

## **Woden Primary School**

### **SPECIAL EDUCATIONAL NEEDS, DISABILITY AND INCLUSION POLICY**

#### **Mission Statement**

Our school strives to provide a happy, safe, creative and welcoming environment in which children and adults from all cultures and backgrounds are valued, encouraged and empowered to succeed in their personal and educational journey.

#### **Definition of Special Educational Needs at Woden Primary School**

In accordance with the Special Educational Needs Code of Practice (2014) we recognise that: “Pupils have special educational needs if they have a *learning difficulty* which calls for *special educational provision* to be made for them. Pupils have a *learning difficulty* if they:

- a) have a significantly greater difficulty in learning than the majority of pupils 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 pupils of the same age in schools within the area of the local authority
- c) are under compulsory school age and fall within the definition a) or b) above or would do so if special educational provision was not made for them.

Pupils 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 are taught.

Special educational provision means:

- a) for pupils of two or over, educational provision which is additional to, or otherwise different from, the educational provision generally made for pupils of their age in schools maintained by the LA, other than special schools, in the area
- b) for pupils under two, educational provision of any kind.

Section 312 Education Act 1996

A person has a disability if he/she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to-day activities.

Disability Discrimination Act 2001

For example pupils with moderate learning difficulties, pupils with ASD (Autistic Spectrum Disorder), dyslexia, a visual impairment, hearing impairment or a physical disability. Pupils who have diabetes or have a social, mental or emotional need.

Pupils have a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of pupils of the same age
- Have a disability, which prevents or hinders them from making use of educational facilities of a kind generally provided for pupils of the same age in schools within the area of the local authority.

#### **Aims**

At Woden Primary School we believe all pupils are capable of “excellence” and our policy is to raise standards throughout the school –“for all pupils, including those with special educational needs”.

The underlying principle of this policy is that every pupil has the right to an excellent education.

We believe in equality of opportunity and will combat discrimination and prejudice on the grounds of ethnicity, gender and disability.

### **Objectives**

In order to achieve these aims, the staff at Woden Primary School will:

- Ensure that all pupils with special educational needs have their needs identified and met.
- Make effective provision to ensure their inclusion.
- Give all pupils with special educational needs access to a broad, balanced, differentiated and relevant curriculum. For example using coloured overlays, coloured exercise books, enlarged text, raised/ lowered desk, giving extra time when possible and time to process information.
- Ensure that the progress of all pupils with special educational needs is carefully monitored.
- Recognise all pupils as individuals with their own strengths and weaknesses and deliver appropriate support.
- Encourage a positive attitude to enable all pupils to achieve their potential in all areas, but particularly literacy and numeracy.
- Develop confidence and self-esteem so that all pupils value themselves.
- Involve parents, in partnership, in the education of their child.
- Ensure all pupils participate in taking responsibility for their learning.
- Request advice from outside agencies as appropriate.

### **Roles and Responsibilities**

All staff are involved with the development of the school’s SEND policy and are aware of the school’s procedures for the identification, assessing and monitoring of pupils on the SEND Register.

### **Governing Body**

The governing body at Woden Primary School, in co-operation with the Headteacher, determines the school’s general policy, including the policy for SEND. In carrying out this duty they:

- Have appointed Mrs E Warren as the link governor for SEND. Mrs Warren takes an interest in SEN and closely monitors the school’s work and provision for pupils with special educational needs. Mrs Warren meets on a regular basis with the SENCO.
- The governors have appointed the Headteacher as the “responsible person” as recommended in the Code of Practice to oversee SEND.
- Will, where necessary, consult with the LA and other schools within CLPT to co-ordinate special educational provision in the area.
- Make available a copy of the school’s policy for special educational needs upon written request.

### **Headteacher**

The Headteacher is ultimately responsible for the day-to-day management of the school, including provision and funding for pupils with special educational needs.

