



The Federation of North and South
Cowton Community Primary School and
Melsonby Methodist Primary School



Melsonby Methodist Primary School

Together we nurture curiosity to gain knowledge and wisdom across the curriculum and the experiences we share. We foster resilience to cope wisely when things appear challenging. Drawing on our Christian faith and belief, we learn to love and respect everyone, and we flourish in the wider community in which we live.

Love one another, encourage curiosity and foster resilience

School Policy

Inclusion and SEN Policy

September 2020, Issue 6

Document Number: AP-20

Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is 1 controlled paper copy of this document it is in the Policies File in the Junior Building. There is an electronic version on the school website

Document History

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Issue	Description of Change	Author	Checked	Date
B	Reviewed by Policy Working Group	JRE/SB	SB	10.09.08
C	Reviewed by S. Bailey	SB	SB	18.11.08
D	Updated by SB following comments at Policy Group	SB	JE	16.12.08
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At Melsonby Methodist Primary School, we are committed to developing and celebrating the individual strengths of each child, actively encouraging them to achieve their full potential in a safe, secure and caring environment.

This policy is in line with the Code of Practice 2014 Abbreviations used

CoP Code of Practice

EP Educational Psychologist

EMS Enhanced Mainstream School

SEND Special Educational Needs and/or Disabilities SENCo Special Educational Needs Coordinator

TA Teaching Assistant

Definition of Special Educational Needs – Code of Practice 2014

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

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.

SEND Local Offer

The school is supported by the Local Authority to ensure that all pupils, whatever their specific needs, make the best possible progress in school. North Yorkshire Local Authority has published its Local Offer for parents/carers of children who have Special Educational Needs or a disability (SEND) and all those who support children with additional needs. This includes information about services across health and social care as well as private, voluntary and community sectors. This can be found at:

<https://www.northyorks.gov.uk/send-local-offer>

The school's SEN Information Report explains how this policy is implemented. It can be found via our school website

<http://melsonby.n-yorks.sch.uk/about-us/special-educational-needs/>

1. Aims and Objectives

Aims

- We aim to provide every child with a broad and balanced curriculum which encourages them to achieve their full potential, whilst fostering their independence.
- To secure special educational provision which is additional to and different from that provided within the differentiated curriculum to respond to the four areas of special educational need:
 - Communication & Interaction
 - Cognition & Learning
 - Social, Emotional and Mental Health
 - Sensory and / or physical

Objectives

- to identify and support the needs of pupils with SEND as early as possible.
- to plan and deliver appropriate provision which overcomes barriers to learning.
- to work in partnership with parents / carers to gain a better understanding of their child and to involve them in all aspects of their child's education.
- to value the role that pupils have in assessing their own needs and planning their next steps.
- to work closely with outside agencies when a pupil's needs cannot be met by the school alone.

2. Responsibility for the coordination of SEND provision

The Headteacher has overall responsibility for the provision and progress of learners with SEND. The person responsible for overseeing and co-ordinating the day to day provision of education for pupils with SEND is the SENCO. The school's governing body have a responsibility to ensure provision for pupils with SEND is made in line with statutory requirements, as outlined in the SEND Code of Practice 2014. The role of the SENCO will include: overseeing the day-to-day operation of the school's SEND policy; working with subject leaders and the headteacher to identify children who need additional support; co-ordinating provision for children with SEND; maintaining records for all children with SEND; liaising with parents and carers as well as external agencies and arranging annual review meetings for children with Education, Health and Care Plans.

The role of the Governing Body and the SEND Governor includes working with the Headteacher to determine the school's policy and approach to provision for all pupils, establish staffing and funding arrangements. The SEND Governor will liaise with the SENCO and present updated information at the Governors' meetings.

The school's SENCO is Miss Debbie Cheesbrough.
The named Governor for SEND is Mrs Lisa Edmonds.

The class teacher is responsible for his/her class and will identify learning objectives for all the children in the class and will provide a differentiated curriculum which will help the children to achieve those objectives. The class teacher will ensure that all children are fully included in all class activities and the full life of the school. Teaching assistants will support teachers in enabling children with SEND to have access to an appropriate curriculum, they have an important role to play in promoting the inclusion and independence of all children. All staff contribute to the completion of provision maps and ensure that strategies are implemented to ensure quality first teaching for all.

