




# Special Educational Needs Policy

Approved by <sup>1</sup>	
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Position:	Headteacher
Signed:	
Ratified on:	3 <sup>rd</sup> November 2024
Review date <sup>2</sup> :	November 2025

## Review Sheet

Each entry in the table below summarises the changes to this policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original ratified by Governors	November 2023
2	Updated SEND Team	November 2024

## Statement of Intent

At Lowca Community School we are committed to meeting the special educational needs of our pupils and ensuring that they achieve the best possible educational and other outcomes. In line with our Vision and Values, we promote an ethos of respect for all pupils and promote healthy supportive relationships where teachers fully understand the personal qualities and aspirations of our pupils. We make learning, fun, enjoyable and above all memorable, striving for high quality teaching, providing well trained staff to support a broad, balanced and meaningful curriculum. We encourage active and independent learners who are unafraid of making mistakes and involve our whole Lowca Community where possible to enrich our provision and bring in knowledge and experiences. We pride ourselves on good communication with pupils, parents and wider multi-agencies to ensure the best knowledge and advice can be shared with pupils and their carers.

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 - 25 (September 2014) 3.65 and has been written with reference to the following guidance and documents:

Equality Act 2010: advice for schools DfE Feb 2013

SEND Code of Practice 0 - 25 (September 2014)

Schools SEN Information Report Regulations (2014)

## Aims

We value all the children in our school equally and we recognise the entitlement of each child to receive the best possible education. Within a caring and mutually supportive environment we aim to:

- Build upon the strengths and achievements of the child
- Create an environment in which all individuals are valued, have respect for one another and grow in self-esteem.
- Give equal access to all aspects of school life through academic, social and practical experiences. This will allow all children to experience success regardless of SEND, disability or any other factor that may affect their attainment. This is in so far as it is reasonably practical and compatible with the child receiving their special educational provision and the effective education of their fellow pupils.
- Ensure that effective channels of communication are sustained so that all persons including parents and carers are aware of the pupil's progress and Special Educational Provision (SEP) made for them.
- Assess children regularly, so that those with SEND are identified as early as possible.
- Enable pupils with special educational needs to make the greatest progress possible.
- Work towards developing expertise in using inclusive teaching and learning strategies.

## Objectives

In order to achieve our aims and to ensure that children with special educational needs achieve their full potential and make progress we will continue to improve our provision and services. Please refer to the current School Improvement Plan for more information.

## Broad Areas of Need

These four broad areas give an overview of the range of needs that may be planned for.

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical impairment.

The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. We identify the needs of pupils by considering the needs of the whole child, which will include not just the special educational needs of the child or young person. There are occasions when progress and attainment are affected by factors other than special educational needs. For example:

- Having a disability
- Attendance and punctuality
- Health and welfare
- Using English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child

Where this is the case, appropriate provision will be made, but this does not automatically necessitate the child receiving Special Educational Provision (SEP).

## A Graduated Approach to SEND Support

The school is committed to early identification in order to meet the needs of children with SEND. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. Teachers' ongoing assessment will provide information about areas where a child is not progressing satisfactorily. These observations may be supported by formal assessments such as Baseline Assessment, SATs or the use of SAT Framework. Pupil Progress Meetings are also held every term to check progress. Teachers will then consult the SENCO to consider what else might be done - the child's learning characteristics; the learning environment; the task and the teaching style should always be considered. Progress for children will be achieved by focussing on classroom organisation; teaching materials; teaching style and adaptive teaching strategies. If subsequent intervention does not lead to adequate progress then the teacher will consult the SENCO to review the strategies that have been used. This review may lead to the conclusion that the pupil requires help that is additional to or different from that which is normally available. This would constitute Special Educational Provision (SEP) and the child would be registered as receiving SEND Support.

The information regarding needs across the school is shared with staff and governors and the number of SEP interventions and provision is recorded on the SEND Progression Strategy. This is updated and reviewed during each pupil progress cycle.

We 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 attainment gap between the child and their peers
- widens the attainment gap
- fails to make progress with wider development or social and emotional needs
- fails to make progress in self-help, social and personal skills

The school's Local Offer can be found on the school website [www.lowcascumbria.co.uk](http://www.lowcascumbria.co.uk)

This indicates the type of provision the school currently offers to pupils with SEND and disability. It is reviewed annually. The level and type of provision decided on for individual pupils is that which is required to meet the planned outcomes. The SENCO records the cost of provision made through provision mapping.

