



**POLICY FOR ASSESSMENT OF AND PROVISION FOR PUPILS WITH  
SPECIAL EDUCATIONAL NEEDS AND DISABILITY**

Approved by:

FGB

The Governing Body of Hopton CEVC Primary School adopted this policy on October 2017.

**Document Change History**

<b>Review date:</b>	<b>Reviewed by</b>	<b>Change details</b>
October 2018	Claire Wright	SEN changed to SEND in entire document. Point 2; CW added as current SENDCo Ali Horsfall ASL, Sarah Almond Safeguarding gov. SG considerations as per T4T training.
October 2019	Claire Wright	P2 1:2 added 'usually around 2 years below' P2 1:2 added 'as defined by the SEN Code of Practice 2014) P3 3 Deleted hyperlink P3 2 added Claire Wright as SENDCo P4 3.1 Removed hyperlink.
September 2020	Claire Wright	P2 1:2 added bullet point around needing external support. P3 Under 'Teachers' added clarity on the assess, plan, do, review and support plans. Page 9: Appendix 3 added: Covid 19 Response.
September 2021	Claire Wright	Page 2, point 1:1: Added vision and Christian Values. Page 2, point 1:1. Addition of Pastoral Role Page 5: Terminology change to 'higher needs' Page 8: Removal of SEND adviser's details as the role no longer exists.
November 2022	Claire Wright	Thurston Partnership wording removed.  P4 Name change  Appendix 3: Covid removed.
November 2023	Claire Wright	Page 4. Added Sarah Adnett as ASL.  Page 4. Added the word 'non' to statutory for KS1 assessments  Page 7. Added SES  Page 8. Amended Chair's name.

**At Hopton CEVC Primary School we live out the words of Jesus in Matthew 19 vs 26 'With God all things are possible'. We raise aspirations and encourage perseverance to reach goals in life and learning**

## I. Introduction

The policy adheres to the Department for Education's Code of Practice (2014).

The policy is in keeping with the school's vision, aims, its teaching and learning ethos, and its policy on equality of opportunity. The school is committed to a policy of inclusion: one in which the teaching, learning, achievements, attitudes and well-being of all children matter – including those identified as having special educational needs or disabilities (SEND). The culture, practice, management and deployment of the school's resources are designed to ensure all children's needs are met.

The Governing Body believes that all children, regardless of ability and behaviour, should be valued equally. Different children's needs are recognised and met through varied and flexible provision throughout the curriculum. We recognise that education is a partnership. We therefore aim to involve staff, parents, children and governors in the creation of a happy and secure environment, where there is a shared sense of purpose, supported by mutual trust and respect.

### 1.1. Policy principles and objectives

- To ensure that quality first teaching, adapted for individual pupils, is embedded in every class and that teachers are held accountable for the progress and attainment of all pupils in their class whether or not they have additional needs.
- To ensure that all children, whether or not they have SEND, have access to a broad, balanced and relevant curriculum.
- To ensure early identification, assessment and provision for any child who may have special educational needs.
- To help every child realise his or her full potential and optimise his or her self-esteem. This is enhanced through the regular teaching of the school's vision and Christian Values.
- To encourage all pupils, including those with SEND, to become **independent** and take positions of responsibility within the school.
- To enable all staff to play a part in identifying SEND pupils and to take responsibility for recognising and addressing their individual needs.
- To encourage the whole school community to demonstrate a positive attitude towards SEND.
- To encourage an effective parent partnership in developing and implementing a joint learning approach at home and at school. This can be facilitated through the school's Pastoral Lead.
- To encourage and support children to participate in all decision-making processes that occur in their education, seeking their views and taking them into account.

### 1.2. Definition of SEND

A child has a Special Education Need if he or she has a learning difficulty or disability that means he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age (usually around 2 years below), or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.
- Needs provision outside mainstream class expertise and therefore has external agencies involved.

Special educational provision will be matched to the child's identified SEND. Children's SEND needs are generally thought of in the following four broad areas of need as defined in the SEND Code of Practice 2014:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- Sensory and/or physical needs

In this school, a pupil has SEND where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age. Making higher quality teaching normally available to the whole class reduces the number of pupils who require such support.

