

# St Alban's Catholic Primary School



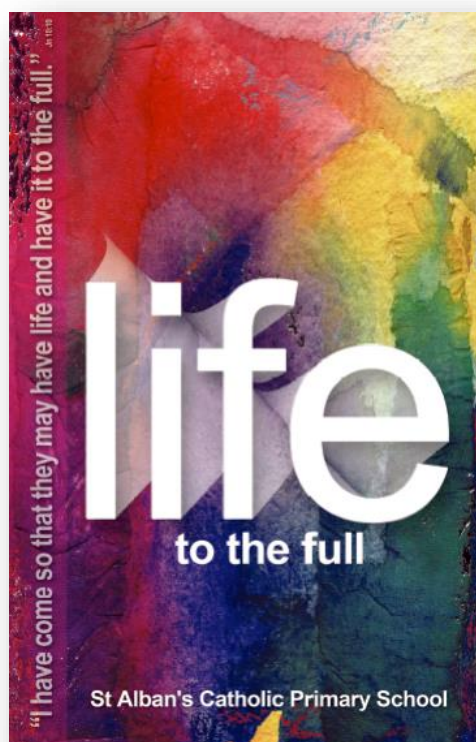
**SEND Policy**  
**2024**

## Mission Statement

Jesus said, 'I have come so that they may have life and have it to the full'. (John 10:10)

We will strive towards this vision by:

- Offering a safe and welcoming environment for all;
- Leading the children to a deeper knowledge and understanding of the Catholic faith and fostering the growth of that faith in every member of the school community;
- Enveloping the school in prayer, making worship and liturgy inspiring and meaningful for all;
- Encouraging parents, with the parish community, to fulfil their responsibilities towards the spiritual development of their children especially in regard to the weekly celebration of Mass;
- Ensuring that all children are provided with a challenging and broad curriculum and are offered a wide variety of experiences;
- Expecting the highest standards of achievement and behaviour from all;
- Working in partnership with families to ensure each child reaches their potential.



**Headteacher: Mrs M Robinson**

**SENDSCO: Mrs L Howe**

# **SEND Policy – St Alban’s Catholic Primary School**

## **Introduction**

### **The School’s Context**

St Alban’s school is a single-form entry primary school serving a catchment area of social and economic disadvantage. The school has a low transient population. Pupils have a broad range of special educational needs.

### **National Context**

The SEN policy is a response to the SEN Code of Practice, 2014, and resulting statutory requirements for schools:

Equality Act Sept 2010

Sections 36 – 50 of the Children and Families Act 2014

Care Act 2014

The Ofsted Evaluation Schedule 2010 expects schools to evaluate their effectiveness in promoting equal opportunity and tackling discrimination. This is a limiting judgement under leadership and management. This judgement is linked to the quality of learning for pupils with special educational needs and/or disabilities and their progress.

### **Equality and Inclusion**

We have a duty under the Equality Act 2010 towards individual disabled children. We will make reasonable adjustments, including the provision of auxiliary aids and services to prevent them being disadvantaged. We have a duty to prevent discrimination and we promote equality of opportunity and foster good relationships.

### **Medical conditions**

We will make arrangements to support pupils with medical conditions. We will ensure that an Individual Health Care plan is in place and deliver co-ordinated provision for those pupils.

### **Policy Statement**

All pupils are entitled to a broad, balanced, relevant and differentiated curriculum. The school will effect such entitlement by enabling appropriate access to the whole curriculum for all pupils.

Pupils identified as having special educational needs will be supported at school level or through an Education, Health and Care needs plan (EHCP) in line with the Special Educational Needs Code of Practice guidance 2014. All pupils identified as having special educational needs will, at appropriate intervals, and with due regard to the Code of Practice, be reviewed and re-assessed.

