and for disability from the SEND Code of Practice (2014).

**Special Educational Needs:** *A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her:*

- A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age.
- Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.
- Disability: Many children and young people who have SEND may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This

definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.

- **The kinds of special educational needs (SEND) for which provision is made at St Kenelm's Primary School:**
- Children with SEND have different needs, but the general presumption is that all children with SEND but without an Education, Health and Care Plan (EHCP) are welcome to apply for a place at our school, in line with the school admissions policy. If a place is available, we will undertake to use our best endeavours, in partnership with parents, to make the provision required to meet the SEND of pupils at this school.
- For children with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school in the EHC plan unless:
  - it would be unsuitable for the age, ability, aptitude or SEND of the child or young person, or
  - the attendance of the child would be incompatible with the efficient education of others, or the efficient use of resources.
- Before making the decision to name our school in a child's EHCP, the local authority will send the governing body a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made. In addition, the local authority must also seek the agreement of the school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through a direct payment (personal budget).
- Parents of a child with an EHCP also have the right to seek a place at a special school if they consider that their child's needs can be better met in specialist provision.

## ROLES AND RESPONSIBILITIES

Provision for pupils with special educational needs is a matter for the school as a whole.

### Governors

The Governors of the school, together with the Headteacher, have a legal responsibility for overseeing all aspects of the school's work, including provision for all children with special educational needs. They should determine the school's general policy and approach to provision for children with special educational needs and establish the appropriate staffing and funding arrangements. An appointed representative from the governing body is actively involved in self-review, with the Headteacher and SENDCo, of the provision for children with special needs and implementation of the policy within the school.

### Governors must also ensure that:

- all staff are aware of the need to identify and provide for pupils with SEND
- pupils with SEND join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- they have regard to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (July 2014)
- parents are notified if the school decides to make SEND provision for their child

- they are fully informed about SEND issues, so that they can play a part in school self-review.

In relation to SEND, members of the governing body will ensure that:

- they are involved in the development and monitoring of the school's SEND policy, and that the school as a whole will also be involved in its development
- SEND provision is an integral part of the School Development Plan
- the quality of SEND provision is regularly monitored

### SENDCo

The Special Educational Needs Coordinator is Rachael Soul. She works closely with all staff, the Headteacher, parents and outside agencies ensuring the best possible provision for children with special educational needs.

The SENDCo is responsible for :

- overseeing the day-to-day operation of the school's SEND policy
- coordinating provision for children with SEND
- liaising with parents and guardians of pupils with SEND, ensuring their involvement as partners from an early stage
- advising on a graduated approach to providing SEND support
- liaising with and advising other members of staff on support strategies, resources and materials, effective use of personnel, drawing up Pupil Profiles and setting appropriate targets
- helping to identify children with special educational needs, assessing, observing and planning for progress
- maintaining the school's special needs register and records
- assist in monitoring and evaluating progression of pupils on the SEND register through school assessment information
- acting as Designated Teacher for looked after pupils with SEND
- advising on resources to meet pupils' needs effectively
- liaising and being a key point of contact with outside agencies including early years providers, local authority, other schools, educational psychologists, health and care professionals, and independent or voluntary bodies
- liaising with potential and next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- regularly liaising with the governors' representative

The SENDCo ensures that the following information is easily accessible to all staff

- The school's SEND policy
- The SEND register
- An overview of SEND provision (provision map)
- Internal arrangements for SEND, including clear roles and responsibilities for all staff
- Individual pupil's SEND files including copies of up to date Pupil Profiles
- Identifying and Supporting Special Educational Needs in Oxfordshire Schools and Settings (Feb 2017) – descriptors and other relevant information

### Headteacher

The Headteacher has overall responsibility for the management of provision for children with special educational needs (including deployment, training and support of personnel within the school) and keeps the governing body fully informed and works closely with the SENDCo. The Headteacher also has responsibility for monitoring and reporting to governors about the implementation of the school's SEND policy and the effects of inclusion policies on the school as a whole.