This school will assess each pupil's current skills and levels of attainment on entry, building on information from previous settings and key stages where appropriate. We will consider evidence that a pupil may have a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made for them.

**Teachers** are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. High quality teaching, adapted for individual pupils, is the first step in responding to pupils who have or may have SEND.

The school will take a graduated approach: the majority of children with SEND or disabilities will have their needs met within the school.

Some children may require an Educational Health and Care needs assessment (previously a statement) in order for the local authority to decide whether it is necessary for it to make provision in accordance with an EHC plan.

The purpose of an EHC plan is to make specific and/or additional provision to meet the special educational needs of the child, to secure the best possible outcomes for them across education, health and social care.

The school will maintain a record of those pupils who are currently receiving SEND support or who have previously received support. It is likely that your child will be added to the SEND register if your child's needs are not wholly met through quality teaching or other provisions provided by the school, and there is a requirement of additional support from external agencies or specialist organisations.

We will support your child by working to a support plan that we will plan in co-production with parents and children. Support plans can be tailored to the exact need of your child and adapted to suit all the parties involved. Once a support plan is agreed upon the class teacher will monitor your child's progress against the specific targets sets. This will then be reviewed with you on a regular basis. This cycle is called ASSESS, PLAN, DO, REVIEW. We may complete this often with you.

### 1.3. Working with parents

This school is committed to working with parents in the best interests of the child. Parents will be involved in the identification of SEND and informed when the school makes special education provision for the child. At Hopton School, we always work together with parents, pupils and teachers, to create and co-produce supporting documents that pupils may need i.e. support plans, targets, provision maps and care plans. Parents and pupils will be involved in the co-production of any pupil reviews and the school will ensure that parents are regularly kept updated of their child's progress. Periodic reviews will be held for all SEND pupils; involved in this process will be: parents, teachers, the Special Educational Needs Coordinator (when available) and most importantly the pupils themselves.

In line with the Code of Practice 2014, the school has produced a local offer that summarises the provision that it will make reasonable endeavours to offer to any pupil with SEND. It can be read on the school's website or contact the school for further details.

## 2. ROLES AND RESPONSIBILITIES

- **Parent:** the school recognises the role of the parent as the primary educator and carer of the child. Parents play a vital role in supporting the education of the child and have a responsibility to engage with the school when it consults with them on decisions affecting the child and to inform the school of any changes in circumstance that may affect the child.
- **Class teacher:** in the first instance, the class teacher will be responsible for delivering high quality teaching adapted for individual pupils, identifying any possible SEND concerns and liaising with the parents and Special Educational Needs Coordinator.
- **Special Educational Needs Coordinator (SENDCo):** The SENDCo in our school is Claire Wright. She is a qualified teacher and the Headteacher. She has responsibility for coordinating SEND provision. In 2016 Mrs Claire Wright achieved the National SENDCo award, she is also a Specialist Leader of Education (SLE) for SEND and Inclusion.
- **Head teacher:** The head teacher has overall responsibility for the strategic development of SEND policy and provision and the management and deployment of staff and resources.

- **SEND Governor:** The governor with responsibility for SEND is Sarah Almond. They should liaise regularly with the SENDCo about developments in SEND, undertake monitoring to see that statutory requirements for meeting SEND within the school are met and report to the governing body regularly.
- **Safeguarding, Pupil Premium and Children Looked After:** The member of staff with responsibility for child protection is Claire Wright. The alternate members of staff are Ali Rouse and Sarah Adnett and the governor with responsibility for child protection is Sarah Almond.

It is recognised that there may be additional safeguarding challenges for children with SEN and Disabilities, these include;

- Awareness that behaviour, mood and injury may relate to possible abuse and not just their SEN or Disability.
- There is a higher risk of peer group isolation.
- Disproportionate impact of bullying.
- Issues around communication
- Consideration will be taken for extra pastoral support and guidance for these children.
- The headteacher is responsible for making decisions about the use of pupil premium money
- The member of staff responsible for Children Looked After is Claire Wright.
- **The Governing Body** is responsible for ensuring that the school fulfils its statutory duties. It will establish and review this policy having regard to the Code of Practice on the identification and assessment of special educational needs. It will hold the Head Teacher to account for the provision for and outcomes of children with SEND. It will ensure that governors receive appropriate training to fulfil their roles.
- **The local authority:** The local authority must consult parents of children with SEND in the development of its policies. Where a child requires an EHC needs assessment, it must ensure that the child's parents are fully included in the process from the start, are fully aware of their opportunities to offer views and information, and are consulted about the content of the plan.