Teachers and the senior leadership team should seek to identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child’s previous rate of progress

- fails to close the gap between the child and their peers
- widens the gap

Provision for pupils with special educational needs will be met within the mainstream curriculum. As and where necessary, such provision will be supplemented by additional learning support and intervention paying attention to the pupils' individual needs and barriers to learning. It is expected that all pupils will have equal access to the Curriculum. All teachers will be made aware of, and be responsible for, pupils with special educational needs.

The school will ensure the provision of appropriate time, resources and in -service training to enable teachers to deal effectively with pupils with special educational needs.

The school recognises the necessity to work in partnership with parents and will ensure that parents receive information on the statutory procedures and the outcomes for their children.

### **Principles and Objectives**

We have a responsibility to encourage excellent SEN practice throughout St Alban's School, for the benefit of all pupils. To encourage excellent practice we are committed to the following principles:-

- To ensure that all pupils' needs are identified, assessed and met;
- To ensure all staff are aware of disability equality and support positive outcomes for pupils;
- To provide flexible and sensitive support for pupil learning and cater for pupils' short and long term needs;
- To ensure that teaching staff are aware of pupil's need and to provide relevant information to inform their planning of classroom experiences;
- To give guidance on appropriate resources to meet the needs of the school and individual pupils;
- To enlist the support of qualified others who will help the school to ensure a high quality team approach to meeting pupil need;
- To establish a working partnership with parents to support pupil learning and development;
- To provide a framework for the monitoring, and evaluation of policy, practice and provision;
- To support appropriate in-service training for all staff;
- To keep the governing body informed of all aspects of learning support in school.

## **Roles and responsibilities**

### **The Governing Body**

The Governing Body, in consultation with the Head Teacher, determines the school's general policy and approach to provision for pupils with SEN, establishes appropriate staffing and funding arrangements and maintains a general overview of the school's work.

The Governing Body, having regard to the Code of Practice:

- Ensures appropriate provision is made for any pupil with SEN;
- Reports annually to parents on the school's policy for pupils with SEN;
- Ensures that all pupils, including those with SEN have access to a broad and balanced curriculum;
- Appoints a SENDCo to oversee SEN and have regard to the Equality Act 2010;
- Ensures discussions with parents regarding SEN matters at relevant meetings.

### **The Head Teacher**

The Head Teacher is responsible for the day-to-day management of all aspects of the school's work, including SEN. As part of the Leadership Team, the SENDCo takes on designated responsibilities and keeps the Governing Body informed of all developments with regard to SEN.

## **SENDCo**

### **Role**

The main role of the SENDCo is to co-ordinate special needs provision throughout the school. As the term 'special needs' can be defined in a variety of meaningful statements and because there is no real consensus as to what constitutes good special needs provision, it is imperative that the SENDCo has a clear vision of what special needs and special needs provision mean to the staff, parents and pupils of St Alban's School and thus co-ordinate provision to ensure meaningful learning experiences.

See Appendix A for Role of SENDCo –  
Implementing the SEN Policy across the school

The school accepts its duty to its pupils and acknowledges that many pupils may at some time, experience difficulty with their learning. All teachers are teachers of SEN and will be responsible for pupils who are experiencing difficulties. As a supportive, caring staff we will ensure that such difficulties are identified as quickly, positively and effectively as possible.

The school's SENDCo is Mrs L Howe.

The Head Teacher and Deputy Head have the responsibility of monitoring pupil behaviour.

Class Teachers are also responsible for the development and implementation of Individual Support Plans (in consultation outside agencies, staff and parents.)

The school's designated governor for SEN is Mrs A Conroy.

## Admissions

### Priority in admission

The school's admission policy reflects LA guidelines on the admission of the pupils with special educational needs. This policy is reviewed as and when required. The SENDCo attempts to meet with parents of pupils with special educational needs at the earliest possible opportunity.

### SEN Provision

High quality teaching, differentiated for individual pupils is provided for all pupils who have or may have SEN. The quality of teaching is reviewed regularly for all pupils including those at risk of underachievement.