3. Graduated Approach to the identification of and provision for pupils' needs

Provision for SEND is a whole school matter. All teachers are teachers of children with SEND.

Quality First Teaching

- If concerns about a pupil's rate of progress arise, a pupil is monitored closely by their class teacher in order to determine whether they may have SEND.
- The child's class teacher will take steps to provide more carefully differentiated learning opportunities to facilitate the pupil's rate of progress.
- The SENCO may be consulted for support and advice and may observe the pupil in class.
- Parents / carers will be informed fully of the circumstances under which their child is being monitored. They are encouraged to share information and knowledge with the school.
- The child is recorded by the school as being under observation due to concern by parent / carer or teacher but this does not place the child on the school's SEND register.

SEN Support

Where it is determined that a pupil does have SEND, parents / carers will be advised of this and their consent sought to add the pupil to the school's register of SEND. The aim of formally identifying a pupil with SEND is to help the

school ensure that effective provision is put in place which removes barriers to learning and accelerates the pupil's progress.

Support is provided through a four – part process:

- Assess
- Plan
- Do
- Review

This on-going cycle helps identify which strategies are the most effective in supporting the pupil to achieve good progress and outcomes. *See Appendix 1.*

Referral for an Education, Health and Care Plan

If a child has lifelong or complex difficulties which mean they require a significantly higher level of support, they may undergo a Statutory Assessment Process. This is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessment, planning and provision is required. The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review.

The application for an Education, Health and Care Plan will combine information from a variety of sources including:

- Parents / carers
- Teachers
- SENCO
- Social Care
- Health professionals

Information will be gathered relating to the current provision, actions that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

<http://www.northyorks.gov.uk/article/23542/SEND---local-offer>

Education, Health and Care Plans [EHC Plan]

Following Statutory Assessment, an EHC Plan will be provided by North Yorkshire County Council, if it is decided that the child's needs are not being met by the level of support that is ordinarily available within the school. The school and the child's parents / carers will be involved in developing and producing the plan. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

4. Recording of Provision

The provision which the school makes for a pupil is recorded in the following documents:

- Individual Target and Provision Map
- Minutes of review meetings (where the SENCO is regularly jointly involved in reviewing progress with the class teacher and parent / carer)

5. Risk Assessments

Risk assessments will be undertaken and recorded, where necessary, in order to ensure that pupils' access needs are met and that the safety and well-being of all are given due consideration where necessary.

6. Monitoring and Evaluating the Success of SEN Provision

Pupil progress is monitored on a termly basis. Progress is identified as that which:

- better the child's previous rate of progress.
- closes the attainment gap between a child and their peers.
- prevents the attainment gap from widening.
- demonstrates an improvement in self-help, or personal skills.
- demonstrates an improvement in the child's social, emotional and mental well-being.

Individual target and provision maps are reviewed and evaluated termly.

Pupils' attainment is recorded as follows:

- EYFS: using the developmental statements of the EYFS Curriculum
- Y2 and 6: using National Curriculum levels
- Other year groups: using age related expectations outlined in Target Tracker
- Where pupils are not yet working within the National Curriculum, P levels or pre-key stage standards are used to track progress from the Spring term of Y1.
- Where appropriate, P levels are used to record and track the progress of pupils' personal social and emotional development.

Attainment is tracked using the school's Target Tracker assessment monitoring tool.

7. Allocation of Resources for pupils with SEND

- The school budget, received from NYCC Local Authority, includes funds for supporting children with SEND.
- The Head Teacher decides on the budget for Special Educational Needs and Disabilities in consultation with the school governors, on the basis of needs in the school.
- The Head Teacher and the SENCO discuss all the information they have about the needs of pupils with SEND in the school, including:
 - children receiving extra support already
 - children requiring extra support
 - children who have been identified as not making as much progress as would be expected
- Decide what resources, training and support are needed.
- All resources, training and support are reviewed half termly and changes made as required.

8. Facilities for Pupils with SEND

The school complies with accessibility requirements as detailed in its Access Plan. See SEND Information Report for further details.

