



## **The Fenland Federation**

Marshchapel Infants School  
Grainthorpe Junior School  
Executive Headteacher- Amanda Turner

# **Special Educational Needs and Disability (SEND) Policy 2023 - 2026**

*Every teacher is a teacher of every child including those with Special Educational Needs and/or disability.*

## Our legal responsibilities

This policy complies with the statutory requirements laid out in the **Special Educational Needs and Disability Code of Practice 0-25 (September 2014) DfE/DoH** which requires all schools to 'have regard to the Code of Practice' and has been written with reference to the following guidance and documents:

**Children and Families Act 2014 Part 3:** Children and young people in England with special educational needs or disabilities

**Equality Act 2010:** the School has a statutory duty not to directly or indirectly discriminate against disabled children and young people and must make 'reasonable adjustments', including the provision of auxiliary aids and services for them, and the school must have an 'anticipatory duty' towards disability.

**Equality Act 2010: Advice for Schools (DfE February 2013):** non-statutory advice from the DfE to help schools understand how the Equality Act affects them and how to fulfil their duties under the Act.

**Working Together to Safeguard Children (2013):** Statutory guidance from the Department for Education which sets out what is expected of organisations and individuals to safeguard and promote the welfare of children

**Reasonable adjustments for disabled pupils (2012):** Technical guidance from the Equality and Human Rights Commission

**Supporting pupils at school with medical conditions (2014):** statutory guidance from the Department for Education

**The Mental Capacity Act Code of Practice: Protecting the vulnerable (2005)**

This policy has been written in light of our Safeguarding Policy and has direct links to our policies on behaviour, anti-bullying, medical and curriculum. It was written in consultation with the Governing Body, Headteacher, current school staff and parents. It should be read in conjunction with our Disability Equality Scheme and the SEN Information Report as required by the Special Educational Needs and Disability Regulations (Schedule 1 Regulation 51) as published on our school website.

The SEN Policy will be reviewed every three years, in line with DfE guidance. However, if there are significant changes to context or personnel, this will be amended sooner. The SEN Information regulations will be updated annually as required by current legislation.

**The SENCo at The Fenland Federation is Rebecca Bates**

**The SEND Governor is Vicki Jackson**

**The Designated Safeguard leads are Amanda Turner  
Sammy Manders**

## Definition of Special Educational Needs and Disability

The Special Educational Needs and Disability Code of Practice (0-25 years) 2014 states that: *'A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age has a learning difficulty or disability if he or she:*

- *has a significantly greater difficulty in learning than the majority of others of the same age; or*
- *has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or post 16 institutions'.*

*'A child under compulsory school age has SEN if he or she is likely to fall within the definition above when they reach compulsory school age or would do so if special educational provision was not made for them'. (Section 1: xiii; xiv)*

Many children and young people who have SEN 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 provides a relatively low threshold and includes more children than many realise: *'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'.* (Section 1: xviii)

This definition includes children and young people with long term medical conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but where a child requires special educational provision over and above the adjustments, aids and services required by the Equality Act 2010, they will additionally be covered by the SEND definition. In addition, we are required to also have regard to statutory guidance regarding supporting pupils with medical conditions (DfE 2014)

### Our SEND Vision

Our vision – to be the best we can be, and know we are A.C.E.

**ASPIRATIONAL** - We aspire to uplift our school academically, emotionally, and socially.

**CREATIVE** - We create opportunities and experiences to deepen our learning.

**EXCELLENT** - We aim for excellence in everything.

### Our Values

**Respect:** We care for every pupil in our school community, supporting them to understand themselves, others, and the world around them.

**Happiness:** We want everyone to enjoy school and have fun.

**Creativity:** We empower children to realise their academic and personal potential. Our curriculum is broad and balanced and adapts to suit the needs of all our learners.

**Inspiration:** We challenge everyone in our school team to enjoy learning, explore the world, and discover new interests in a fair and safe environment.

**Unity:** We are strong together, accepting and appreciating everyone’s contribution. As inclusive schools, we offer a range of provision to ensure all children have the skills to access learning.

Our Federation values are at the core of everything we do. They underpin our teaching and learning, and prepare our pupils to be confident, happy, and healthy citizens. Our values make us who we are.

All children and young people are entitled to an education that enables them to make progress so that they:

- ❖ achieve their best
- ❖ become confident individuals living fulfilling lives, and
- ❖ make a successful transition into adulthood, whether into employment, further or higher education or training

*Special Educational Needs and Disability Code of Practice, 2014*

### **Policy Principles**

In line with the Code of Practice (2014) and the Children and Families Act (2014), The Fenland Federation is committed to the following key principles:

- All pupils with SEND must have their needs routinely met
- Early identification and early intervention are essential for ensuring better outcomes for pupils
- Raising the achievement of pupils with SEND is a whole school responsibility
- All pupils are encouraged and supported to be active partners in the decision making about their education
- Active, respectful involvement of parents/carers as equal partners in the education of their child has a positive impact on the learning and well-being of their child
- All pupils with SEND should have the opportunity to learn alongside their mainstream peers in a fully inclusive environment
- All pupils benefit from ‘High Quality Teaching’: this means that all teachers are expected to assess, plan and teach all children at a level which allows them to progress
- Collaborative working with external partners and services is essential to ensure we effectively meet pupil needs
- Effective transition arrangements must be in place across all phases of education (and indeed into adult life) to ensure positive outcomes for the pupil and their family
- Resources allocated to SEND must be effectively used to secure maximum impact and value for money
- Systems for monitoring and evaluating developments in SEND support improvement in pupil’s learning and provide appropriate challenge.