### Identification procedures

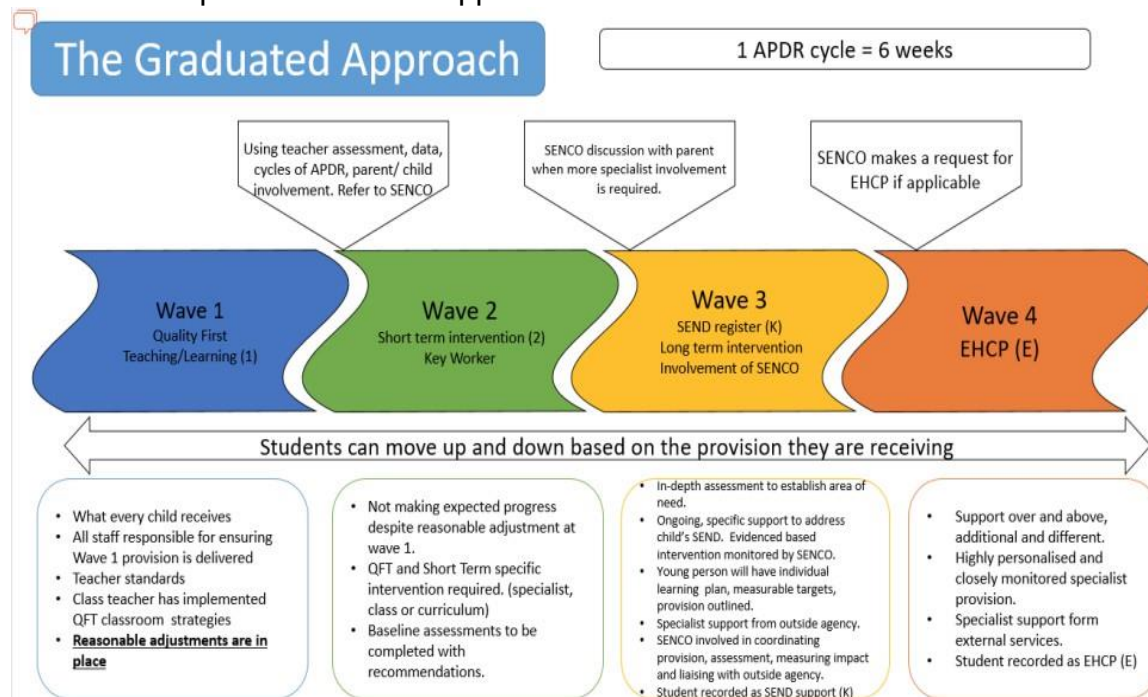
To assist with the early identification of pupils with special educational needs, the teacher and SENDCo will consider all of the information gathered from within the school and will include early discussions with the pupil and their parents. High quality and accurate assessments will be carried out using effective tools and early assessment materials.

If SEN provision be required, it will be based on the desired outcomes along with the expected progress and attainment. The views of the pupil and their parents will be included.

### Support in School

When a pupil is identified as needing SEN support, we will take action to successfully identify and remove barriers to learning and put effective SEN provision in place.

We have adopted the 4 Wave approach:



## **Assessment**

The class teacher and SENDCo will carry out a clear analysis of the pupil's needs. This will be based on a range of information and assessments that are relevant so that the intervention can be accurately matched to need so that barriers to learning are overcome.

## **Planning**

The class teacher and SENDCo will agree in consultation with parents and the pupil, any adjustments, support and intervention to be put in place.

All teachers and support staff who work with the pupil will be aware of the pupil's needs, the desired outcomes for the pupil, the support provided and any teaching strategies or approaches that are required. This will be recorded on the school's information system.

## **Intervention**

Any support and intervention provided will be selected to meet the outcomes identified for the pupil. The class teacher will be responsible for working with the child on a daily basis and where interventions involve group, or one to one teaching away from the main class, they will also remain responsible for the pupil.

They will work closely with teaching assistants or specialist staff to plan, monitor and assess the impact of the support or intervention.