### Teaching Staff and Teaching Assistants

Class teachers are involved in the development of the school's SEND policy and have responsibility to implement the procedures for identifying, assessing and making provision for pupils with SEND, including planning for differentiation. The identification of SEND is built into the overall approach to monitoring the progress and development of pupils. Class teachers are responsible for teaching all children on a daily basis and providing for pupils on the SEND register within their class, showing awareness of how their needs may be present in different learning situations. They must closely monitor children involved in interventions away from the main class. Teachers work closely with teaching assistants to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

Class teachers are responsible for:

- including pupils with SEND in the classroom, and for providing an appropriately differentiated curriculum. They can draw on the SENDCo for advice on assessment and strategies to support inclusion
- making themselves aware of the school's SEND Policy and procedures for identification, monitoring and supporting pupils with SEND
- giving feedback to parents of pupils with SEND and being the first point of contact for SEND queries.

**Teaching Assistants** work as part of a team with the SENDCo and the teachers, supporting pupils' individual needs, and helping with inclusion of pupils with SEND within the class. They play an important role in implementing Pupil Profiles and monitoring progress. They contribute to review meetings and help pupils with SEND to gain access to a broad and balanced curriculum.

TAs should:

- be fully aware of the school's SEND policy and the procedures for identifying, assessing and making provision for pupils with SEND
- give feedback to teachers about pupils' responses to tasks and strategies.
- implement and deliver interventions to support pupil progress as directed by the class teacher and SENDCo, keep a register of these interventions and record impact and progress to share with appropriate staff.

## How does our school know if children need extra help?

**We know when a pupil needs help if:**

- Concerns are raised by parents/carers, external agencies, teachers, the pupil's previous school or the pupil themselves, regarding concerns relating to inadequate levels of progress or inclusion.
- Screening, such as that completed on entry or as a result of a concern being raised, indicates gaps in knowledge and/or skills.
- Whole school tracking of attainment outcomes indicates lack of expected rate of progress.
- Observation of the pupil indicates that they have additional needs.

## What should a parent do if it thinks their child may have special educational needs?

- If parents have concerns relating to their child's learning or inclusion, then please initially discuss these with your child's teacher. This then may result in a referral to the school SENDCO, Mrs Soul, who can be contacted via: [office.3125@st-kenelms.oxon.sch.uk](mailto:office.3125@st-kenelms.oxon.sch.uk). Parents may also contact the Headteacher directly if they feel this is more appropriate.
- All parents will be listened to. Their views and their aspirations for their child will be central to the assessment and provision that is provided by the school.

## How will the school support a child with SEND?

- All pupils will be provided with high quality teaching that is differentiated to meet the needs of all learners. The quality of classroom teaching provided to pupils with SEND is monitored through a number of processes that include:
  - classroom observation by the senior leadership team, the SENDCO, external verifiers
  - ongoing assessment of progress made by pupils with SEND
  - work sampling and scrutiny of planning to ensure effective matching of work to pupil need
  - teacher meetings with the SENDCO to provide advice and guidance on meeting the needs of pupils with SEND
  - pupil and parent feedback on the quality and effectiveness of the interventions provided
  - attendance and behaviour records

- Pupils with a disability will be provided with reasonable adjustments (such as auxiliary aids and services) to overcome any disadvantage experienced in schools and increase their access to the taught curriculum.
- All pupils have individual national curriculum targets set in line with national outcomes to ensure ambition. Parents are informed of these via the reporting system and also at events such as Parents' Evenings.
- Pupils' attainments are tracked using the whole school tracking system and those failing to make expected levels of progress are identified very quickly. These pupils are then discussed in termly progress meetings that are undertaken between the class teacher and a member of the Senior Leadership team and if appropriate, the pupil themselves.
- Additional action to increase the rate of progress will be then identified and recorded. This will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil.
- Where it is decided during this early discussion that special educational provision is required to support increased rates, parents will be informed that the school considers their child may require SEND support and their partnership sought in order to improve attainments.

**Action relating to SEND support will follow an assess, plan, do and review model:**

1. **Assess:** Data on the pupil held by the school will be collated by the class teacher/SENDCO in order to make an accurate assessment of the pupil's needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.
2. **Plan:** If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class/subject teacher with advice from the SENDCO.
3. **Do:** SEND support will be recorded on a plan that will identify a clear set of expected outcomes, which will include stretching developmental targets that take into account parents' aspirations for their child. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded and a date made for reviewing attainment.
4. **Review:** Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.