### **Our objectives are:**

- To identify, at the earliest possible opportunity, barriers to learning and participation for all pupils and make an early, accurate identification of those who may have SEND
- To work in partnership with parents/carers
- To value and encourage the contribution of all pupils to the life of the school
- To ensure that every pupil experiences success in their learning and achieves to the highest possible standard
- To enable all pupils to participate in lessons fully and effectively
- To work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEND
- To work closely with external support agencies, where appropriate, to further support the needs of individual pupils
- To ensure that all staff have access to training and advice to support quality differentiated teaching and learning for all pupils.

### **Headteacher**

- The head teacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn
- The head teacher and the governing body will delegate the day to day implementation of this policy to the Special Educational Needs Coordinator (SENCo)
- The head teacher will be informed of the progress of all vulnerable learners and any issues with regard to the school's provision in this regard through:
  - analysis of the whole-school pupil progress tracking system
  - maintenance and analysis of a whole-school provision map for vulnerable learners as supplied by SENCo
  - pupil progress meetings with SENCo and teachers
  - regular meetings with the SENCo
  - discussions and consultations with pupils and parents.

### **Special Educational Needs Coordinator (SENCo)**

In line with the SEN Code of Practice 2014 and the mandatory standards identified within National SENCo Award training, the SENCo has *'an important role to play with the headteacher and the governing body in determining the strategic development of SEN policy and provision'* (6:87). The SENCo will oversee the day- to-day operation of this policy in the following ways:

- maintenance and analysis of whole-school provision map for vulnerable learners
- identifying on this provision map a list of pupils with special educational needs – identifying those in receipt of additional SEN support from the schools devolved budget, and for those with an Education Health and Care plans (EHCP)

## ROLES AND RESPONSIBILITIES

- co-ordinating provision for children with special educational needs
- liaising with and advising teachers; offering professional support
- contributing to the in-service training of staff
- managing other classroom staff involved in supporting vulnerable learners
- overseeing the records on all children with Special Educational Needs and/or disability
- implementing a programme of Annual Review for all pupils with a current EHCP. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review
- carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from devolved budget), that a pupil may have an on-going special educational needs which will require significant support
- overseeing the smooth running of transition arrangements and transfer of information for all pupils who transfer from one phase of education to another (e.g. secondary transfer but also and also in school transitions)
- monitoring the school's system for ensuring that Pupil Passports, (where it is agreed, they will be useful for a pupil with special educational needs and/or disability), have a high profile in the classroom and with the pupils.
- evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs)
- meeting **at least** termly with each teacher to review and revise outcomes for all vulnerable learners in their class who are being tracked on the school's provision map
- support teachers to meet at **least three times a year** and consulting sensitively with parents and families of pupils on the SEN list, keeping them informed of progress and listening to their views ,in conjunction with class teachers; ensuring SEN pupils receive appropriate support and high quality teaching
- attending area SENCo network meetings and training as appropriate
- liaising with the school's SEN Governor, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs and/or disability (nationally, locally and within school)
- liaising closely with a range of outside agencies to support vulnerable learners
- ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners and ensure value for money.

### **Class teacher /subject teacher**

Liaising with the SENCo to agree:

- which pupils in the class are vulnerable learners

- which pupils are underachieving and need to have short term additional interventions monitored on a 'vulnerable learners' provision map – but do not have special educational needs.
- which pupils require additional support because of a special educational need and need to go on the school's SEN list. Some of these pupils may require advice/support from an outside professional and, therefore, a Pupil Passport will collaboratively be written to address a special educational need (this would include pupils with EHC Plans)

Securing good provision and good outcomes for all groups of vulnerable learners by:

- providing differentiated teaching and learning opportunities, including differentiated work for any EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge
- ensuring there is adequate opportunity for pupils with special educational needs to working on agreed targets which are genuinely '*additional to or different from those normally provided as part of the differentiated curriculum offer and strategies.*' (SEN Code of Practice 2014. 6:15)

### SEND Governance

**To meet the statutory requirements of the Code of Practice (2014) and Children and Families Act 2014 (Section 69)**

- There must be a member of the governing body or a sub-committee with specific oversight of the school's arrangements for SEN and disability.
- The governing bodies of maintained schools and academies **must** publish information on their websites about the implementation of the governing body's policy for pupils with SEN. The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. The information required is set out in the **Special Educational Needs and Disability Regulations 2014** and **must** include information about:
  - The kinds of SEN that are provided for
  - Policies for identifying children and young people with SEN and assessing their needs
  - Information about the school's policies for making provision for pupils with SEN, whether or not they have an EHCP, including:
    - ✓ how the school evaluates the effectiveness of provision
    - ✓ the school's arrangements for assessing and reviewing the progress of pupils with special educational needs
    - ✓ the school's approach to teaching pupils with special educational needs
    - ✓ adaptation to the curriculum and learning environment for pupils with special educational needs