## **Individual Learning Plans**

Although there is no requirement for pupils with SEN to have an Individual Support Plan (ISP). We will provide a plan of support if some intervention is required. This plan will outline the strategies and interventions needed to remove barriers to learning.

Pupils at Wave 1 and 2 on the SEN register will have a One Page Profile. Wave 3 pupils will have an Individual Support Plan. Wave 4 pupils have EHCP targets.

## **Reviewing**

The impact and effectiveness of the support will be reviewed in line with an agreed date. We use a graduated approach of Assess, Plan, Do, Review.

### **Requesting an Education, Health and Care needs assessment**

The effectiveness of SEN Support will be monitored and reviewed in terms of its success in achieving the agreed outcomes. Despite having taken relevant and purposeful action to identify, assess and meet the SEN of a pupil and expected progress has not been made, the school and parents may consider requesting an Education, Health and Care needs plan (EHC)

Following a request for an Education, Health and Care needs plan, the Local Authority will consider whether an EHC needs assessment is necessary. To inform their decision the LA will need to take into account a wide range of evidence and will pay particular evidence to:

- The pupil's academic attainment
- Information about the nature of the pupil's SEN
- Evidence of the action already being taken
- Evidence that where progress has been made it has only been due to additional support and intervention
- Relevant evidence from other educational professionals, health professionals or clinician
- The LA will notify the parents of their decision within a maximum of six weeks and will be responsible for ensuring there is effective co-ordination of all assessments and planning.

### **EAL Pupils**

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. However, some pupils may have SEN and will be supported appropriately.

Links to ensure the correct support will be made by liaising with the EMTAS Service in addition to the other services provided within SENIT.



## **Monitoring and Assessment Procedures**

Throughout a pupil's time at school, teaching staff use a number of strategies to monitor and assess pupil progress. They include:-

- Teacher assessment
- Target setting and pupil tracking.

Class Teachers in conjunction with the SENDCo provide continuous monitoring and assessment of pupils identified as having special educational needs by:-

- Diagnostic and standardised tests to inform teacher planning and teaching;
- Recording of progress achieved through individual SEN programmes;
- Pupil Tracking carried out each Half Term;
- Progress reports/records from support staff working with the pupil;
- Reviews;
- Reports and assessments from external agencies e.g. Educational Psychologist.

Where emotional or behavioural difficulties are evident, class teachers refer the pupil to the SENDCo who discusses the issues relating to the pupil with the Head Teacher.

## **Parents**

Parents will be made fully aware of, and consulted on any planned support and interventions. Where appropriate, parental involvement will be sought to reinforce or contribute to progress at home.

## **Supporting pupils**

Attention to pupil needs and progress is central to the caring ethos of the school. Monitoring and evaluation is an ongoing process. The monitoring of the SEN policy depends on close consultation between the SENDCo and Head Teacher.

## **Review Procedures**

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

The quality of the support and intervention will be evaluated, along with the views of the pupil and parents and any changes will be made in full consultation with the pupil and parents.

A pupil with an EHC will have their plan reviewed every twelve months and the LA will require the school to convene and hold an annual review meeting where all relevant professionals and parents will meet together.

## **Curriculum and Provision**

The SENDCo and leadership Team fully supports the view that all pupils should, where possible, have full access to an appropriate curriculum suitable for their stage of developmental learning.

## **Curriculum Development and provision for SEN**

The SENDCO will:-

- Participate in working groups, where appropriate, relating to development of the curriculum;
- Advise the SEN Management Group/Inclusion Team re curriculum development;
- Direct in-class support;
- Discuss curriculum issues relating to SEN with Senior Management;
- Undertake INSET re curriculum development and SEN eg Read Write Inc, One-to-one phonics;
- Ensure all matters relating to SEN have a high profile across the school;

### **Assessing Pupil Progress (GAP)**

Class Teachers are using assessments which should maximise pupil performance and potential. Specific strategies should be noted in progress reports relating to tracking and Individual Support Plans.

