

# SEN policy and information report

**Approved by: (awaiting approval by AAB)**

**Date:** 7.9.22

**Last reviewed on:**

September 2022

**Next review due by:**

September 2023

## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Definitions .....	2
4. Roles and responsibilities .....	3
5. SEN information report .....	4
6. Monitoring arrangements .....	9
7. Links with other policies and documents .....	9

---

### 1. Aims

Our SEN policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN

We have a child-centred ethos here at Penbridge Infant School & Nursery and aim to involve the children in open discussions about their progress both academically and holistically. As a school our main approach is through quality first teaching for all pupils. Through careful monitoring of pupils' progress, if appropriate, we are able to use targeted interventions to support each pupils' individual needs; this allows us to offer a personalised approach. Parent/Carer engagement is key to our approach; through regular reviews, parents evenings and coffee mornings we aim to work cohesively alongside parents/carers to achieve the best outcomes for their children.

To ensure the best outcomes we also use Portsmouth City Council's Ordinarily Available Provision (OAP), which can be found at: <https://portsmouthlocaloffer.org/wp-content/uploads/2019/10/Ordinarily-available-Provision-document.pdf>

### 2. Legislation and guidance

This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEN and disabilities

The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

### 3. Definitions

A pupil has SEN if they have a learning difficulty or disability that calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of the others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## **4. Roles and responsibilities**

### **4.1 The SENCO**

The SENCO is Mrs Claire Filson, who can be contacted via the school's office.

They will:

- › Work with the headteacher and SEN governor to determine the strategic development of the SEN policy and provision in the school
- › Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- › Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high-quality teaching
- › Advise on the graduated approach to providing SEN support
- › Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- › Be the point of contact for external agencies, especially the local authority (LA) and its support services
- › Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- › Ensure the school keeps the records of all pupils with SEN up to date

### **4.2 The SEN governor**

The SEN governor will:

- › Help to raise awareness of SEN issues at governing board meetings
- › Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- › Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

### **4.3 The headteacher**

The headteacher will:

- › Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision within the school
- › Have overall responsibility for the provision and progress of learners with SEN and/or a disability

### **4.4 Class teachers**

Each class teacher is responsible for:

- › The progress and development of every pupil in their class
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and how they can be linked to classroom teaching
- › Working with the SENCO to review each pupil's progress and development, and decide on any changes to provision
- › Ensuring they follow this SEN policy

## 5. SEN information report

### 5.1 The kinds of SEN that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- › Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- › Cognition and learning, for example, dyslexia, dyspraxia
- › Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)
- › Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- › Moderate/severe/profound and multiple learning difficulties

In addition to we have an Inclusion Centre at our school. This is a specialist centre for children with complex Cognition and Learning difficulties aged between four and nine, who have an Education Health and Care Plan (EHCP). This purpose-built part of school opened in September 2021 to 8 children for the first year. In September 2022 we have expanded to 17 spaces.

### 5.2 Identifying pupils with SEN and assessing their needs

Underpinning all our provision in school is the graduated approach cycle.

All teachers are responsible for every child in their care, including those with special educational needs. (Reference: Teaching & Learning Policy)

**Assess:** – this involves taking into consideration all the information gathered from our assessments, observations and discussions with parents or carers.

**Plan:** – this stage identifies the barriers to learning, intended outcomes, and details what additional support will be provided to help overcome the barriers.

**Do:** Class teacher / teaching assistants will carry out support set in the LPs, and annotate the plans with progress made.

**Review:** – this stage measures the impact of the support that has been provided, and considers whether changes need to be made. All those involved contribute to these discussions. This stage informs the next cycle, if necessary. Having consulted with children, young people and their parents, all our additional provision (internal or external) is based on an agreed outcomes approach.

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- › Is significantly slower than that of their peers starting 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
- › Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

When progress is not as expected or there is low attainment, this will not automatically mean a pupil is recorded as having SEN.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

### **5.3 Consulting and involving pupils and parents**

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- › Everyone develops a good understanding of the pupil's areas of strength and difficulty
- › We take into account the parents' concerns
- › Everyone understands the agreed outcomes sought for the child
- › Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents when it is decided that a pupil will receive SEN support.

### **5.4 Assessing and reviewing pupils' progress towards outcomes**

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- › The teacher's assessment and experience of the pupil
- › Their previous progress and attainment or behaviour
- › Other teachers' assessments, where relevant
- › The individual's development in comparison to their peers and national data
- › The views and experience of parents
- › The pupil's own views
- › Advice from external support services, if relevant

The assessment will be reviewed regularly.

