



**Newhampton Church of England  
Schools Federation**

# **Special Educational Needs & Disabilities / Inclusion Policy**

Newtown Church of England Primary School  
&  
Welshampton Church of England Primary School

**Agreed by the FGB November 2023  
Review by July 2024**



## **Values and Vision**

**Growing together in strength, love and wisdom, we shine.**

**“Let your light shine”**

**Matthew 5:16**

‘Let your light shine’ encapsulates the Federation’s commitment to provide an enriching education which is deep and broad. Pupils will be equipped for life in all its fullness through our Christian values of strength, love and wisdom.

Learning will be a journey of fun and adventure, broadening the horizons of our pupils and inspiring them to be the best they can be. Within a nurturing environment, we will support our pupils to give them the strength to flourish as confident, resilient and independent members of society.

Christian character illuminates all aspects of school life, where everyone is understood and valued. At the heart of our safe and inclusive schools, pupils will be kind, patient and respectful - developing a love of one another, a love of learning and a love of life itself.

The aspirational curriculum will foster curious and creative thinkers, who will be encouraged to maximise every opportunity and be proud of their achievements. Pupils will find joy in seeking knowledge and learning new skills, as they grow together on their journey through childhood.

Our schools are forward-thinking and outward-looking. We will continuously improve and evolve together, in order to inspire pupils, who leave our schools feeling excited and ready for the future.

## **Special Educational Needs & Disabilities / Inclusion Policy**

Newhampton Federation has two members of staff acting in a SENDCo role. In Newtown C E Primary School the named SENDCO is Mrs Louise Lench and in Welshampton C E Primary School the named SENDCo is Miss Rebecca Jones. There is a Federation named Governor responsible for SEND. Together with the Headteacher, they ensure that the Newhampton Federation Special Educational Needs policy works within the guidelines and inclusion policies of the Code of Practice (2014), the Local Authority's Local Offer and other policies current within the Federation.

We believe that all children have an equal right to a full and rounded education which will enable them to achieve their full potential. We recognise their potential increased need from a Health & Safety perspective and make appropriate arrangements for inclusion and access to learning.

We use our best endeavours to secure special educational provision for pupils for whom this is required, that is 'additional to and different from' that provided within the differentiated curriculum to better respond to the four areas of need identified in The New Code of Practice (2014, revised 2015).

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory/physical

### **What are special educational needs?**

A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age.

Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England. Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision. (Code of Practice 2015) Because the general level of ability within our school is high, we recognise that some children may feel disadvantaged working alongside high achieving children. They may be offered additional support, through small group or 1:1 activities, in order to boost their skills level and confidence.

Newhampton Federation recognises that the needs of high achieving children should also be catered for and recognised as a 'special educational need'. This SEND policy details how we will do our best to ensure that the necessary provision is made for any pupil who has special educational needs and that those needs are known to all who are likely to work with them.

We will ensure that teachers are able to identify and provide for those pupils with special educational needs, allowing them to join in all school activities together with pupils who do not have special educational needs.

### **Aims and objectives**

The aims of this policy are:

- to create an environment that meets the special educational needs of each child in order that they can achieve their learning potential and engage in activities alongside pupils who do not have SEND
- to request, monitor and respond to parents/carers and pupil views in order to evidence high levels of confidence and partnership

- to make clear the expectations of all partners in the process
- to ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development
- to ensure support for pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals
- to identify the roles and responsibilities of all staff in providing for children's special educational needs
- through reasonable adjustments to enable all children to have full access to all elements of the school curriculum
- to work in cooperation and productive partnerships with the Local Education Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners Equal Opportunities and Inclusion

Through all subjects we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society. We also measure and assess the impact regularly through meetings with our SEND coordinators and individual teachers to ensure all children have equal access to succeeding in this subject.

Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations
- require different strategies for learning
- acquire, assimilate and communicate information at different rates
- need a range of different teaching approaches and experiences

Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy
- planning to develop children's understanding through the use of all available senses and experiences
- planning for children's full participation in learning, and in physical and practical activities
- helping children to manage and own their behaviour and to take part in learning effectively and safely
  - helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning

### **Identification, Assessment and Provision**

Provision for children with special educational needs is a matter for the whole school. The governing body, the Executive head teacher, the SENCOs and all other members of staff, particularly class teachers and teaching assistants, have important day-to-day responsibilities. All teachers are teachers of children with special educational needs.

The school will assess each child's current levels of attainment on entry in order to ensure that they build on the patterns of learning and experience already established during the child's pre-school years.

If the child already has an identified special educational need, this information may be transferred from other partners in their Early Years setting and the class teacher and SENCO will use this information to:

- Provide starting points for the development of an appropriate curriculum.
- Identify and focus attention on action to support the child within the class.
- Use the assessment processes to identify any learning difficulties.
- Ensure ongoing observation and assessments provide regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.

The identification and assessment of the special educational needs of children whose first language is not English requires particular care. Where there is uncertainty about a particular child, a teacher will look carefully at all aspects of the child's performance in different subjects to establish whether the problems are due to limitations in their command of English or arises from special educational needs.

