



St Mary's Catholic School

Special Educational Needs Policy

Statement of Intent

At St Mary's Catholic Comprehensive School we believe that each pupil should be given equality of opportunity to achieve their full spiritual, academic and social potential by recognizing the uniqueness of each individual and providing a rich and varied learning experience for all.

Each pupil, regardless of their ability, is entitled to a broad and balanced curriculum which is relevant to their needs. The curriculum offered aims to give all pupils a sense of achievement and thereby help them develop confidence and self – esteem. All pupils are encouraged to participate in the social and academic life of the school. We aim to provide educational experiences that take into account the individual needs of all the pupils and are appropriate to their level of ability.

This policy aims to ensure that curriculum planning, teaching, learning and assessment for pupils with SEN takes account of the type and extent of the difficulty experienced by them.

1. Our objectives

It is the responsibility of the Governors and staff of St Mary's School:

- to ensure equality of provision for pupils with special educational needs (SEN) and disability
- to take into account legislation related to SEN and Disabilities , including part 3 of the Children and Families Act 2014, The SEN Code of Practice 2014, The Special Educational Needs and Disability Regulations 2014, The Special Educational Needs (Personal Budgets and Direct Payments) Regulations, Section 49, The Order setting out transitional arrangements, Section 137, Equality Act 2010, The Mental Capacity Act 2005, Working Together to Safeguard Children 2013, Supporting pupils at school with medical conditions 2014
- to provide full access for all pupils to a broad and balanced curriculum
- to ensure that the needs of pupils with SEN are identified, assessed, planned for and regularly reviewed to improve outcomes
- to enable pupils with SEN to achieve their potential
- to ensure parents / carers are fully engaged in decision making
- to take into account the views, wishes and feelings of pupils
- to provide advice and support for all staff working with pupils with SEN
- to provide detailed information about the arrangements for identifying, assessing and making provision for pupils with SEN

To achieve the aims and principles of the school, its staff, and supporting professionals from outside agencies, will endeavor to work alongside parents and pupils to:

- provide a system for the early identification and assessment of the pupil's special educational needs and to provide a graduated response to meet the needs of the pupil
- provide individualised educational plans (IEPs) as appropriate and ensure that all pupils identified as having SEN regularly have their progress reviewed
- work in partnership with parents, actively encouraging their participation in assessing needs, making decisions and monitoring and reviewing provision
- take into account the views of the pupil and actively involve them in the decision making process regarding their programmes of work, and in the assessment and review procedures
- secure support from the appropriate external agencies when required so that a child's developing needs are identified and addressed as early as possible
- provide a variety of teaching styles and promote effective learning
- provide a positive learning environment through good planning and discipline
- organise teaching groups in such a way as to maximise learning opportunities
- provide resources that are adapted and differentiated to meet the needs of individual pupils
- establish good links with other schools, including schools where children transfer in from, in order to identify and share good practice and expertise
- promote an atmosphere in which the SEN pupils feel valued and can cultivate a sense of self-worth and achievement
- take into account SEN when identifying staff training needs

At St Mary's we will ensure that:

- all teachers are familiar with relevant parts of the SEN Code of Practice
- there is a clear, agreed understanding of what constitutes a child with SEN
- there are clear systems for identifying and assessing pupils with SEN and these systems are maintained
- the SEN department works closely with colleagues when identifying needs, making or amending provision for SEN pupils and monitoring their progress
- outside support services and agencies are used when needed
- records from previous schools are used and further information sought if needed
- a register or list of pupils with SEN is maintained
- a graduated approach to assessment and provision is adopted
- all teachers know which have been identified, what their needs are and how these can be best met
- IEPs are drawn up for pupils in consultation with those involved with the pupil, and with the pupil and parents themselves as appropriate.
- all pupils with identified SEN are given specific, measurable, achievable, realistic and time related targets (SMART)
- all subject teachers endeavor to meet the needs of the identified pupils in the classroom and as part of extra curricula activities
- records are kept of provision made and targets set
- the progress of all pupils with SEN is monitored and provision regularly reviewed and amended as necessary

- pupils recognise and accept each other's strengths and weaknesses and support one another to reach their goals
- parents are involved in the identification, monitoring and reviewing process

Our SENCO is Miss R Coady, and our acting SENCO is Mr D O'Connell. Our Senior Leadership Advocate for SEN is Mrs S Fisher. Should you have any concerns or queries with regard to SEN, please contact the school on 0191 215 3260.

2. Parents and Carers

Parents and carers will be regularly updated on their child's progress within school, and twice yearly information on their child's SEN progress will be sent home. Twice yearly SEN Review days will be held to provide the opportunity to meet with each child's Key Worker. The Form Tutor should be the first point of contact regarding any concerns, and should more specific information or support be required, the SENCO, SEN team, or Heads of Year will be available.