If progress rates are judged to be inadequate despite the delivery of high-quality interventions, advice will always be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

1. Local Authority Support Services
2. Specialists in other schools e.g. teaching schools, special schools.
3. Social Services
4. Health partners such as School Nurse and Child & Adolescent Mental Health Service

*N.B. For a very small percentage of pupils, whose needs are significant and complex and the SEND Support required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.*



## How will the curriculum be matched to each child's needs?

- Teachers plan using pupils' achievement levels, differentiating tasks to ensure progress for every pupil in the classroom.
- When a pupil has been identified as having special educational needs, the curriculum and the learning environment will be further adapted by the class teacher to reduce barriers to learning and enable them to access the curriculum more easily.
- These adaptations may include strategies suggested by the Special Educational Needs Coordinator (SENDCo) and/or external specialists.
- In addition, if it is considered appropriate, pupils may be provided with specialised equipment or resources such as ICT and/or additional adult help. All actions taken by the class teacher will be recorded and shared with parents.

## How will parents know how their child is doing?

- Attainments towards the identified outcomes will be shared with parents termly through feedback regarding SEND support reviews but also through the school reporting system and Parents' Evenings.
- Parents may also find the home-school diary a useful tool to communicate with school staff on a more regular basis.
- Parents are encouraged to arrange an appointment to discuss their child's progress with the class teacher, the SENDCO or a member of the senior leadership team at any time when they feel concerned or have information, they feel they would like to share that could impact on their child's success. Please contact the school office who will arrange this appointment for you. The contact number is 01993 775394.

## How will parents be helped to support their child's learning

- The class teacher or SENDCO will suggest additional ways of supporting your child's learning.
- If you have ideas on support that you would like to have access to in order to further support your child's learning, please contact the SENDCO who will locate information and guidance for you in this area.

## The Voice of the Child

All children are encouraged to participate in discussions about their learning and to feel that their views are valued right from the start of their education. At St Kenelm's Primary School we encourage pupils to participate in their learning by being present for at least part of their review meeting, depending on their level of maturity, to share their wishes and feelings with families and staff. This is difficult for some children, so it is important to recognise success and achievements as part of the review process as well as addressing any difficulties. Pupils are encouraged to take part in the reviews and part of the evaluation of their successes and needs.

## How will the school evaluate the effectiveness of the SEND provision made for pupils?

The effectiveness of SEND provision will be measured using both qualitative and quantitative data. Qualitative data will gather the views of parents and pupils on how successful the provision has been in enabling them to attain their outcomes. Quantitative data will examine both progress and attainment levels compared to those achieved nationally for pupils with the same level prior learning level. This data will be shared termly with governors and be judged by external moderators such as Ofsted.

## What support will there be for children's overall well-being?

**The school offers a wide variety of pastoral support for pupils. This includes:**

- An evaluated Personal, Social, Health and Economic (PSHE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Pupils who find outside class times difficult are provided with alternative small group opportunities within the school and action is taken to develop their social interaction skills.

## Pupils with medical needs (Statutory duty under the Children and Families Act) (SE7 5)

- Pupils with medical needs will be provided with a detailed Individual Health and Care Plan, compiled in partnership with the school nurse and parents and if appropriate, the pupil themselves.
- Staff who volunteer to administer and supervise medications, will complete formal training and be verified by the school nurse as being competent.
- All medicine administration procedures adhere to the LA policy and Department of Education (DfE) guidelines included within *Supporting pupils at school with medical conditions* (DfE) 2014 and identified in the School Medicine Administration Policy.

## What specialist services are available at the school? (SE7 Q6)

- The school has access to a range of specialist support that are identified in the above point 'How will the school support a child with SEND.'

## How will my child be included in activities outside the classroom including school trips?

- Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities. The school ensures it has sufficient staff expertise to ensure that no child with SEND is excluded from any school provided activity.

## How accessible is the school environment?

The following adaptations have been made to the school environment:

- A ramp has been provided at the main entrance of the school so the site is accessible to all
- Classroom doors have been widened to make them accessible via wheelchair users
- A disabled adult toilet on the premises
- Adapted disabled infant toilet with lower seat and sink

## How will the school prepare/support my child when joining or transferring to a new school?

A number of strategies are in place to enable effective pupils' transition. These include:

### On entry:

- A planned introduction programme is delivered in the Summer term to support transfer for pupils starting school in September.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENDCO meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If pupils are transferring from another setting, the previous school records will be requested immediately and a meeting set up with parents to identify and reduce any concerns.

