



New City Primary School

SEN and Inclusion Policy

March 2018

Policy Creation and Review

Author(s)	Ms A Greyling
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Ratified by Governing Body	
Next Review Date	February 2019

Introduction

This document is seen as a working and developing policy liable to change in the light of evaluation of practice, and is reviewed annually.

New City Primary School aims to include fully all children whatever their race, gender, class, learning need or ability into every aspect of school life and the curriculum. Thus the aims, objectives and implementation of the inclusion policy relate closely to whole school policy aims, objectives and implementation.

We aim to

- Ensure full access to a broad relevant curriculum
- Ensure that all teachers are teachers of all pupils
- Ensure that pupils' views and preferences are used to inform us
- Ensure that we share information regularly with parents and value their role in the child's continued progress
- Ensure all children with specific needs are tracked, targeted and supported appropriately.

As an inclusive school we feel it is important to be up to date with current practice and advice. In order to do this we refer to current legal frameworks and guidelines generated by the DfE.

Implementation

The Governing body and Head teacher are responsible for the determination of school policy and management in all aspects of the school's work including special educational needs.

The SENDCO has the overview of all children with identified needs and has responsibility for the day to day operation of the Inclusion policy.

The SENDCO works with and leads a team of Teaching Assistants and Learning Mentors.

Professionals from outside the school may also be brought in by the SENDCO to offer specific support. The team offers support and advice to teachers, parents and children.

Each member of staff is responsible in their differing roles to ensure that children's individual needs are met.

Organisation

Admissions

All parents/carers are asked to complete a detailed admission form. This form, along with supplementary information, including if appropriate the child's statement of special educational needs or EHC plan, is made available to relevant staff.

All parents/carers are encouraged to visit the school prior to admission and take an active part in developing a transition plan for the child's move into New City. Before joining the school in Early Years teachers make home visits to talk with parents/carers about their child's educational, social and cultural needs.

Special Education Needs

Children with an Education Health Care Plan (EHCP) or Statement of Special Educational will be placed under the latest SEND regulations.

All places in special schools and resource units located in Newham are placed outside of these arrangements using the SEN published protocols.

Associated regulations, statutory guidance and information.

This document should be read in conjunction with:

- School Standards Framework Act 1998
- School Admissions Code (2014)
- Admission Appeals Code (2012)
- Admission of Crown Servants (2015)
- Children Missing Education (2016)
- Pan London Scheme for 2017
- SEND Code of Practice (Jan 2015)

Transition

The transition of children between Phases and to Secondary provision is planned to enable all children to have opportunities to prepare for change and new challenges. Issues of individual support and curriculum continuity for children with special educational needs are discussed with all relevant staff.

Parents/carers are key to this transition and we support parents to visit and develop close links with the Secondary school prior to transfer.

The SENDCO liaises closely with Secondary Schools to set up and implement transition programmes for groups or individuals with additional needs to enable a smooth transition.

Pupil Participation

We aim to include all children in making decisions and exercising choices about their education. We encourage all children with special educational needs to share their views about what the sort of help they would like in school.

All children are supported in decision-making, this could include:

- Setting of learning targets
- Contributing to their IEP's and being fully involved in the review
- Discussions about choice of schools
- Contributing to informal and formal assessments of their needs
- Contributing to the annual review
- Involved in the planning for and delivery of transition programmes

The New Code of Practice 2014 outlines how children and young people should be included in assessments and decision making.

- Provide clear accurate information about the child's special educational needs and the purpose of any assessment, individual education plan or any intervention.

- Help the pupil to understand the agreed outcomes of any intervention and how they can be a partner in working towards the goals. Pupils who play an active part in assessment and in developing and monitoring agreed targets will also have greater self-esteem and feel confident that they are making progress
- Explain clearly what additional support or assessment arrangements are being made and how the pupil can contribute to them
- Consult pupils who need individual support (whether through equipment or additional adult support) to ensure that such support is provided in a timely and sensitive way and enables them to fully participate in learning
- Recognise the potential stress of assessment and review arrangements and do their best to ensure that the pupil understands the role and contribution of any other professionals from the educational psychology service, child health or social services, who may be involved
- Draw upon the experience of any local pupil support or advocacy services for children which might offer additional advice and assistance
- Ensure that the pupil has access to a designated member of staff with whom they can discuss any difficulties or concerns. It is important that they can feel confident to share any anxieties at an early stage
- Be aware that many pupils may already be in contact with other professionals in child health, mental health, social services or other agencies

Partnership with parents/carers

In addition to parental/carer involvement at the different stages of assessment which has already been described, termly open days and evenings are held when parents/carers are invited to discuss their child's achievements and their progress. Parents/carers are welcome to make appointments at any time to meet staff.

In accordance with the Code of Practice parents/carers are asked to make a written contribution to the review and take an active part in deciding the following year's targets for the child. IEPs are discussed with parents/carers.

Where day to day contact is not possible with parents/carers regular contact is maintained through home school diaries and telephone calls when appropriate.

Positive attitudes to parent, user-friendly information and procedures and awareness of support needs are important. There should be no presumption about what parents can or cannot do to support their children's learning. Stereotypic views of parents are unhelpful and should be

challenged. All staff should bear in mind the pressures a parent may be under because of the child's needs.