Termly reviews, called Pupil Progress Meetings, with teachers and members of the Senior Leadership Team monitor children's attainment and progress. This is a review of progress, a time to discuss assessment results and make plans. This ensures early identification of children's additional needs, which is vital. When a child is not achieving levels at age expectation or there is an identified special educational need there will be a graduated response. Through careful identification of the child's need and barriers to learning, there may be adaptations made to the provision. Teaching in class will be at the heart of driving forward the child's progress. However, extra intervention may be planned for children to work in a small group or on a one-to-one basis with an adult.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

### **5.5 Supporting pupils moving between phases and preparing for adulthood**

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

We will work closely with nurseries to ensure that appropriate plans are in place to transition children into school from other early years settings. We will liaise with the Nursery Managers/SENCOs to ensure that we are able to proactively put provision in place ready for their start.

In addition to this, we will work closely with KS2 settings that children will attend. We will meet with key staff for appropriate handovers and will discuss the need for any additional provision to support transition, such as additional school visits.

## 5.6 Our approach to teaching pupils with SEN

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to pupils who have SEN. This will be differentiated for individual pupils.

We will also provide the following interventions:

Reading interventions, which include,

- Family Fisher Trust, Better Reading Partnership, Toe by Toe, Precision Teaching, Nessy and Booster Phonics.

Spelling interventions, which include,

- Precision Teaching, Nessy Spelling, Booster phonics, Letters and Sounds, Individualised spelling support within the classroom.

Maths interventions, which include,

- Precision Teaching

Speech and Language and motor skills interventions which include

- Lego therapy, Personalised intervention recommended by SALT or through the Solent Therapy pack.

Pastoral interventions, which include,

- Silver set SEAL curriculum, emotional first aid, ELSA trained staff to deliver individualised programmes,

We also have a Loss Companion to support child through times of bereavement, although all TAs have received training so can deliver this.

## 5.7 Adaptations to the curriculum and learning environment

Quality first teaching is at the heart of our curriculum. Teaching in class will be at the heart of driving forward the child's progress. However, extra intervention may be planned for children to work in a small group or on a one to one basis with an adult. When an additional need is identified, there will be a cycle in place of assess, plan, implement and review. Most intervention will happen through personalised strategies within the classroom.

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Sensory supports to aid pupils moving around the environment. This is done in conjunction with both habitation and sensory impairment colleagues.

Within our Inclusion Centre we tailor each child's curriculum to their individual needs and Education, Health and Care Plan (EHCP) to ensure that they are making appropriate progress to their needs.

## 5.8 Additional support for learning

The key role of teaching assistants in the school is to support learning in class. We have a number of teaching assistants who are trained to deliver interventions such as outlined in 5.7.

We work with the following agencies to provide support for pupils with SEN:

- Educational Psychology
- NHS Speech and Language

- Springboard Speech and Language
- Multi-Agency Behaviour Support Service
- Portsmouth Outreach Service
- Occupational Therapy
- Sensory Impairment Service
- Schools Mental Health Team
- CAMHS

## **5.9 Expertise and training of staff**

Our SENCO has many experience in this role and has worked as the lead teacher within our inclusion centre previously starting their new role in September 2022 as Assistant Headteacher for Inclusion.

We have a team of teaching assistants, including higher level teaching assistants (HLTAs) who are trained to deliver SEN provision.

In the last academic year, staff have been trained in:

- PACE approach (Playfulness Acceptance Curiosity and Empathy)
- Collaborative problem solving

Some staff have received:

- ELSA training
- Specialist speech and language training (Eklan level 3)
- Epilepsy training

## **5.10 Securing equipment and facilities**

We allocate funds for resources through our SEN budget depending on the needs of the pupils at any time. We may also seek support for specific equipment through external agencies, such as the visual impairment service.

## **5.11 Evaluating the effectiveness of SEN provision**

We evaluate the effectiveness of provision for pupils with SEN by:

- › Reviewing pupils' individual progress towards their goals each term
- › Regular reviews of the interventions in place
- › Using pupil questionnaires
- › Monitoring by the SENCO
- › Learning walks across the school
- › Year leader monitoring tasks
- › Using provision maps to measure progress
- › Holding annual reviews for pupils with EHC plans
- › Independent quality assurance reviews

## **5.12 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND**

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils regardless of any SEND needs, are encouraged to take part in all whole school events, including sports day, sports week and theme days. All learning is tailored to meet the needs of all pupils at their individual starting points. This may include the additional deployment of resources, including staff.