### **Supporting the Curriculum**

Pupils with special educational needs are supported across the curriculum in one or more of the following ways depending on need:-

- In class support, differentiation and access to stage approach learning.
- Targeted support, focusing on the barrier to learning
- Small group teaching, where appropriate
- Individual support sessions.

### **Integration:**

#### **Social**

Pupils are integrated fully into the life of the school. Mixed ability activities operate in all classes and all pupils participate in Key Stage activities.

#### **Physical**

Pupils are integrated fully into the life of the school following guidelines from the Equality Act 2010

### **INSET/Staff Development**

#### **Plans**

- Whole school INSET on SEN matters will be delivered as and when the need arises;
- All staff will be made aware of INSET on offer and apply, as individuals, to the

Staff Development Officer for relevant courses;

- The SENDCo and Management Group Team will be a forum to discuss SEN matters and recommend whole school inset as and when the need arises;
- The Head Teacher can recommend INSET deemed necessary at any given time;

### **LA/National updates**

Gateshead Primary SENDCo And BWCET cluster meetings take place each term. Updates are provided and SENDCOs can arrange to share resources and ideas.

### **External Support**

#### **Gateshead Council Local Offer for pupil with SEN**

Gateshead Council has developed a Local Offer which provides information about education, health and social care support for children and young people with SEND in Gateshead. The Local Offer can be found at [www.gateshead.gov.uk/localoffer](http://www.gateshead.gov.uk/localoffer).

Provision for pupils with special educational needs will be supported by Officers from the LA and other services, namely:-

- Primary School Colleagues;
- Early years Area SENDCos
- SEN School Improvement Team
- Psychological Service;
- Education Welfare Service;
- SENIT (Special Education Needs Improvement Team)
- HINT and LINT
- BSS (Behavioural Support Service);
- Queen Elizabeth Hospital Child and Family Unit;
- School Medical Officer;
- Community Based Services;
- LA 'EMTAS' Liaison Service;
- Physiotherapy Service.

### **LA Agreement**

#### **Accessing Specialist Support**

The school has developed and maintained strong links with specialists from the following areas:-

- Primary School Colleagues
- Psychological Service
- SEN School Improvement Team
- SENIT (Special Educational Needs Improvement Team)) HINT, LINT
- PBSS ( Primary Behavioural Support Service)
- School Nurse
- EMTAS
- Physiotherapy

### **Recording Concerns**

Parents are encouraged to contact the SENDCo or class teacher with any concerns regarding SEN issues. All contacts are noted and responded to. Parental view forms are distributed prior to review meetings.

### **Comments included**

Parental views are included in the review documentation.

### **Parental Contact**

- Parents are kept informed of SEN issues by:-
- Attendance at reviews;
- Attendance at Parent Evenings & Celebration Weeks;
- Personal invitations to meet with the SENDCo, Learning Support teaching assistants and/or the Educational Psychologist;
- Telephone contact;

The SENDCo, Learning Support and class teachers offer a friendly and supportive environment to parents at all times.

### **Pupil Involvement**

Children with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like to help them make the most of their education. They will be encouraged to participate in all the decision-making processes and contribute to the assessment of their needs, the review and transition processes where appropriate.

### **Complaints procedure**

Parents can contact school by telephone, letter or in person by an appointment. Concerns about provision for pupils with special educational needs should be referred to the SENDCo and for learning and behavioural difficulties.

The concern will be dealt with either through a letter, a phone conversation or an appointment arranged in school to discuss the matter. The SENDCo may need to involve other personnel e.g. the Educational Psychologist at some stage.

The Code of Practice 2014 sets out procedure for complaints about provision. Parents are informed of their rights in the documentation from the LEA. The school will advise parents on provision outlined in the statement if this is requested. Parents have the opportunity through response to the school report system and review meetings to alert the school to concerns or issues. If a parent continues to be dissatisfied, then the issue should be referred to the Head Teacher and or the LEA.