To make communications effective professionals should:-

- Acknowledge and draw on parental knowledge and expertise in relation to their child
- Focus on the children's strengths as well as areas of additional need
- Recognise the personal and emotional investment of parents and be aware of their feelings
- Ensure that parents understand procedures, are aware of how to access support in preparing their contributions, and are given documents to be discussed well before meetings
- Respect the validity of differing perspectives and seek constructive ways of reconciling different viewpoints
- Respect the differing needs parent themselves may have, such as a disability, or communication and linguistic barriers
- Recognise the need for flexibility in the timing and structure of meetings

Curriculum

Arrangements for providing access to a broad and balanced curriculum and to ensure that all children are fully included in the life of the school:

- ✓ All members of staff have responsibility to enable all children to have access to a broad and balanced curriculum including National Curriculum.
- ✓ School policies are written, implemented and monitored to ensure the access and achievement of all pupils.
- ✓ Core and foundation subjects are differentiated to ensure that they are relevant, meaningful, motivating, and challenging to all pupils.
- ✓ All staff will be trained with particular regard to the inclusion of children with special needs.
- ✓ We have looked carefully at the format of the sessions and how children can be included and the role of the support staff in enabling this to happen.
- ✓ We have looked at how smaller groups in whole class sessions can be more effective for some children for some activities.
- ✓ Careful planning between teachers and support staff is essential to ensure that individual needs are met.
- ✓ Information Technology is used to enable some children to access particular parts of the curriculum e.g. using a Word Processor for writing as well as general use for a range of programmes.
- ✓ The children's IEPs are planned and written with both the child's individual needs in mind and the level at which they are functioning on the National Curriculum. There is a clear focus on progression and ensuring that we track progress carefully, so that IEPs are effective and relevant.

The staffing of the school is enhanced by:

- Providing additional teacher, nursery nurse and teaching assistant when required to meet the needs of individual or groups of children

- Investing in staff development in educating children with special educational needs.

Individual Education Plans

IEPs contain short-term targets from the child's statement, advice from the support agencies, and are drawn up from yearly targets.

To support IEPs and to ensure progression in all areas for individual children there are individual profiles, which outline individual needs in one or more of the following:-

- Physical management,
- Eating and drinking programmes,
- Toileting programme,
- Behaviour management,
- Medical issues and guidelines,
- Independence skills.

The IEPs and individual profiles are shared with the Class teacher on a regular basis through meetings.

In addition to IEPs children may also be supported through a range of intervention programmes, such as Newham Wave 3 or Numeracy Intervention. These are targeted interventions for children and will be carried out by Teachers, Learning Mentors or Teaching Assistants with relevant training.

The IEPs and individual profiles are drawn up by the SENCO and Class Teachers.

IEPs are monitored by the SENCO each half term. At the end of the school year IEPs are evaluated and targets suggested for the next term.

Links with External Agencies

It is our policy to work co-operatively with all other agencies involved with children and to provide a base for other professionals where appropriate.

Links with external agencies are established and co-ordinated through the SENCO. They are the initial point of contact and will establish working procedures and guidelines. They are an integral part of the child's support and will be supported to work in an inclusive setting by all the staff.

Within each Phase they will liaise with the class teacher in conjunction with the SENCO

Staff will aim to incorporate any professional advice into the child's IEP.

All services working within the school should aim to provide an integrated, high quality, holistic support that is focused on the needs of the child. Services should adopt a flexible child centred approach so that changing needs can be met. These should reflect a real partnership with young people and their parents.

Many children will already be involved with services prior to admission to school and this will continue throughout their school life.

Education

Liaison is maintained with teachers from the Complex Needs and Dyslexia Service, Language, Communication and Interaction Service, Behaviour Support Service and the Sensory Team of specialists for children with visual and hearing impairment.

Our buy in Educational Psychologist works across the school offering support to children, parents and staff to identify individual needs and how we can all work together to ensure children make progress in their learning.

New City Outreach Centre is fully inclusive and offers play opportunities for all children in the local community.

Health

Regular medicals, hearing tests and dental inspections are held in the school. The school Doctor and school nurse regularly visit the school and provide INSET and advice for staff and parents. Our buy-in Speech and Language therapist works across the school to assess, write programmes and work with children who have been identified as needing this support. The Speech and Language therapist works throughout the year to cover all wings and assess children in the school.

Social Services

The school aims to work co-operatively with Social Services on individual cases.

Senior teachers attend case conferences and core groups. Social Workers visit to observe children at work.

Voluntary Groups

The school aims to work co-operatively with the variety of support groups that exist in Newham. This co-operation is through offering information to parents, staff and children about groups, the school as a meetings venue etc.

Complaints Procedure:

If a parent or other professional is concerned about how a child's special educational needs are being met they are asked initially to discuss their concerns with the class teacher.

If the matter is not resolved the complainant should approach the SENDCO who will: -

- Investigate the concern
- Consult and decide on future action
- Feedback to the complainant
- Record discussions and action within an agreed timescale

If the matter is not resolved the complainant should approach the Head teacher who will: -

- Examine previous documentation
- Investigate the concern
- Consult and decide on future action
- Feedback to the complainant
- Record discussions and action within an agreed timescale

If the matter is not resolved the complainant should approach the governing body, through the Chair of Governors. The governors will then investigate the complaint.

If the matter remains unresolved the complainant is advised to contact the Monitoring Officer of the LA.