### **SENCO**

The SENCO – Mrs H Vernon and the deputy SENCO Mrs F Harris – in close co-operation with the rest of the staff are responsible for the day-to-day operation, the monitoring of the policy and coordination of the provision for pupils with SEND

This role includes –

- Collecting relevant information where necessary
- Liaising with parents of pupils with special educational needs termly or more if necessary.
- Liaising with external support agencies including the LA's support and educational psychology services, health and social services and voluntary bodies.
- Ensuring Educational Support Plans are effectively implemented and evaluated
- Planning, delivering and evaluating the effectiveness of the provision monitoring intervention for identified pupils with SEND
- Monitoring and reviewing the progress of pupils
- Keeping the Headteacher and governors informed
- Liaising with, advising and supporting class teachers
- Ordering and allocating resources
- Provide staff who have expertise in specialist areas and staff who are trained to support pupils with SEND and organising training for staff as appropriate
- Arranging the transfer of records to other schools

To enable efficient discharge of these duties the co-ordinator will have the support from senior management of the school, the governing body, CLPT and the LA.

### **Curriculum**

The curriculum, in line with government guidelines, is broad and balanced and is adapted or made accessible for pupils with SEND. It is adapted through learning objectives, learning and intervention programs, differentiated tasks, by differentiated resources, by differentiated support, by variation in time given to pupils to complete work, by setting work which involves different types of learning style, by use of language and level of literacy expectations, by grouping/pairing pupils, by role allocation, through teacher questioning, through teacher individual support, by use of teaching assistants, by outcome, through marking and feedback, homework and group size.

### **Teaching Staff**

The class teacher is responsible for:-

- Planning effectively for the full range of learners in the class. All staff at Woden are teachers of SEND. They are responsible and accountable for the progress and development of pupils in their class, including where pupils access support from teaching assistants or specialised staff. Staff at Woden aspire to high quality teaching and provide differentiated work for individual pupils when required.
- Identifying pupils with SEND
- Ensuring that any expression of concern is dealt with appropriately
- Informing the SENCO and recording and acting upon concerns
- Collecting relevant information and liaising with the SENCO

- Consulting with the parents of the child and keeping them informed of progress
- Working with the pupil in the classroom, with, if appropriate, support and resources provided by the SENCO
- Writing and evaluating Individual Education Passports in conjunction with SENCO
- Attending reviews and setting targets for pupils in consultation with the SENCO, outside agencies and parents
- Managing the effective deployment of teaching assistants in support of pupils with SEND

### **Looked after pupils with SEND who are looked after by the authority**

School work closely with carers and the authority to ensure that the pupils get the support they need in school. This support is often very individual to the pupils needs.

### **Parent Partnership**

At Woden Primary School we believe that the involvement of parents is crucial to meeting a pupil's special educational needs. Parents are kept informed of their child's progress at all times either by the class teacher or SENCO through review meetings.

### **Parents**

- Parents can make an appointment to see a member of staff at any time but will be offered an appointment each term
- Parents are expected to support the school by monitoring homework
- Parents are expected to follow up targets set on ESPs where appropriate and to work in co-operation with the school to support their child

### **Pupils**

At Woden Primary School we believe that pupils have a right to be heard and, where practicable, their views are taken into account when making decisions about their needs. Pupil views and student council are regularly reviewed.

### **Admissions**

Pupils are admitted according to the school's criteria. The school operates an equal opportunities policy with regard to those pupils with SEND. (See Admissions Policy). At Woden Primary School we have a disabled toilet and ramps to get up some areas where the floor is of varying height. In order to meet the needs of all pupils with physical and sensory impairment, we recognise that adaptations to meet these needs may have to be made to prevent disabled children being treated less favourably than their able bodied peers.

### **Equality of Educational Opportunity**

The general principle governing the curriculum at Woden Primary School is that every pupil shall be entitled to a curriculum, which is balanced, broadly based and which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school.
- Prepares pupils for the opportunities, responsibilities and experiences necessary to take them forward into further education and adult life.
- Pupils at Woden Primary School have equal access to all activities in the school.

