



# Hurworth Primary School

## SEND policy

Policy Version Control	
Policy type	Hurworth Primary School
Policy prepared by (name and designation)	Shaunagh Maguire SENCo
Last review date	September 2024
Description of changes/Updates	Addition of SENCo maternity cover Small amendments to ensure terminology used is consistent
LGB approval	Autumn 2024
Date released	Autumn 2024
Next review date	Autumn 2025

## Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (July 2014) 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 July 2014
- Schools SEND Information Report Regulations 2014
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Child Protection and Safeguarding Policy
- Teachers Standards 2012

## Aims and Objectives

*At Hurworth Primary School, we see ourselves as a family and as such, we want to ensure that every child has access to the best start in life and are nurtured and supported so they can demonstrate the 'best version' of themselves with the hope that they achieve their dreams and fulfil their potential.*

### **We aim to:**

- Provide children with SEND a broad and balanced curriculum that meets the full range of their individual abilities and needs so they become the best version of themselves.
- Provide a learning environment with an atmosphere of encouragement, acceptance and respect for achievements in which all pupils can thrive.
- Identify the needs of pupils with SEND as soon as possible in their school life to ensure progress and opportunities are maximised.
- Assess, monitor, and review the provision for children with SEND regularly using a child-centred approach.
- Work closely with parents/carers and professionals to hone and develop our provision for children with SEND.
- Equip children with SEND with life skills and independence to prepare them for the wider world and adulthood.

## Roles and Responsibilities

The people co-ordinating the day to day provision of education for children with SEND are Mrs S Maguire (SENCo), Miss C Fogg (SENCo cover, Assistant Head & class teacher) and Mrs K Sellars (HLTA).

The school governor with responsibility for SEND is Caran Masheded.

The SENCo and HLTA work with the head teacher and governing body to determine the strategic development of the SEND policy.

## Contact details:

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## SEND Definition

The Code of Practice outlines a graduated response to pupils' needs, recognising that there is a continuum of need matched by a continuum of support. Children have special educational needs if they have a learning difficulty that calls for special educational provision to be made for them.

*'Children have a learning difficulty if they:*

- *Have a significantly greater difficulty in learning than the majority of children of the same age.*
- *Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local authority.*
- *Are under compulsory school age and fall within the definitions above or would so do if special educational provision was not made for them.'* (Code of Practice, September 2014)

There are 4 broad areas that cover the range of needs that should be planned for. The purpose of identification is to work out what action will be taken as a school; not to fit a child into a category. In practice, individual children will often have needs that cut across all these areas and these may change over time. The four areas are:

1. **Communication and interaction**
2. **Cognition and Learning**
3. **Social, emotional and mental health difficulties (SEMH)**
4. **Sensory and/or physical**

For definitions of these areas see [Appendix 1](#)

Children may also have other difficulties which may impact on their learning, progress and attainment but they are **NOT SEND**. These children are still supported with high-quality teaching, tailored interventions and are closely monitored in termly pupil progress meetings.

These are:

- Disability (*the Code of Practice outlines the "reasonable adjustment" duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEND*)
- Attendance and Punctuality
- Health and Welfare
- English as an additional language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

## Identification of SEND

Early identification of children with SEND is a priority. Our school will use appropriate assessment tools, expertise and ascertain pupil progress through:

- Evidence obtained by teacher observations and assessments
- Pupil progress in relation to maths, reading and writing objectives
- Pupil's performance in the National Curriculum judged against year group expectations
- Standardised assessment tools
- Discussions with parents/carers

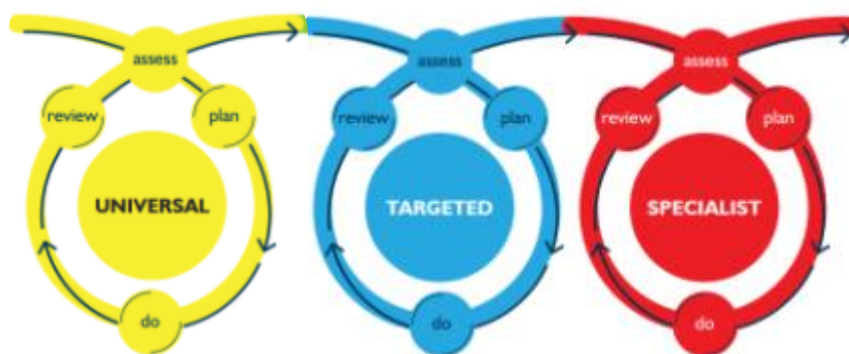
Our school uses our local authority's '[SEND ranges](#)' as a reference point in identifying the level of the need and what level of support is required.