### **The Role of The SENCO and what Provision Looks like at Newhampton Federation**

The Special Educational Needs Co-ordinator's [SENCO] responsibilities include:

- Overseeing the day-to-day operation of the school's SEND policy.
- Co-ordinating provision for children with SEN.
- Liaising with and advising fellow teachers.
- Overseeing the records of all children with SEN.
- Liaising with parents of children with SEN.
- Contributing to the in-service training of staff.
- Liaising with local secondary schools so that support is provided for Y6 pupils as they prepare to transfer.
- Liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies.
- Co-ordinating and developing school-based strategies for the identification and review of children with SEN.
- Making regular visits to classrooms to monitor the progress of children on the SEND Register.

The school's system for observing and assessing the progress of individual children will provide information about areas where a child is not progressing satisfactorily. Under these circumstances, teachers may need to consult the SENDCo to consider what else might be done. This review might lead to the conclusion that the pupil requires help over and above that which is normally available within the particular class or subject.

The key test of the need for action is that current rates of progress are inadequate. Adequate progress can be identified as that which:

- Prevents the attainment gap between the child and his peers from widening.
- Closes the attainment gap between the child and his peers.
- Better the child's previous rate of progress.

- Ensures access to the full curriculum.
- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the child's behaviour.

In order to help children with special educational needs, Newhampton Federation will adopt a graduated response. This may see us using specialist expertise if we feel that our interventions are still not having an impact on the individual.

The Federation will follow a termly Plan, Do, Assess, Review cycle. In occasional cases, it may be appropriate to adapt this to half termly cycles to best meet an individual's needs. Our graduated response will be recorded in a Personal Education Plan (PEP):

- Teachers will record the steps taken to meet the needs of individual children through the use of a Provision Map, including entry and exit data to track the impact of such provision and each SENCO will have responsibility within their own school for ensuring these records are kept and available when needed.
- This data will be entered onto the Federation tracking system, Insight, by the Assessment Lead following each termly summative assessment and will be used to support further provision planning.
- The child voice and parental engagement will be supported through termly meetings following a combination of teacher and formal assessments through which progression will be discussed and next steps agreed. These outcomes will be recorded in an Individual Aspiration and an Individual Support Plan (IASP).
- We will ensure that any member of staff is aware of additional needs and how to support individual children by the presence of a child voice 'All About Me' document within the class register.

If we refer a child for statutory assessment/Education Health and Care Plan, we will provide the LA with a record of our graduated response work with the child to date.

When any concern is initially noticed it is the responsibility of the class teacher to take steps to address the issue. Parents will be consulted and specific intervention put in place and monitored for a period of up to 1 term. If no progress is noted after this time the child may be added to the school SEND register with parental permission. The class teacher after discussion with the SENCO will then provide additional interventions that are additional to those provided as part of the school's differentiated curriculum and the child will be given individual learning targets which will be applied within the classroom. These targets will be monitored by the class teacher and teaching assistants within the class and reviewed formally with the SENCO, parents and young person.

Reasons for a child being added to the SEND register may include the fact that he/she:

- Makes little or no progress, even when teaching approaches are targeted particularly in a child's identified area of weakness.
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas.
- Presents persistent emotional or behavioural difficulties which are not improved by the behaviour management techniques usually employed in the school.
- Has sensory or physical problems, and continues to make little or no progress, despite the provision of specialist equipment.
- Has communication and / or interaction difficulties and continues to make little or no progress.

## **Partnership with parents / Confidentiality & Data Protection**

Partnership plays a key role in enabling children and young people with SEND to achieve their potential. Parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs. All parents of children with special educational needs will be treated as partners and given support to play an active and valued role in their child's education. We recognise the additional duty of care and confidentiality placed upon school through the close working relationships with families of children with SEND and ensure rigorous methods of data protection of medical and health information etc are applied.

Children and young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like. They will be encouraged to contribute to the assessment of their needs, the review and transition process.

The school website contains details of our policy for special educational needs, medical needs and the special educational needs information report including the arrangements made for children in our school with special educational needs. At all stages of the special needs process, the school keeps parents fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages. We encourage parents to make an active contribution to their child's education and discuss of any necessary outside intervention. We share the process of decision-making by providing clear information relating to the education of their child.

Parents always have access to the SENCO through a school email address and parents and children have access to the individual school websites which has a dedicated section to Special Educational Needs.

## **The Nature of Intervention**

The SENCO and the child's class teacher will decide on the action needed to help the child progress in the light of earlier assessments. This may include:

- Different learning materials or specialist equipment.
- Some group or individual support, which may involve small groups of children being withdrawn from the main cohort activity to work with the SENCO, the Class Teacher or Teaching Assistants.
- Extra adult time to devise/administer the nature of the planned intervention and also to monitor its effectiveness.
- Staff development and training to introduce more effective strategies.