### Transition to the next school:

- The transition programme in place for pupils provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEND and identified on the website.
- The annual review in Y5 for pupils with a statement of educational need or an EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENDCOs of both schools will meet to discuss the needs of pupils with SEND in order to ensure a smooth transition.
- The records of pupils who leave the school mid-phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

### The Notional SEND budget:

- This is a fund devolved to schools to support them to meet the needs of pupils with SEND.

**For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEND Funding allocation.**

- This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities through support that might include:
  1. Targeted differentiation to increase access to text (desk copies of information, work buddy, accessible text, IT e.g. read aloud software, different recording strategies, additional time etc.)
  2. In class, adult or peer support aimed at increasing skills in specific area of weakness (learning behaviours, organisation, etc.)
  3. Out of class support (relationship building, social, emotional skill development).
  4. Small group work to enable catch up (targeted at additional need).
  5. Specific support, advice and guidance is provided to parents and families to improve pupil's readiness for learning (relating to pupil's difficulties in attendance, behaviour, physiological and emotional needs etc.)
  6. Provision of specialist resources or equipment (use of ICT, sloping board, electronic versions of text etc.)
  7. Partnership working with other settings.
  8. Access to before/after school clubs (breakfast, clubs targeted at increasing resilience).
  9. Access to the school nurse and wider health professional support (responding to mental and physical health issues, speech, language and communication needs, motor control and mobility needs).
  10. Implementation of strategies from support agencies e.g. Behaviour Support / Educational Welfare Support.

**In addition:**

- The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are in the care of the local authority or whose parents are in the Armed Services. The deployment of this funding is published on the school website.
- If parents wish to discuss the options available for their child, they are welcome to make an appointment to see the class teacher, SENDCO or a member of the Senior Leadership Team.

**How is the decision made about how much support each child will receive?**

- For pupils with SEND but without a statement of educational need/EHCP, the decision regarding the support provided will be taken at joint meetings with the SENDCO, class teacher and parent who will follow guidance provided by the Governing Body regarding SEND Funding deployment.
- For pupils with a statement of educational need/EHCP, this decision will be reached in agreement with parents when the EHCP is being produced or at an annual review.

## How will I be involved in discussions about and planning for my child's education?)

### This will be through:

- discussions with the class teacher, SENDCO or senior leadership team member
- during parents' evenings
- meetings with support and external agencies

## Who can I contact for further information or if I have any concerns?

If you wish to discuss your child's special educational needs or are unhappy about any issues regarding the school's response to meeting these needs, please contact the following:

- Your child's class teacher
- The SENDCO
- The Headteacher
- For complaints, please contact the School Governor with responsibility for SEND, Mrs Kelly Way. They can be contacted via: [office.3125@st-kenelms.oxon.sch.uk](mailto:office.3125@st-kenelms.oxon.sch.uk)

### Support services for parents of pupils with SEND include:

- Information, Advice and Support Agency Network offers independent advice and support to parents and carers of all children and young people with SEND and will direct visitors to their nearest IAS service <http://cyp.iasnetwork.org.uk/>
- For parents who are unhappy with the Local Authority or school responses to their child's SEND, parents may seek mediation from the regional mediation services. Information on this free service is located here <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>
- Parents and carers can also appeal to the Government's SEND tribunal if you disagree with the Local Authorities decisions about your child's special educational needs. You can also appeal to the tribunal if the school or council has discriminated against your disabled child. Information on this process is available here <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

### Information on where the Local Authority's Local Offer can be found:

- This can be found at Oxfordshire.gov.uk website, which contains all the links to the Local Authority Local Offer and also to the information it provides to parents and carers on medication and conflict resolution services.

## References

- Schedule 1 of The Special Educational Needs and Disability Regulations 2014.
- The SEND Code of Practice (January 2015) The Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Supporting pupils at school with medical conditions Sept 2014.
- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- SE7 Local Offer: Framework and Guidance.  
<https://se7pathfinder.files.wordpress.com/2013/12/se7-local-offer-framework-final.pdf>
- Glossary (A glossary of SEND terms is included in the appendices of the SEND Code of Practice <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>)

Signed on behalf of the school:



Signed on behalf of the governors:

**Date:** September 2022

**Date to review:** September 2023