### **Transition**

#### **Between Schools:**

Before transition to Secondary Schools in September, relevant SEN information is transferred during the Summer Term of Y6. Some pupils receive additional transition support where necessary and more frequent visits may take place depending on individual needs.

#### **Reporting to Governors**

An annual report to governors will provide information on pupil outcomes and current SEN provision.

## **Appendix A Role of the SENDCo**

### **The Special Educational Needs Co-ordinator (SENDCo) is responsible for:**

- Coordinating all the support for children with special educational needs and disabilities (SEND) and developing the school's SEN Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
  
- Ensuring that parents/carers are:
  - involved in supporting their child's learning
  - kept informed about the support their child is getting
  - involved in reviewing how they are doing
  - involved in planning for their future.
  
- Contacting other people who may be coming into school to help support your child's learning for example, an Educational Psychologist.
  
- Making sure that there are excellent records of your child's progress and needs.
  
- Provide specialist support for teachers and support staff in the school, so they can help pupils with SEN in the school make the best possible progress.
  
- Support class teachers in writing Learning Plans that specify your child's targets.
  
- Ensuring that all staff working with the student in school are helped to deliver the planned work/programme so the student can make the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.

## **Appendix B**

### **Other SENDCO duties supporting SEN and disability**

#### **Pastoral**

- Liaison with Head Teacher/Deputy, Learning Support, Nurture Group staff and Class Teachers to ensure equality of opportunity and integration of pupils with special educational needs;
- Attendance at behavioural reviews.

#### **Inclusion**

- Liaison with other agencies and services re inclusion of pupils with SEN
- Liaison with the LA's EMTAS' specialist teacher re inclusion of any pupils with English as an additional language who have additional special educational needs.

#### **Curriculum**

- Advising colleagues on the range of support available to staff and pupils;
- Liaison with relevant staff to ensure that support is directed to pupils when required;
- Providing Class Teachers with information for purposes of setting and/or Teaching and Learning;
- Providing Class Teachers with opportunities for accessing SEN support teachers and Teaching Assistants.

#### **Assessment**

- To supplement whole school assessment with individual SEN assessment of pupils with special educational needs;
- To support the Head Teacher and collate information and data on SEN pupils.

#### **Staff development**

- To provide whole staff INSET to ensure that the policy on SEN and disability is being adhered to;
- To provide whole staff INSET to ensure effective delivery of the curriculum;
- To provide specific SEN and disability training to teachers and teaching assistants;
- To support newly qualified teachers with relevant information and advice.

#### **Environment**

- To ensure a positive, pleasant, caring and comfortable working environment for pupils with special educational needs.

#### **Administration**

- To produce timetables for Learning Support Staff and Teaching Assistants;
- To read through and act upon the information included in the SEN records of all pupils entering the school mid-term;
- To analyse data in relation to pupils outcomes to identify next steps;
- To oversee Individual Support Plans for all pupils with special educational needs including those with behavioural problems;

- To keep 'lists' of pupils with special educational needs, including pupils with behavioural difficulties, up to date including their level of performance and acquaint staff of amendments on a regular basis;
- To produce review timetables for all pupils with special educational needs and be responsible for distribution of invitations to parents and external agents;
- To ensure that all documentation relating to reviews are up-to-date and distributed to all concerned;
- To prepare educational advice for a request for an EHC assessment
- To ensure SEN resources and stock are reviewed and renewed;
- To produce agendas and minutes for meetings;
- To prepare packages for in service training of all staff;
- To prepare relevant documentation for governors and external agents;
- To update the SEN Policy after review and revision:
- To provide Performance Management documentation for learning support staff.

### **Parents**

- To communicate with parents of pupils with special educational needs by telephone, letter or by meetings in school;
- To distribute Intervention Plans to all parents.

### **General**

- To respond accordingly to requests for assistance at Parent Consultation Days.