## Statutory Assessment of SEN

If the school is unable to meet with all of the agreed provision from its existing resources, finance and staffing expertise; and the outcomes for the child are not improving despite SEND Support, then the school may request a statutory assessment from the Local Authority, which may lead to an Education, Health and Care Plan.

The school will provide the evidence about the child's progress over time, documentation in relation to the child's SEND Support and any action taken to deal with their needs, including any resources or special arrangements in place.

This information may include:

- the child's individual plans (Passport to Success)
- records of reviews with pupils and parents, and their outcomes
- Common Assessment Framework (if applicable)
- medical information where relevant
- National Curriculum attainment, and wider learning profile
- educational and other assessments, e.g. Educational Psychologist
- views of the parent and the child
- involvement of outside agencies

If the Local Authority (LA) agrees to a Statutory Assessment, it must assess the education, health and care needs of that child. The LA must request advice and information on the child and the provision that must be put in place to meet those needs from:

- parents/ carers and/ or child
- the school
- an educational psychologist
- health
- social care
- anyone else that parents/ carers request
- a specialist teacher for the visually impaired or hearing impaired, if appropriate

From this information, it must then be decided whether or not to issue an Education, Health and Care Plan (EHCP). Further information can be found on the LA website [www.cumbria.gov.uk](http://www.cumbria.gov.uk)

A flow chart for this process can be found on the website under 'SEND in a Nutshell'

All EHC Plans must be reviewed at least annually. The SENCO initiates the process of inviting relevant people to the meeting. This will include pupils, parents and others close to the child who pupils and parents would like to attend. Relevant professionals from within school and outside agencies will also be invited, as will a representative from the LA.

The review will be person (child)-centred, looking at progress on actions towards agreed outcomes

- what we appreciate and admire about the child
- what is important to the child now
- what is important to the child in the future
- how best to support the child
- questions to answer/ issues we are struggling with
- action plan

Any amendments to the EHC Plan will be recorded. The SENCO will record the outcomes of this meeting and the Head Teacher will ensure that it is sent to the LA.

## Supporting pupils and families

Cumbria's Local Authority's Local Offer can be found at [www.cumbria.gov.uk](http://www.cumbria.gov.uk)

This policy forms part of the school's SEND Information Report. The school is committed to working closely with parents and a number of initiatives to develop closer working relationships have been developed in the last year. Parents meet regularly with school staff and concerns and successes are shared. Parents are made aware of the Information, Advice and Support Services (IASS), formerly Parent Partnership Service, and supported to engage

with external agencies. Parents will be involved at every stage of their child's progress, through liaison with the class teacher and later the SENCO. Parents are encouraged to be involved with target setting for personalised plans. Some home activities may be provided. Parents and pupils are invited to target setting meetings and to review progress. Parents of children with Statements/ EHC Plans will also be invited to a yearly review, along with relevant support service personnel connected to the child, and the pupil themselves. The Governors' Annual Report informs all parents of changes to the SEND Policy and of the outcomes of targets set in the Policy and new targets set for the coming year.

Medical issues are first discussed with the parents/carer. If support is required the school nurse will be contacted. The child may then be referred for assessment through his/her GP.

If a teacher is concerned about the welfare of a child they should consult the SENCO and/or Headteacher as Safeguarding Lead.

Depending on the special educational needs of the children, different agencies may be involved e.g. occupational therapist, speech and language therapist, educational psychologist, physiotherapist, psychiatrist.

## Admissions

Pupils with special educational needs will be admitted to Lowca Community School in line with the school's admissions policy. The school is aware of the statutory requirements of the Children and Families Act 2014 and will meet the Act's requirements. The school will use their induction meetings to work closely with parents to ascertain whether a child has been identified as having, or possibly having special educational needs. In the case of a pupil joining the school from another school, Lowca Community School will seek to ascertain from parents whether the child has special education needs and will access previous records as quickly as possible. If the school is alerted to the fact that a child may have a difficulty in learning they will make their best endeavours to collect all relevant information and plan a relevant differentiated curriculum. The Admissions policy is available on the school website. When a pupil transfers to another school, transfer documents, including full records of their special educational needs, will be sent to the receiving school. On transfer to secondary school the Year 6 teacher and SENCO will meet with the SENCO of the receiving school to discuss SEND records and the needs of the individual pupils. An invitation will be issued for a representative of the receiving school to attend the transition review meeting held in Year 6.