A list of contact details are included in Appendix 1.

### 3. PROCESSES

#### 3.1. Admissions

This school follows the Suffolk County Council (SCC) Co-ordinated Admissions Policy. Places will be offered to those children with an EHC Needs Assessment that names the school as the appropriate school for the child, even if it is not the catchment school. In making the decision to name a school, parents' views will be considered carefully by local authority staff.

Parents who wish to see if this school is suitable for their child can find details of our local offer for pupils with SEND on our website or ask for a copy from the school office. The best way to find out if this school will meet your child's needs is to visit the school. Please contact us to arrange an appointment. Parents will be responsible for transporting their child to the school if they do not qualify for free or discretionary transport under the Suffolk County Council home to school transport policy. Please contact SCC for further information: 0845 606 6173.

#### 3.2. Identification, Assessment and Review (Assess, Plan, Do & Review)

We use a cycle of identification, assessment, provision, review and evaluation (as shown below)

- **Identification:** We work on the principle that early identification of additional needs is essential. The school conducts regular assessments, for example: Foundation Stage baseline assessment, Phonics Screening in Year 1, Key Stage 1 non- statutory assessments in English and Maths and Science, years 3 and 4 non-statutory SATs in English and Maths, Progress in English and Progress in Maths assessments in Y5 and Y6 and statutory assessments at the end of year 6. In addition, informal assessment takes place through teacher observation, discussion with teaching assistants, discussion with the child and parents and marking and evaluation of work.

#### 3.3. Provision and funding

- **Universal:** High quality teaching, adapted for individual pupils, is the first step in responding to pupils

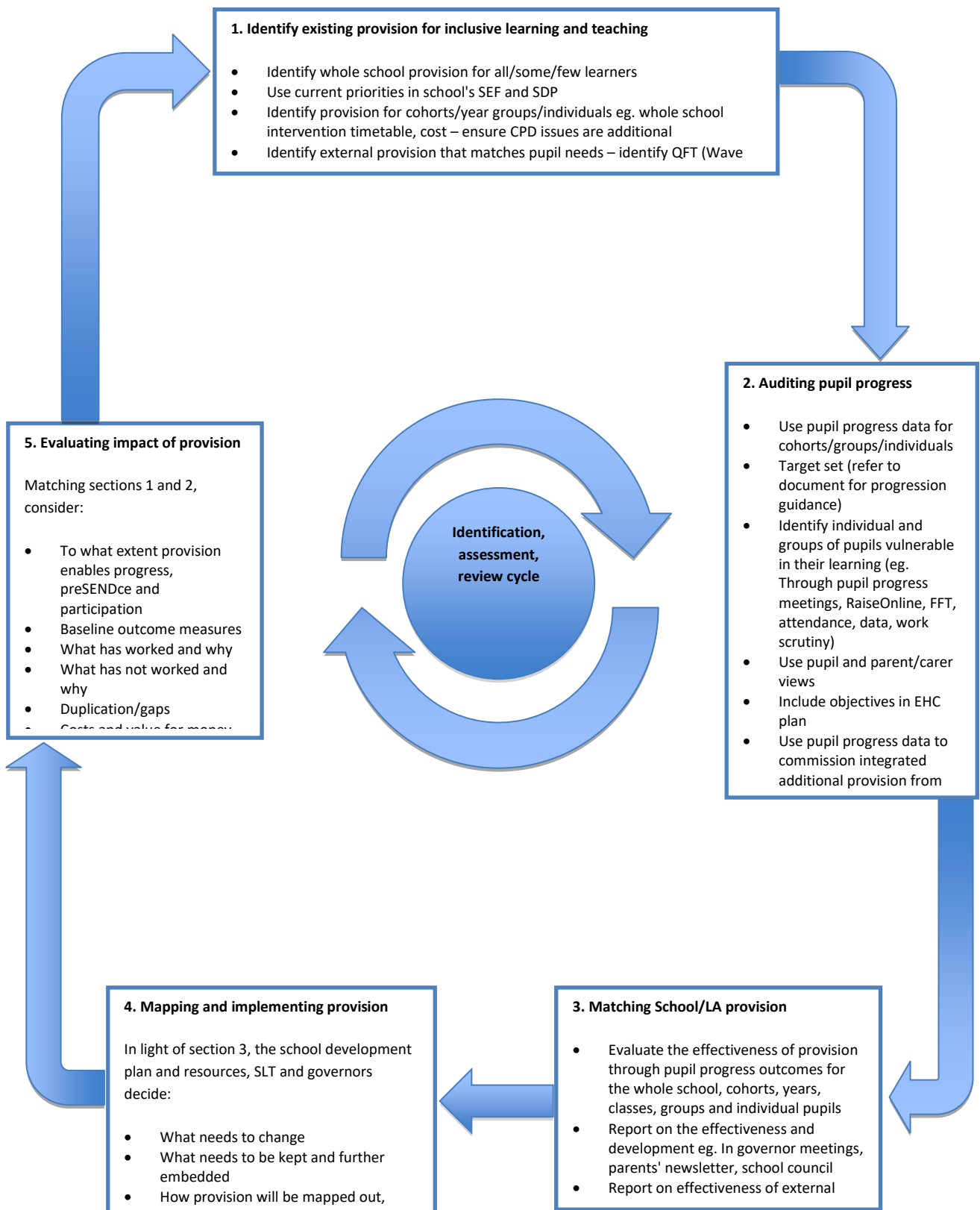
who have or may have SEND.