- ✓ additional support for learning available for pupils with special educational needs
- ✓ how pupils with SEN are enabled to engage in activities (including physical) together with children who do not have SEN
- ✓ support that is available for improving the emotional, mental and social development of pupils with SEN
- ✓ The name and contact details of the SENCo
- Information about the expertise and training of staff in relation to children and young people and how specialist expertise will be secured
- Information about how equipment and facilities to support children and young people with SEN will be secured
- The arrangements for consulting parents of children with SEN and involving them in their child's education
- Arrangements for consulting young people with SEN and involving them in their education
- Arrangements by the governing body or proprietor relating to the treatment of complaints from parents of pupils with SEN concerning the provision made at the school
- How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with SEN and in supporting their families
- The contact details of support services for parents and pupils with SEN in accordance with Children and Families Act 2014 (Section 32)
- The school's arrangements for supporting pupils with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living
- Information on where the local authority's local offer is published.

In accordance with Children and Families Act 2014 (Section 69), schools have a duty to publish information about:

- The arrangements for the admission of disabled persons as pupils at the school
- The steps taken to prevent disabled pupils from being treated less favourably than other pupils
- The facilities provided to assist access to the school by disabled pupils; the Equality Act 2010 further requires schools to '*make reasonable adjustments*' and have '*an anticipatory duty*'
- The accessibility plan prepared by the governing body or proprietor (under paragraph 4 of Schedule 10 of Equality Act 2010)

## SEND Support: assess, plan, do, review

In line with the Code of Practice methodology of **Assess, Plan, Do, Review** children with SEND are identified as early as possible. Class teachers are continually aware of children's learning and the progress of every child is monitored termly. Where a child is identified as not making progress, in spite of high-quality adapted teaching, the class teacher will complete an internal referral form with the SENCo. A graduated approach, as in Appendix 1 (SEND Journey), will be followed. These concerns are shared with parents, gathering their valuable knowledge to complete an internal referral form and an immediate **plan** of action is agreed.

Less than expected progress can be characterised by progress which:

- is significantly slower than their peers 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

**There are four distinct categories of SEN need as identified within the Code of Practice 2014:**

- **Communication and Interaction**
- **Cognition and Learning**
- **Social, emotional and mental health**
- **Physical and sensory**

The SEND Journey (Appendix 1) will be followed and once a child has been correctly identified with special educational needs, initially the class teacher will meet regularly with the parents/carers to keep them informed of small steps of progress as part of the 'assess, plan, do, review' cycle. However, as part of the **review** process within the Code, regular reviews will be available with the class teacher or SENCo. Normally these will be three times a year; more frequent meetings might become necessary if there is a need to move from SEN Support towards a request for statutory assessment for an EHCP.

Wherever possible pupils will remain with their class/subject teacher, in the classroom as this is where they learn best, with the rest of their class. However, there are times when 'additional to, different from' interventions need to be offered to support pupils in their learning. When any additional support is allocated, whether it is delivered by a teacher, specialist teacher or teaching assistant, the focus of all intervention will be on outcomes; our aim is to put in sufficient support to enable our pupils to reach challenging targets, but without developing a learned dependence upon an adult. All pupils on the SEN register will be supported, monitored and reviewed appropriately; internal assessments will be moderated to ensure validity and reliability. External advice will be acted upon and any additional training to meet needs will be sought, as necessary.

*At every stage of the SEN process it is our policy to work in partnership with our parents and their child to secure the best possible outcomes.*

## COMPLAINTS

The school works, wherever possible, in full partnership with parents and carers to ensure a collaborative approach to meeting pupils' needs.

However, all complaints are taken seriously and will be heard through the school's complaints procedure.

In most instances complaints can be resolved at class teacher level. However, if this is not possible, complaints relating to SEND should be addressed to the SENCo and/or the Headteacher.

If a situation remains unresolved then a letter outlining your concern should be sent formally to the Clerk to the Governors at the school address:

Marshchapel Primary School  
Sea Dyke Way  
Marshchapel  
DN365SX

Grainthorpe Primary School  
Fen Lane  
Grainthorpe  
LN11 7JY

The Clerk to Governors is: **Georgia Brown**

If the normal Governance procedure fails to resolve a situation pertaining to a child with special educational needs and/or disability, then you would need to contact the Local Authority Head of Service for Additional Needs for Lincolnshire County Council.

## EQUAL OPPORTUNITIES

The school is committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring and non-judgmental attitude throughout the school.

## REVIEW FRAMEWORK

This policy will be reviewed every three years (or sooner in the event of any legislative change or change of personnel).

Signed: \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

To be reviewed in: \_\_\_\_\_