After initial discussions with the SENCO, the child's class teacher will be responsible for working with the child on a daily basis and ensuring delivery of any individualised programme in the classroom. Parents will continue to be consulted and kept informed of the action taken to help their child, and of the outcome of any action. The SENCO will support further assessment of the child where necessary, assisting in planning for their future needs in discussion with colleagues and parents.

## **The use of outside agencies**

These services may become involved if a child continues to make little or no progress despite considerable input and adaptations. They will use the child's records in order to establish which strategies have already been employed and which targets have previously been set. The external specialist may act in an advisory

capacity or provide additional specialist assessment or be involved in teaching the child directly. The child's Individual targets will set out strategies for supporting the child's progress. These will be implemented, at least in part, in the normal classroom setting. The delivery of the interventions recorded in the IEP continues to be the responsibility of the class teacher.

Outside agencies may become involved if the child:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at National Curriculum levels substantially below that expected of children of a similar age.
- Continues to have difficulty in developing literacy and mathematical skills.
- Has emotional or behavioural difficulties which regularly and substantially interfere with the child's own learning or that of the class group.
- Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service.
- Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.
- Despite having received intervention, the child continues to fall behind the level of his peers. School Request for Statutory Assessment or Education Health and Care Plans (from September 2014)

A request will be made by the school to the LEA if the child has demonstrated significant cause for concern. The LEA will be given information about the child's progress over time and will also receive documentation in relation to the child's special educational needs and any other action taken to deal with those needs, including any resources or special arrangements put in place.

The evidence will include:

- Previous Provision Maps and targets for the pupil.
- Records of regular reviews (IASP) and their outcomes.
- Records of the child's health and medical history where appropriate.
- National Curriculum attainment levels in literacy and numeracy.
- Education and other assessments, for example from an advisory specialist support teacher or educational psychologist.
- Views of the parents.

The parents of any child who is referred for statutory assessment will be kept fully informed of the progress of the referral. Children with a statement of special educational needs will be reviewed each term in addition to the statutory annual assessment. When this coincides with transfer to secondary school, the SENCO from the secondary school will be informed of the outcome of the review and will be invited to join review meetings.

### **Provision Maps (formerly known as Individual Education Plans/IEPs)**

Strategies employed to enable the child to progress will be recorded within a personalised education plan which will include information about:

- The short-term targets set for the child.



- The teaching strategies to be used.
- The provision to be put in place.
- How the targets will help the child in their learning
- What they are responsible for
- How the child can be successful
- The review date.
- Provision maps are stored electronically on the school system and updated regularly by teachers and teaching assistants. This allows the Federation to evidence individualised provision through a child's learning journey.

### **Access to the Curriculum**

All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to understand the relevance and purpose of learning activities and experience levels of understanding and rates of progress that bring feelings of success and achievement. Teachers use a range of strategies to meet children's special educational needs. Lessons have clear learning objectives and staff differentiate work appropriately, and use assessment to inform the next stage of learning that incorporate the different learning styles that children have.

Provision Maps, which employ a small-steps approach, feature significantly in the provision that we make in the Federation. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. Our special needs register identifies those children who have a Provision Map with individual targets and we also monitor children who have barriers which may impact on their ability to access educational provision. We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from whole class activities. There are times though when, to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the standard curriculum.

### **Allocation of resources**

The SENCO is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with statements of special educational needs and Education Health and Care plans.

The headteacher informs the governing body of how the funding allocated to support special educational needs has been employed. In line with the Education Access Service (Inclusion Service Support) with Shropshire Council, Newhampton Federation provides equality for all its pupils.

### **The role of the governing body**

The governing body challenges the school and its members to secure necessary provision for any pupil identified as having special educational needs. They ask probing questions to ensure all teachers are aware of the importance of providing for these children and ensure that funds and resources are used effectively. The work carried out by the SEND Governor is supported by the Governing Body and a termly report is sent out to all members containing information following the termly visit between the SEND Governor and the

SENCO. The governing body has decided that children with special educational needs will be admitted to the school in line with the school's agreed admissions policy.

### **Monitoring and evaluation**

The SENCO monitors the movement of children within the SEND system in school and provides staff and governors with regular summaries of the impact of the policy on the practice of the school. They are involved in supporting teachers and in drawing up Provision Maps for children. The SENCO and the head teacher hold regular meetings to review the work of the school in this area.

In addition, the SENCO and the named governor with responsibility for special needs also hold regular meetings.

### **EAL – English as an Additional Language**

Some children for whom English is not their first language may need support at some stage. However, any lack of competence in English must not be equated with the definition of SEND as described in this policy. Gifted and Talented Children who are gifted or who are more able are recognised as having particular needs. We have a register of gifted and talented and more able children which is reviewed regularly. Additional provision is actively sought and provided for these children.

### **Complaints Procedure**

In the event of a parent registering a complaint, this shall be a written letter addressed to the Executive Headteacher and the Chair of Governors. (There is a School Complaints Procedure - see policy document). Under the SEND and Disability Act 2001 & Children & Families Act 2014 parents will also be able to request independent disagreement resolution and the school will make this information available on request