- Targeted: Additional programmes of support, in groups or one to one, will be provided to pupils according to their needs.
- Specialist: External advice and / or support from other professionals will be sought for pupils who need further intensive provision.

The school will provide resources to support children with SEND as appropriate within the schools delegated budget. Children who have particularly complex needs may qualify for higher needs funding in order to provide specific support for their needs. The Head Teacher manages the allocation of funding and resources.

All staff are teachers of children with SEND. A number of staff have received specialist training in specific SEND provision and the SENDCo /Head Teacher will deploy staff appropriately. As part of ongoing professional development, the SENDCo/ Head teacher will arrange training for staff to enable them to meet the needs of pupils with SEND in the school.

After the referral is made, the local authority will SEND parents information on the process. The school will follow the Code of Practice 2014 in cooperating with the development of the plan and its implementation.



### 3.4. EHC Plans (these used to be called 'Statements')

A referral for an Educational Health and Care needs assessment may be requested by the child's parents, the SENDCo / Headteacher or someone acting on behalf of the school or anyone else acting in the interests of the child. A referral from the school will be made when a child continues to give cause for concern with evidence that strategies and programmes implemented have been in place for a reasonable period of time without success. This should ideally be done with the knowledge and agreement of the parent. The referral will be as laid down in the Code of Practice 2014 and will be subject to an Annual Review.

### **3.5. Curriculum Access**

All pupils have access to a broad and balanced curriculum at our school. We set high expectations for every pupil, whatever their prior attainment. Teachers use appropriate assessment to set targets that are deliberately ambitious. Lessons are planned to address potential areas of difficulty and to remove barriers to pupil achievement. In many cases, such planning will mean that pupils with SEND and disabilities will be able to follow the full national curriculum. The school's inclusion policy, curriculum plans and accessibility plan should be read in conjunction with this policy.

In line with the school's inclusion policy and equalities policy, no child will be excluded from participation in extra-curricular activities and school trips and the school will endeavor to make all its facilities accessible to all pupils in line with its accessibility plan.

### **3.6. Transition and transfer**

When a child moves school at the normal age of transition, we will engage in thorough liaison with the receiving school to share information and familiarise the pupil with the new environment and provide opportunities for them to meet key members of staff at the new school. Depending on the receiving school and the needs of the child, this will include visits to the school by special needs staff, visits to the receiving school by the pupil, meetings between staff and parents and the sharing of information between the schools. Where transition takes place at other times, we will use our best endeavours to engage in the same way.