***A child has SEND where their learning difficulty or disability requires special educational provision that is different from or additional to that is normally available to pupils of the same age.***

As a school, we strongly believe that having a special educational need is not about seeking a label or a diagnosis; it is about ensuring the child has the right level of support in place for them to be the best version of themselves and achieve their potential.

We recognise that parents/carers know their children best, therefore we listen to and understand when concerns are expressed about their child's development. Staff also listen to and address any concerns raised by children themselves.

There is a clear approach to identifying and support children with SEND. We follow a three tier model which ensures children receive the right level of support.



### Universal support

Teachers are responsible and accountable for the progress and development of **all** children in their class. High quality teaching, differentiated for individual children, is the first step in responding to children who have or may have a Special Educational Need. Teachers assess and monitor children's progress on a termly basis using an assessment tracking tool designed by the Lingfield Trust. This helps teachers identify children not making adequate progress across all areas of the curriculum. If a

teacher has a concern about a child's progress, attainment or their behaviour, they will first refer to the school's 'Quality First Teach Toolkit' and the [SEND ranges](#) to explore different approaches in supporting the child.

### **Targeted support**

After 3 weeks, the teacher will review whether the different approaches have made a difference to the child. If it hasn't then the teacher will complete a standardised form, highlighting the child's strengths, difficulties and what has already been put in place to support the child. The SENCo will arrange with the class teacher to observe the child in the classroom setting and discuss what targeted support the child may need. This may be using additional resources or accessing small group/1:1 interventions designed to address the need or seeking advice from expertise within the school or trust. These additional provisions are implemented and reviewed in 6 weeks. Parents/carers may be made aware of this level of support as they may be able to support their child at home as well.

### **Specialist support**

#### **Support plans**

If there is little or no progress after the targeted support, a meeting is arranged with parents/carers to inform them of what has already been put in place and for any other concerns to be shared. A pupil passport (a profile about the child as a whole) is written by the teacher in conjunction with the child. The pupil passport ([see appendix 3](#)) can be viewed by all members of staff on the school's online portal so they understand the child's needs and are aware of how best to support them. This is updated as and when needed. A support plan ([see appendix 2](#)) may also set up which again is written in conjunction with the child and their parents/carers. Up to three targets are set on these documents which are reviewed every 6-8 weeks depending on the nature of the target. These targets are to help overcome the barriers the child is facing. Not all targets may have an academic focus. They could be based on any of the four key areas of SEND mentioned at the beginning of this document. They have a child friendly version of their targets which is sent home and is accessible in the classroom. This cycle of assess, plan do & review ensures everyone works together to continually support the child receives and improves the rate of progress. Some children who have SEND may not need a support plan depending on the nature of their need however they will have a pupil passport.

At this level of support, the child would be placed on the additional needs register (with parents/carers' consent). This is so that the SENCo and other senior leaders can monitor the progress of the child closely. It may be that other professionals such as speech and language therapists, educational psychologists and occupational therapists become involved (with parental consent) to support school with programmes or recommendations to help address the child's needs. These will be used to inform the child's support plan. Parents/carers are also fully involved in this process and receive the same documentation as school. Meetings are held so that all parties agree on what is best for the child. It is important to understand, however, that the purpose of such involvement of professionals is not always to seek a 'label' or 'diagnosis' – but more often in order for advice to be offered to help the child learn as well as they possibly can and be the best version of themselves.

## **EHCP**

If the needs of the child are not being met through the provision, support and actions outlined in the support plans, a multi-agency meeting will agree to submit the appropriate evidence to the local authority, requesting a statutory assessment for an Education Health Care Plan (EHCP). An EHCP is required for children whose needs require a more **intensive level of specialist help** that cannot be met from the resources available to school. The needs of the child sit in range 4 or above in relation to the **SEND ranges** from the local authority. The application for an Education, Health and Care Plan will combine information from a variety of sources such as their support plans, specialist reports, views from the both the child and parents/carers and also the SEND ranges. Parents/carers can also make a self-referral for an EHCP. A decision will be made by a panel of professionals from education, health and social care about whether or not the child is eligible for an EHCP.

Parents/carers have the right to appeal against a decision not to initiate a statutory assessment leading to an EHCP. Every child, who has an EHCP, will have an annual review where all professionals involved with the child will meet at school with their parents/carers and review their short- and long-term outcomes, set new ones and discuss any amendments that need to be made to the EHCP document. Children with an EHCP will still have support plans and pupil passports that will reflect the targets and information set in the EHCP document.