3. Roles and Responsibilities

The Special Educational Needs Coordinator (SENCO):

- overseeing the day-to-day operation of the policy
- coordinating provision for pupils with SEN
- liaising with the Designated Teacher where a looked after pupil has SEN
- advising on the graduated approach to providing SEN support
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with parents of pupils with SEN
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support services
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- ensuring that the school keeps the records of all pupils with SEN up to date

The SEN team support individuals and groups of pupils at SEN support level of provision, both in class and through withdrawal for targeted interventions/ programmes.

The SEN team consists of thirteen Learning Support Assistants. A number of our LSA's are first aid trained and respond to first aid requests within school. Up to date training is sought from the Local Authority to ensure subject knowledge on different areas of SEN are kept up to date.

The governor responsible for SEN is Mrs N Taylor

The designated teachers for child protection are Mr S Tait/Miss D Largue

The designated member of staff responsible for managing pupil premium Mr I Stanton

The designated members of staff for looked – after children are Mr S Tait/Miss D Largue

4. Looked After Children

The special educational needs of looked after children will be identified as part of the normal monitoring cycle. A PEP will be drawn up by the designated person, SENCO and LA representative, which will include appropriate educational targets.

5. Access to Facilities and Provision

Please refer to school's accessibility plans which outlines how we:

- Increase access to the curriculum for pupils with a disability
- Improve and maintain access to the physical environment
- Improve the delivery of written information to pupils

Disabled toilets are available on every floor of the school building, and a lift is available to allow access to each floor. First aid provision can be found in the Inclusion Suite on the ground floor, and Heads of Year are responsible for overseeing the administration of medicines throughout the school day.

6. Allocation of Resources

The Head teacher and SENCO are responsible for the operational management of the budget for SEN provision. The school will use a range of additional funding including the notional SEN budget and, where applicable, pupil premium to provide high quality appropriate support for pupils with SEN.

7. Access to the Curriculum

The broad and balanced curriculum is differentiated to enable all children to access the learning. Teachers have high expectations for all pupils. In planning and teaching teachers provide suitable learning objectives, meet the pupils' diverse learning needs and remove the barriers to learning. For the majority of the week, pupils with SEN are taught with their peers in mainstream classes. Teachers are responsible and accountable for the progress and development of the pupils. However, in order to maximize learning, some pupils are withdrawn, individually and in small groups, to take part in targeted, time limited interventions planned to meet particular needs. Where the level of SEN is significant, students have been provided an amended timetable with reduced GCSE options. Pupils with SEN are actively encouraged and supported to join in and benefit from additional activities and clubs as well as any wider community activities.

8. Identification, Assessment, Planning and Review Arrangements

St Mary's follows the graduated approach of assess, plan, do and review as outlined in the Code of Practice (2014). This approach is embedded in whole school practice for all pupils and every teacher is responsible for 'adapting teaching to respond to the strengths and needs of all pupils' (Teachers' Standards 2012).

School assessment data, teacher judgments and, where appropriate, assessments from outside agencies are used to identify pupils who require additional and different provision. A provision map / intervention map outlines all SEN support and is updated each term.

The following are **not** SEN but their situation may impact on progress and attainment, and these needs are closely supported by the Pastoral Team

- Disability
- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL)
- Receipt of pupil premium
- Being a looked – after child
- Being a child of service personnel
- Being a vulnerable child

9. SEN support – four part cycle

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils in school. Termly pupil progress meetings support the early identification of pupils who may have SEN. Where concerns are identified an initial concerns checklist is completed and discussed with the SENCO.

Assess

The subject teacher, working with the SENCO, will carry out a clear analysis of a pupil's needs. This assessment will be reviewed regularly. Where appropriate, professionals will help to inform the assessment. Parents will be asked to contribute to the assessment.

Plan

Parents will be formally notified via their child's Head of Year or the SENCO. Adjustments, interventions, support and review date will be agreed with staff, parents and pupil. This will be recorded on the provision map, and their child's IEP updated and amended appropriately.

Do

The subject teacher will remain responsible for working with the pupil on a daily basis and retain responsibility for their progress and outcomes. The subject teacher will plan and assess the impact of support and interventions with any teaching assistants or specialist staff involved. The SENCO will support the above.

Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed on the agreed date. Reviews will be held with parents at least twice per year. The subject teacher, working with the SENCO, will revise the support in light of the pupil's progress. If a pupil does not make expected progress over a sustained period of time, St Mary's will consider involving specialists. St Marys School liaises with the following services - Educational Psychology Service, School Health, School Improvement Service (SIS) SEN support, SEN Teaching and Support Service (SENTASS) and, when appropriate, Social Services and Looked After Children Team.