### **3.7. Liaison with external agencies**

The school will work in partnership with other agencies with a role in provision for pupils with SEND. This may include:

- Advisory Teacher for Special Needs and Psychology Service
- Speech and Language Therapists
- Occupational and Physiotherapists
- Paediatricians
- Specialist Education Services (SES)
- School Medical Services-School Doctor/Nurse/GP
- Child and Family Consultation Service
- Support for Hearing or Visually Impaired children
- Child and Adolescent Mental Health Services (CAMHS)
- Others as appropriate

### **3.8. Links to other policies**

This SEND policy should be read alongside the school's policies on behaviour and safeguarding of children.

### **3.9. Complaints Procedures**

The governing body will ensure that anyone who wishes to make a complaint in relation to children with SEND, whether they have an EHC plan or not, is treated fairly, given the chance to state their case, provided with a written response (including the rationale for any decisions) and informed of their appeal rights in line with the school's complaints procedure.

In the first instance, any parent or carer with a concern about the implementation of the SEND policy should speak to their child's class teacher or the SENDCo. If they wish to pursue a complaint they should contact the Head teacher and follow the school's complaints procedure. If the complainant remains concerned after following the complaints procedure, he or she could ask the Department for Education's School Complaints Unit to take up the matter.

## **APPENDIX 1: CONTACTS**

**Special Educational Needs Coordinator: Claire Wright 01953 681449**

**Headteacher: Claire Wright 01953 681449 [claire.wright@hopton.suffolk.sch.uk](mailto:claire.wright@hopton.suffolk.sch.uk)**

**Governors with responsibility for SEND: Sarah Almond**

**Chair of Governors: Gillian McGill [admin@hopton.suffolk.sch.uk](mailto:admin@hopton.suffolk.sch.uk)**

## **APPENDIX 2: GLOSSARY OF TERMS**

**Annual review:** the review of an EHC plan which the local authority must make as a minimum every 12 months.

**Child and Adolescent Mental Health Services (CAMHS):** These services assess and treat children and young people with emotional, behavioural or mental health difficulties. They range from basic pastoral care, such as identifying mental health problems, to specialist 'Tier 4' CAMHS, which provide in-patient care for those who are severely mentally ill.

**Early Years Foundation Stage (EYFS):** The foundation stage begins when children reach the age of three. Many children attend an early education setting soon after their third birthday. The foundation stage continues until the end of the reception year and is consistent with the National Curriculum. It prepares children for learning in Year 1, when programmes of study for Key Stage 1 are taught.

**Education, Health and Care plan (EHC plan):** An EHC plan details the education, health and social care support that is to be provided to a child or young person who has SEND or a disability. It is drawn up by the local authority after an EHC needs assessment of the child or young person has determined that an EHC plan is necessary, and after consultation with relevant partner agencies.

**Graduated approach:** A model of action and intervention in early education settings, schools and colleges to help children and young people who have special educational needs. The approach recognises that there is a continuum of special educational needs and that, where necessary, increasing specialist expertise should be brought to bear on the difficulties that a child or young person may be experiencing.

**Local Offer:** Local authorities in England are required to set out in their Local Offer information about provision they expect to be available across education, health and social care for children and young people in their area who have SEND or are disabled, including those who do not have Education, Health and Care (EHC) plans. Local authorities must consult locally on what provision the Local Offer should contain.

**National curriculum:** This sets out a clear, full and statutory entitlement to learning for all pupils, determining what should be taught and setting attainment targets for learning. It also determines how performance will be assessed and reported.

**Parent:** Under section 576 of the Education Act 1996, the term 'parent' includes any person who is not a parent of the child, but has parental responsibility (see below) or who cares for him or her.

**Special Educational Needs (SEND):** A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

**Special Educational Needs Co-ordinator (SENDCO):** A qualified teacher in a school or maintained nursery school who has responsibility for coordinating SEND provision. In a small school, the Head teacher or deputy may take on this role. In larger schools there may be a team of SENDCOs. Other early years settings in group provision arrangements are expected to identify an individual to perform the role of SENDCO and childminders are encouraged to do so, possibly sharing the role between them where they are registered with an agency.



**Special educational provision:** Special educational provision is provision that is different from or additional to that normally available to pupils or students of the same age, which is designed to help children and young people with SEND or disabilities to access the National Curriculum at school or to study at college.