***We ensure our GDPR policy is followed and that all documents relating to SEND are treated with confidentiality, only shared with appropriate professionals and stored on secure software.***

## **Evaluating Success**

The Governing Body at Hurworth Primary will report annually on the success of the policy and, to facilitate this, we have identified specific objectives which are given under the 'aims and objectives' section in this policy.

In evaluating the success of this policy, our school will formally consult the following:

- Parents/carers
- Children
- Teaching staff
- External professionals

We will set targets matched to specified aims to provide indicators against which progress can be measured. Pupil progress will provide evidence for the success of the SEND policy and this will be analysed carefully through:

- Consideration of each child's success in meeting targets set on their support plans.
- Value added data for children on the Additional Needs register.
- Evidence generated from progress review meetings.

## **Staff Training and Resources**

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, staff engage in regular CPD opportunities. Training needs are regularly reviewed and adapted to reflect the specific needs of pupils in school. The SENCo attends the Local Authority and Multi-Academy Trust partnership network meetings and disseminates information to staff as appropriate. The SENCo is able to monitor provision for children with SEND through observations, discussions with class teachers/support staff, provision mapping and data analysis. Resources are typically replenished/purchased as and when needed but an annual audit quantifies all SEN related resources.

## **Admission Arrangements**

Our school believes that the admissions criteria should not discriminate against pupils with SEND and has due regard for the practice advocated in the Code of Practice, in that

*'All schools should admit pupils already identified as having special educational needs, as well as identifying and providing for pupils not previously identified as having SEND. Pupils with special educational needs but without Educational Health Care Plans must be treated as fairly as all other applicants for admission.'*

According to the Education Act 1996 if a parent wishes to have their child with an EHCP educated in the mainstream, the LEA must provide a place unless this is incompatible with the efficient education of other children, and there are no reasonable steps can be taken to prevent the incompatibility.

At Hurworth Primary School, we have adopted a whole-school approach to the SEND policy and practice. Pupils identified as having SEND are, as far as is practicable, fully integrated into mainstream classes. Every effort is made to ensure that they have full access to the National Curriculum and are integrated into all aspects of school life.

## **Partnership with Parents/Carers**

We firmly believe in developing a strong partnership with parents/carers as this helps children with SEND to achieve their full potential and helps inform high quality teaching practises within the school, for the individual child. Our school recognises that parents/carers have a unique overview of their child's needs and how best to support them and this gives them a key role in the partnership. At the end of each academic year, each child on the Additional Needs register will have a transition meeting (in addition to their support plan reviews) regarding their progress and needs. Relevant members of staff and parents/carers attend this meeting to ensure the child transitions smoothly. As we recognise the importance of the parent's voice, we formally consult their views based on the SEND provision in school. This is used to highlight our strengths and areas that need developing.

## **The Voice of the Child**

At Hurworth Primary School, we encourage children to participate in their learning by ensuring they are involved in making decisions, where possible, right from the start of their education, reflecting their level of maturity. We want all children to be given the opportunity to make choices and know that their views matter. The School Council is one mechanism for this, alongside PSHE, which is a weekly feature of our school timetable. Children are involved in the drawing up and reviewing of their support plans and pupil passports. The SEND team actively seek the voice of children during learning walks and observations so that staff can provide them with appropriate support.

## **Accessibility**

The leadership team at Hurworth Primary School are committed to improve access for all people in the school building and for all pupils to access the curriculum. An accessibility plan has been completed to ensure every opportunity to improve access has been identified and acted upon accordingly. The [accessibility policy](#) can also be viewed on the school website. Hurworth Primary School is a one-story building and is fully wheelchair accessible.

## **Complaints Procedure**

Any complaints with regards to the SEND provision should be referred to the head teacher, Mrs A Maddison, following the complaints procedure established by the school. Please contact the school office to arrange an appointment, if there is anything you want to discuss. The complaint procedure can be found on the school website.

## **Appendix 1: Definitions of Terms**

### **Cognition and Learning**

Children may experience general or specific learning difficulties and require systematic programmes to aid progression. Such requirements may also apply to some extent to children with physical and sensory impairments and autistic spectrum disorder. Specific learning difficulties include, for example, dyslexia and dyspraxia.

### **Behaviour, Emotional and Social Development**

Children may be withdrawn or isolated, disruptive or disturbing, over-active, impulsive or lacking in concentration, have immature social skills or present challenging behaviour.