10. Additional Top Up Funding

Where a pupil's needs exceed the nationally prescribed threshold (currently £6,000) additional funding will be applied for from the local authority.

11. Education, Health and Care Plans

Where, despite having taken relevant and purposeful action to identify, assess and meet the SEN of a pupil, the pupil has not made expected progress, then school or parents will consider requesting an Education, Health and Care assessment. School will provide the local authority with evidence of the action taken as part of SEN support. St Mary's will be transitioning to EHC Plans in the coming years, and these will all be in place by 2018.

Further details on provision for pupils with SEN can be found in the SEN information document also available on the school's website.

12. SEN information document

This report can be found on the school website. It outlines the provision St Mary's makes for all pupils with SEN and within the four broad areas of need – communication and interaction; cognition and learning; social, emotional and mental health difficulties; sensory and/or physical.

13. Transition Arrangements

Transition is carefully planned. In order to ensure successful transition to from primary, school, and onto post 16 provision, the pupils and parents/carers will be fully involved in the planning for the transfer to the new setting. Key information about SEN provision will be shared with the next school /setting through the review process.

The SENCO or Deputy Head visits all primary feeder schools, and where there are those with particular Special Needs, meetings can be arranged with their existing teachers and parents to facilitate a smooth transition. For those completing their studies, the Head of Year 11, Sixth Form Tutors and the Head of Sixth Form work closely with the SENCO and Connexions to ensure the correct provision is made.

14. Partnership with Parents/Carers

St Mary's has positive attitudes to parents/carers and values their important role in their child's education. Parents/carers are always informed when their child is placed on the SEN list and the graduated response, outlined in the Code of Practice, is explained to them. SEND information, advice and support service information is also given. They are fully involved in the review process. Interpreters are arranged for parents who require translation during meetings. Written information is in accessible formats and sufficient notice is given for meetings to enable parents/carers time to prepare. Where appropriate, the Common Assessment Framework (CAF) is used to coordinate support for children and their families who have a range of needs.

15. Pupil Participation

The views of all pupils are valued. Pupils with SEN are supported to be involved in decision making and to be able to express any concerns. Inclusiveness is essential to the values of the school, and pupils with SEN are taught along-side their peers in all non-core subjects. All pupils are aware of their individual targets and a pupil IEP is used to gather their views on their progress. The pupil review sheet is completed with the SEN Department or Form Tutor twice a year. Every pupil is invited to attend their twice annual review.

16. Access Arrangements

The SENDCO works closely with classroom teachers and the pastoral team in order to identify any student who should be tested for Access Arrangements. JCQ regulations require any student who demonstrates a need for additional support is externally assessed in order to ascertain eligibility and identify what support is appropriate. This may be in the form of additional time, the use of a scribe, reader, prompt or modified paper. Once identified as eligible, the additional support will be incorporated into all external examinations.

17. Monitoring and Evaluating the Success of Provision

A variety of methods are used to monitor and evaluate the provision and achievements for the pupils with SEN. These include:

- regular observation of teaching by the senior management team
- analysis of assessment data, with high expectations for the progress expected between key stages for all pupils,
- assessment records that illustrate progress over time – e.g. reading ages
- assessments records for those pupils who are withdrawn for targeted interventions
- success rates in respect of individual targets
- monitoring by the governor with responsibility for SEN
- regular meetings between SENCO, SEN team, Head of Year and Heads of Department
- provision mapping – used as a basis for monitoring the impact of interventions.

18. Development

The SENCO ensures staff are informed of local and national developments in relation to SEN and Inclusion. Training needs are identified and, where appropriate, outside agencies are used to deliver the training. Newly qualified teachers are offered support and in school training by the SENCO.

19. Medical Conditions

St Mary's will follow the recommendations of the Children and Families Act 2014 with regard to arrangements to support pupils with medical conditions. Where a pupil also has SEN, their provision will be planned and delivered in a coordinated way with their healthcare plan.

20. Admissions

St Mary's has adopted the criteria set out in the LA's admission policy. The school welcomes pupils with known special educational needs and disability, as well as identifying and providing for those not previously identified as having SEN.

21. The Complaints Procedure

Initially an attempt will be made to resolve a complaint about SEN provision at school level, within one week of the complaint having first been made. The procedure is firstly that the key worker / class teacher / form tutor attempts to resolve matters, then if required the SENCO and /or Head teacher becomes involved.

If the complaint is unresolved, then the person making the complaint is advised of their rights under Section 23 of the Education reform Act to make a complaint. The Governing Body will consider the complaint, after which, if necessary the LA will become involved. School will inform parents/carers of the local authority's commissioned independent disagreement resolution service. Details can also be found in the Local Offer.

This SEN and Disability policy will be reviewed and amended annually.