We work closely with other professions, such as the sensory impairment team, to ensure that our accessibility of the site and whole curriculum.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

Admissions are run by the local authority and we liaise closely with the SEN team to support the needs of all pupils. We do our best to be an inclusive school, but due to the nature of our facilities set on multiple floors we are not accessible for all types of disabilities.

### **5.13 Support for improving emotional and social development**

The school offers a variety of support for pupils who are encountering emotional & social difficulties. These include:

- Members of staff such as the Class Teacher, Teaching Assistant, Pupil and Family Support Worker and SENCo are available for pupils who wish to discuss issues and concerns.
- Social Skills groups are run in individual classes, where appropriate, for specific children.
- We have a team of Emotional Literacy Support Assistants (ELSA's) in school who work 1:1 and with small groups on processing their emotions and supporting them with coping mechanisms when they are finding certain situations difficult.
- We work closely with a range of outside agencies to support our children, including but not limited to Mental Health in Schools Support Team, Multi-agency Behaviour Support Service and our Educational Psychology
- Early Help (EH) assessments are used to support the wellbeing of a child and their family, the child is invited to attend if appropriate.
- Where necessary, Parents and carers are invited to Attendance Review meetings with the Attendance Officer, Ms Arnett, to improve attendance.
- If a child has shown no progress, is significantly below target or has any other additional need impeding them from their learning, an Education, Health and Care (EHC) plan may be applied for. If successful, the EHC plan will outline the child's individual needs and be reviewed annually with all professionals and adults involved with that child, including parents, to target set for the following year. The EHC plan can follow them throughout their education up to the age of 25.
- Investigating all reported incidents of possible bullying and peer-on-peer abuse rigorously in line with our safeguarding and anti-bullying policy.
- As part of our child-centred ethos, we proactively seek pupils' views at all stages to ensure that they are part of the decision making process.

### **5.14 Working with other agencies**

We always aim to have strong relationships all other professionals, working together for the best outcomes of all pupils. Where appropriate we will hold regular reviews to support the children and identify next steps for their learning. A list of some of the outside agencies that we work with can be seen in 5.8.

### **5.15 Complaints about SEN provision**

Complaints about SEN provision in our school should be made in line with on complaints procedure, which can be found on our school website.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services



› Making reasonable adjustments, including the provision of auxiliary aids and services

## 5.16 Contact details of support services for parents of pupils with SEN

Below is a table of key contacts within our school. All of these staff members can be contacted via the school office:

<u>Name</u>	<u>Area of expertise</u>	<u>Level (as of page 58 in SEND code of practice)</u>
Mrs Claire Filson	Special Educational Needs	NASENCO
Mr Owen Greenaway	Safeguarding and Family Support	DSL and trained in Early intervention
Mrs Kerry Arnett	Attendance and Behaviour	Trained in Early intervention, PACE, positive behaviour support
Jenny Ashton, Jackie Nutland, Kelly Jones, Clare Selwood, Vikki Haining	Emotional Literacy Support Assistants (ELSA)	Trained ELSAs and accessing regular supervision

In addition to these there are numerous services that may be able to provide support to pupils and families which include:

- Portsmouth SENIASS - [Portsmouth SENDIASS – Special Educational Needs & Disability Information Advice & Support Service](#)
- Portsmouth Parent Voice - <https://www.portsmouthparentvoice.org>
- Moriah group - [Moriah Family Support Group > Portsmouth Local Offer](#)
- HIVE - [HIVE Portsmouth |](#)

## 5.17 Contact details for raising concerns

If you have concerns about your child, in the first instance please contact their class teacher. If you wish to discuss it further this can be done via the school office on: [office@penbridgechschool.org.uk](mailto:office@penbridgechschool.org.uk)

## 5.18 The local authority local offer

Our contribution to the local offer is awaiting name change but can be found at: [Penhale Infant School & Nursery > Portsmouth Local Offer](#) and [Penhale Infant School & Nursery Inclusion Centre - known as The Rainbow Fish Centre > Portsmouth Local Offer](#)

Our local authority's local offer is published here: [www.portsmouthlocaloffer.org](http://www.portsmouthlocaloffer.org)

## 6. Monitoring arrangements

This policy and information report will be reviewed Mrs Claire Filson **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## **7. Links with other policies and documents**

This policy links to the following documents

- Behaviour and relationships policy
- Accessibility plan
- Inclusion policy
- Equality information and objectives
- Supporting pupils with medical conditions policy