### **Involvement of outside agencies**

The school has access to advice and support from the Local Authority and Social Services. This includes:

- MASH (Multi Agency Support Hub)
- Educational Psychology Service
- Gem Centre
- Councillor
- Hearing Impaired Service
- Visually Impaired Service
- Educational Welfare Service
- Physical and Sensory Service
- Speech and Language Therapy Service
- School Nurses
- SEND LA
- Beanstalk (an adult voluntary reading support group)

The LA have put together a local offer which lists services which are available in Wolverhampton. The list is on this website <http://www.wolverhampton.gov.uk/send> and is continually being updated. This is for the use of students, parents and staff.

### **Resources**

Individual teachers keep their own resources used for differentiation within their classroom. Additional resources are maintained in a central bank and are available for staff to support provision made for ESP targets.

Extra funding for SEND pupils depending on their level of learning difficulty (Learning Difficulty Factor LDF) is used to purchase resources and support staffing costs.

### **Strands of Action to meet Special Educational Needs**

The school aims to make a graduated response to pupil's individual needs. This will involve:

- Class teachers' continuous curriculum assessment, identifying pupils causing concern and making provision within the normal differentiated curriculum.
- The school responding to all appropriate concerns from those involved with the pupil including parents, the pupils themselves and other agencies.
- Where concerns continue, the SENCO, with any additional information, will identify further strategies.

If, after a reasonable period of time using school-based strategies, the concerns persist and progress is not adequate, the involvement of outside agencies may, with parental agreement, be sought. These agencies may provide advice towards more specifically focused strategies to meet ESP targets.

For pupils who demonstrate a continuing significant cause for concern, a request for a statutory assessment for an EHCP may be made to the Local Authority. Such a request will be accompanied by all relevant evidence about the strategies and programmes implemented for the pupil over a reasonable period of time. Also included will be any resources or special arrangements put in place by school staff.

### **Emotional and social development**

Woden primary offers a variety of support for improving emotional and social development within lessons. The pastoral system in school is co-ordinated by the Deputy SENCO and Child and Family Lead.

### **Homework Club**

There are arrangements for a homework club as required, and is a great way of providing additional support in the completion of homework.

### **Bullying**

Read bullying policy on web for in depth provision.

### **Ofsted report that :-**

Pupils say they feel safe and are happy in school. They cannot recall any incidents of bullying and say pupils hardly ever fall out.

### **Records**

Each teacher keeps a folder containing

- Relevant information about the individual needs of the pupils in their class
- Information about any health issues of individual pupils
- Results of formal assessments
- The result of any Diagnostic Testing is kept by the SENCO

### **ICT and Special Educational Needs**

ICT is being increasingly used to support work carried out in the classroom and for teaching small groups of pupils with special needs.

### **Complaints Procedure**

Complaints will be referred to either Mrs F Harris (Deputy SENCO), or the Headteacher. They are dealt with and resolved as soon as possible.

### **Monitoring and Reviewing the SEN Policy**

- Work with outside agencies is reviewed at the end of the academic year
- The SEND policy is reviewed annually and updated as necessary

### **Inset and Training**

In service training will be provided for staff as required, in line with government recommendations. This often relates to any issues arising from the provision for pupils with special educational needs.

### **Links with other Policies**

Co-ordinators of all subject areas will be made aware of pupils with special educational needs so that they can access the curriculum area e.g. pupils with a physical disability in PE. The school is committed to a full inclusion policy for all pupils.

### **Ofsted**

Most recent Ofsted report says:-

The leadership of subjects, special educational needs and for pupils learning English as an additional language is outstanding. Leaders have established clear systems for checking on pupils' progress.

They work closely with teachers and teaching assistants to ensure that pupils whose progress slows receive immediate and effective support.

Disabled pupils and those who have special educational needs work with adults individually to support effectively their emotional and academic development.

Signed:

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