## Medical Needs

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

## Monitoring and evaluation of the Policy

This policy will be reviewed annually and updated in the light of new developments. Progress will be monitored and evaluated via the School Improvement Plan.

## Training and resources

Governors will ensure that there is a suitably qualified SENCO who has the time necessary to undertake the role. Time is identified for staff to review pupil progress, discuss pupil curriculum needs and to transfer information between classes and phases. Teacher Assistant time is allocated to ensure pupils receive the individual support outlined in the individual plans and teachers are responsible for ensuring this takes place and is monitored.

The Governors ensure that time is allocated to allow for monitoring of provision and pupil progress.

Training for teachers and teacher assistants is provided both within school and through other professional development activities. The school uses funding to provide external professional advice and support for individual pupils in line with their statements and in relation to needs.

The governors will ensure that they are kept fully abreast of their statutory responsibilities by attending training and receiving regular updates from the Headteacher or the SENCO.

The SENCO will keep abreast of current research and thinking on SEND matters. The SENCO will be supported to enhance their knowledge, skills and abilities through courses or from the support of other professionals. The SENCO will disseminate knowledge or skills gained through staff meetings, whole school INSET or consultation with individual members of staff.

External agencies may be invited to take part in INSET. SEND training is included within INSET days and staff meetings to reflect the needs of the school and individual staff members. Funding received for a statement/ Education Health Care Plan is allocated to ensure appropriate provision.

## Roles and Responsibilities

The Governing Body (GB) will ensure that there is a key representative named to fulfil the following duties

- the GB receives a report at every curriculum meeting to update progress on SEND issues,
- the SEND policy is reviewed annually,
- the school website explains how the school implements the special educational needs statutory requirements reflecting what the school has in place and actually provides for pupils with special educational needs,
- the SENCO and SEND governor meet at least twice a year during allocated Governor Days initially to discuss the action plan and at the end of the year to review the impact on our pupils' attainment.

The Headteacher

The Headteacher is the school's 'responsible person' and manages the school's special educational needs work. The Headteacher will keep the Governing Body informed about the special educational needs provision made by the school. The Headteacher will work closely with the SENCO Team, the SEND Governor and Staff to ensure the effective day-to-day operation of the school's special educational needs policy. The Headteacher and the SENCO will identify areas for development in special educational needs and contribute to the school's improvement plan.

The Special Educational Needs Team

Mrs Jennifer Walker (NASENDCo)  
Mrs Ruby Hamilton (NASENDCo)  
Miss Franki High

The SEN Team is responsible for:

- Co-ordinating SEND provision for children
- liaising with and advising teachers
- maintaining the school's SEND register and overseeing the records of all pupils with special educational needs
- liaising with parents of children with special educational needs
- liaising with external agencies including the educational psychology service and other support agencies, medical and social services and voluntary bodies
- Consulting with the class teachers to ensure that Passports to Success are written and that reviews take place.



## Class Teachers and Support Staff

Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. Both the teaching staff and the support assistants have an integrated role in curriculum planning and in supporting the child's learning. They are fully involved in the identification, curriculum adaptations and assessment of pupils with SEND. They work together with the SENCO to formulate and review Passports to Success and to maintain a class SEND file that is kept in the classroom for reference by staff including supply staff and students as appropriate.

## Storing and managing information

The confidential nature of SEND information is fully recognized at Lowca Community School. Hard copy files are stored in the SENCO's filing cabinet, whilst electronic files are stored on the school's network with protected access.

## Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle.

## Accessibility

The DDA, as amended by the SEND and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. Lowca Community School publishes its accessibility plans within its Local Offer and its Inclusion policy. These can both be found on the website at [www.lowca.cumbria.sch.uk](http://www.lowca.cumbria.sch.uk)

## Complaints

The complaint procedure for special educational needs mirrors the school's other complaints procedures. Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the matter is not resolved satisfactorily parents have recourse to the following:

- discuss the problem with the SENCO
- discuss the problem with the Headteacher
- more serious on-going concerns should be presented in writing to the SEN Governor, who will inform the Chair of the Governors

## Bullying

Bullying is taken very seriously at Lowca Community School. Statistically, children with SEND are more likely than their peers to experience bullying. Consequently, staff and governors at Lowca Community School endeavour to generate a culture of support and care among pupils. Please refer to the Behaviour Policy for more information and the Bullying leaflet.