### **Communication and Interaction**

Children may have speech and language delay, impairments or disorders, specific learning difficulties e.g. dyslexia, dyspraxia, hearing impairments or autistic spectrum disorder.

### **Sensory and Physical**

Children may have profound and permanent deafness, may be blind or partially sighted or suffer lesser or temporary levels of loss. They may have physical impairments arising from physical, neurological or metabolic causes and require access to specific facilities or equipment. Their difficulties may cause them emotional stress or physical fatigue.



## Appendix 2: Demo template of a Support Plan

Learning Plan for Bill Açıktön - Demo School 7 - 1

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### Learning Plan for Bill Açıktön - 1

Stage: **Statemented**

Date of birth: 11/6/98 Gender: Male Pupil ID: J820200107001 Year group: 11 Tutor group: 11A

Start date: 1/8/06 Review date: 23/12/16 Teacher: Mrs Selina Andrews

**Areas of concern:** - Bill is struggling with his GCSE English course, due in part to his dyslexia.  
- Bill struggles with aspects of Maths - particularly percentages, decimals and fractions.

**Areas of strength:** - Has a wide range of interests to draw upon in writing.  
- A very pleasant young man, very popular within his peer group and an excellent sportsman

First language: ENG FSM: yes Medical: no In care: no Ethnic background: WENG PP: yes Attendance: 100.0%

Reading Age: 13.3 Spelling Age: 13.5

- This plan is intended to help Bill develop his cognition and learning skills.



Area of concern	Target	Desired outcome	Strategies & Provisions
Dyslexia	Always plan what you are going to write.	Written task started quickly.	Mind mapping, spidergrams, use of colour.
Dyslexia	Learn to spell nonsense words.	Demonstrates secure phoneme awareness.	Dictation exercises, software games.
Spelling	Learn to spell keywords in all subjects.	Correct spelling of keywords.	Posters, lists, flashcards, bingo, quizzes, crosswords, word searches.
Dyslexia	Proof read your work.	Improvement in quality and quantity of written work.	Peer assessment. Learning Support Assistant support, proofreading exercises, odd one out, multisensory approach.

Learning Plan for Bill Açıktön - Demo School 7 - 1

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### Provisions

Name	Concern	Wave	Description	Start date	End date
Peer Mentoring	Social, Emotional and Mental Health Difficulties	2		1/9/16	17/3/17
Numbershark	Cognition and Learning Needs	3	Program designed to improve numeracy. It addresses many of the difficulties which lead students to dislike maths.	7/9/16	31/1/17
Early Literacy Support	Cognition and Learning Needs	2		22/9/16	20/4/17
New provision	Communication and Interaction Needs			4/11/16	21/1/17

Parental contribution

- Parents will attend Bill's review meeting.

Parent signature \_\_\_\_\_

Pupil contribution

- Bill has agreed to weekly meetings with Mr. Marc E. to work on comprehension techniques.

Pupil signature \_\_\_\_\_

### Appendix 3: Demo template of a pupil passport

**Pupil Passport - Demo School 7**

Date: 23/6/16  
Teacher: Mr Marc Evans

**Bill  
Açktön**



Date of birth: 11/6/98  
Pupil ID: J820200107001  
Year group: 11  
Tutor group: 11A

#### Likes

I like most sports, playing games on my PC and going out with friends.

#### Dislikes

Reading! I really don't like reading. I find it hard to concentrate, especially when I'm reading something I don't find interesting.

#### Important activities and hobbies

I love playing football and rugby. I play for the school team in both sports and for my local side Southbridge AFC Under 16s in football and Southbridge RFC Under 16s in Rugby. I'm captain of both rugby teams. I enjoy gaming online too, but prefer playing sports outdoors!

#### Favourite lessons

Games and PE are definitely my favourite lessons. I like Resistant Materials too - but more the practical side. I don't mind science, I like listening to how things work and think I understand most topics, I just don't like researching or writing up experiments

#### Important people in my life

My parents and grandparents. They watch all of my football and rugby matches - home and away! They give me and my friends lifts to training. My teammates are important to me too, most of us have played sports in the same team since we were in the Under 9s.

#### Please avoid doing these things

Please don't get frustrated if I'm falling behind reading bulky paragraphs or on my written work. It puts me off my work and it doesn't make me work any faster.

#### How I want to be supported

Please be patient with me, especially if I'm struggling to keep up. I understand lots about my lessons so I prefer to be asked questions rather than having to write answers down on paper. Extra time on exams would really help me too.

#### Talents

Sports. Football and rugby especially. I enjoy cooking at home - when I don't have to follow a recipe! I like making things in the workshop too.