9. Specialist Support Services

The school maintains effective working relationships with a variety of external support services in order to ensure it provides the best possible support for its pupils with SEND. Consent is always sought from parents / carers before referring to another professional.

10. Complaints

If a parent / carer has any concern or complaint regarding their child, they should make an appointment to speak to the Headteacher as soon as possible.

Full details of our complaints procedure can be found on the school's website or by asking for a written copy of the procedure.

Appendix 1 The Four Part Support Process

Assess

The class teacher analyses the pupil's needs based on their assessments, taking into account previous progress and attainment and the pupil's and parent's views. Where relevant, advice from external support services will also be sought and considered.

Plan

Planning will involve consultation between the teacher, support staff, parents / carers and pupils (where appropriate) and SENCO, where necessary, to agree the adjustments and support that are required, which are additional to and different from the differentiated curriculum, the impact on progress, development and / or behaviour that is expected and a clear date for review. Parental involvement at home may be sought, where appropriate, to reinforce or contribute to progress. This plan will be recorded in an Individual Target and Provision Map.

Do

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one to-one teaching away from them as class teacher. They plan and assess the impact of support and interventions together with anyone else who regularly works with or supports the child, e.g. teaching assistants. Support with further assessment of the pupil's needs will be provided by the SENCO, or external support services, where necessary.

Review

Reviews will be undertaken each term and will evaluate the impact of the support and interventions. The class teacher, in consultation with the pupil, parents / carers and SENCO, if necessary, will revise the support plan. Where it is felt that a pupil no longer requires SEN Support, it will be recommended to parents / carers that the pupil is removed from the register of SEN. In such circumstances, careful monitoring of the child's progress will continue for a term, and a further joint progress review with parents / carers will be offered.

Appendix 2

Melsonby Methodist Primary School
SEN Policy into Practice Document – November 2018

Observation	Action	Who
Concern about an area of pupil's early development or pupil's progress.	Complete "At A Glance" document. Share with parent /carer. Inform SENCO. Monitor for half a term. Evaluate outcome.	Class Teacher Class Teacher Class Teacher Class Teacher Class Teacher
SEN Support felt to be needed.	Discuss with SENCO.	Class Teacher
SEN Support Registration to be made.	Discuss with SENCO. Seek consent from parent / carer. Complete SEN Support Registration and copy to SENCO. Initiate Individual Provision Map. Add pupil to SEN Support Register.	Class Teacher Class Teacher Class Teacher Class Teacher SENCO
Individual Provision Map (IPM) to be completed and reviewed termly.	Seek pupil voice. Share with parent and seek their views. Set targets for a half term with pupil and parent. Begin the 4 part support process and review after a term. Copy of IPMs to be given to parent and SENCO.	Class Teacher Class Teacher Class Teacher Class Teacher with SENCO, if necessary. Class Teacher
Concern about a lack of progress in spite of targeted SEN Support.	Discuss with SENCO. Adjust provision or consider referral to another agency. Seek parental consent for referral to external agency. Contact external agency and complete referral.	Class Teacher CT & SENCO SENCO SENCO
Concern that the school's resources are insufficient to meet the pupil's needs.	Consider making a Request for an EHC Plan.	SENCO, together with parents and all agencies involved.
Pupil's disability requires individual consideration to ensure safe access to any environment accessed whilst attending school.	Undertake and record a risk assessment and create a management strategy.	Class Teacher, in collaboration with parents and, if required, SENCO.
Concern that a pupil's social, emotional and mental health needs are resulting in challenging behaviour on a regular basis.	Undertake and record a risk assessment and create a management strategy.	SENCO in collaboration with staff and parents.
Pupil is deemed not to require any further SEN Support.	Discuss with SENCO and parent. Complete 'Closure of SEN Support Record'.	Class Teacher Class Teacher

Document Status			
Date of Next Review	September 2021	Responsibility	<i>Governing Body</i>
Success Criteria for review completion		Responsibility	<i>(Chair)</i>
Date of Policy Creation July 2014	Adapted school written model	Responsibility	<i>Stuart Priestly Chair of governors</i>
Date of Policy Adoption by Governing Body July 2014	Signed		
Method of Communication DB and hard copy policy folder			

