

Hollingbourne Primary School

“A learning community– developing hearts
and minds”



Special Educational Needs and Disability Policy

December 2024

Special Needs and/or Disabilities Co-ordinator (SENDCo):

Miss Z Wright

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Special Educational Needs Governor: Mrs J Hatch

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This policy is written in line with the requirements of: -

Children and Families Act 2014

SEN Code of Practice 2015

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer

Equality Act 2010

Schools Admissions Code, DfE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies:

Pastoral and Behaviour Policy, Equality Policy, Safeguarding Policy, E- Safety Policy and Supporting Pupils at School with Medical Conditions Policy.

This SEN policy was developed by the SENDCO, Headteacher and the SEN Representative from the governing body and parents of children with special educational needs. The policy is available on the school website. The policy will be reviewed annually.

Definition of SEN

A child or young person has SEN 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 if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) 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 or mainstream post-16 institutions. *SEN Code of Practice (2015, p 15)*

Definition of disability

Many children and young people who have SEN may also have a disability under the Equality Act 2010 – that is’...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’ *SEN Code of Practice (2015, p16)*

1 The kinds of special educational need for which provision is made at the school

At Hollingbourne Primary School we can make provision for every kind of frequently occurring special educational need without an Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autistic spectrum continuum, learning difficulties and behaviour difficulties and pupils with a hearing impairment. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

The school also currently meets the needs of pupils with Education, Health and Care plans. Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

2 Information about the policy for identification and assessment of pupils with SEN

At Hollingbourne Primary School we monitor the progress of all pupils four times a year to review their academic progress. We also use a range of assessments with all the pupils at various points in the year e.g. Y1 phonics screening, speech link, language link, spelling age and reading age.

Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are interventions either in a group or 1:1 with a specific focus. This can be a maths, spelling, phonics focus, Toe by Toe for reading. We also support pupils with their well-being and offer social skills groups and Lego Therapy groups. For sensory and physical needs, we offer Sensory Circuits and Clever Hands. Please see full details of all interventions available at Hollingbourne at the end of this document.

Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range of assessment tools to determine the cause of the learning difficulty. Our SENDCo also has access to more detailed assessment tools which are used prior to taking a child to LIFT. These include: BPVS III (British Picture Vocab Scale), EVT (Expressive Language Test), RAVENS CPM (progressive matrices- non-verbal) and BOXALL.

We have access to external advisors who are able to use and interpret the aforementioned assessment tools.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a SEN support plan and reviewed

regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans, including

3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2015, 6.17)* describes inadequate progress thus:

- 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 rate of progress
- Widens the attainment gap

For pupils with or without an Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

We will follow the graduated approach and the four-part cycle of assess, plan, do, review. Every pupil in the school has their progress tracked three times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use at Hollingbourne Primary School are listed in section 2. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

3c the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2015, 6.37)*

In Hollingbourne Primary School the quality of teaching is judged to be *good*.

We follow the Mainstream Core Standards advice developed by Kent County Council to ensure that our teaching conforms to best practice.

https://www.kelsi.org.uk/_data/assets/pdf_file/0004/117256/Special-educational-needs-mainstream-core-standards.pdf

https://www.kelsi.org.uk/_data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf

In meeting the Mainstream Core Standards, the school employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding.'

3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At Hollingbourne Primary School we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the Governors have made the following improvements as part of the school's accessibility planning:

Access has been improved by installing new external doors in the main building.

An outdoor learning and sensory space has been created off the main building. Pupils have use of a sheltered area for outdoor learning. This area can also be used as a 'safe space' to assist with sensory regulation.

Changes to the curriculum have included additions to class planning which includes careful skill and knowledge development for all areas of the curriculum studied. The school uses Purple Mash which is accessed online. It offers resources, activities and planning for all subjects across all age ranges. It can be accessed online by teachers and all pupils to engage in. Differentiation in terms of accommodating varied learning styles and providing alternative recording strategies when beneficial, including use of ICT, enables all pupils to access the curriculum fully. The I-pads and laptops for staff and children's use have enhanced the teaching and use of IT spanning all areas of the curriculum.

Training for staff has included: safeguarding updates, PREVENT training and hearing impairment training, Zones of Regulation, precision teaching training from the specialist teaching service, Mainstream Core Standards and Colourful Semantics. In addition, individual staff have attended courses and training which is always cascaded to other members of staff. This has included courses on: Dyslexia, ADHD, Clever Hands and Well-being first aid, Lego Therapy and Sensory Circuits and sensory regulation, Autism and anxiety, Cued Articulation, TEACCH and PECS and Diabetes awareness.

The SENDCo has attended the following training: Language for Learning, Drawing and Talking therapy, ASD and ADHD Awareness, Dyslexia friendly classrooms, Alphabet Arch supporting phonics, Selective mutism, Boxall Profile training, Sensory processing difficulties, Speech sound production, Refusers to returners, strategies for stressful suppers and selective tummies, Sensory processing differences, Precision teaching, supporting EYFS curriculum including PECS and Colourful Semantics.

The SENDCo attends SEN updates regularly throughout the year including the Countywide SEN forum and the school's SEN forum.

3e additional support for learning that is available to pupils with special educational needs

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and a full list of the interventions we can offer are listed in our SEND Information Report. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs, and above that amount the Local Authority should provide top

up to the school. This is referred to as High Needs Funding top up and schools can make an application for this on an individual pupil basis.

*The high needs funding process is currently under review by the local authority with changes to take effect later in this academic year.

3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs

All clubs, trips and activities offered to pupils at Hollingbourne Primary School are available to pupils with special educational needs either with or without an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity.

3g support that is available for improving the emotional and social development of pupils with special educational needs

At Hollingbourne Primary School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills. We use Growth Mind set and have adopted a whole school approach to development of self regulation using the Zones of Regulation. Hollingbourne have embedded this into every child's school day. Acknowledgement of positive behaviours are encouraged, noted and rewarded both within a working day and at social times. Similarly, these skills are taught indirectly with every conversation adults may have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following list e.g. mentor time with TAs, SENDCo or a member of senior leadership team, external referral to School Health or Single Point of Access, time-out space for pupil to use when upset or agitated etc.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

4 The name and contact details of the SEN Co-ordinator

The SENDCO at Hollingbourne Primary School is Miss Zoe Wright, who is a qualified teacher and has been accredited by the National Award for SEN Co-ordination. Her SENDCo working days are on Wednesdays and Thursdays.

Miss Wright is available on 01622 880270 or office@hollingbourne.kent.sch.uk.

5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

All teachers and teaching assistants have received training which includes: safeguarding updates, on line PREVENT training, Zones of Regulation, Dyslexia awareness, hearing impairment training and Precision teaching from the specialist teaching service, Mainstream Core Standards and Colourful Semantics. In addition, individual staff have attended courses and training including: Dyslexia, ADHD, Clever Hands and Well-being first aid, Lego Therapy, Sensory Circuits and sensory regulation, Autism and Anxiety, Cued Articulation, TEACCH, PECS and Diabetes awareness.

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are: Specialist Teaching Service, Educational Psychologist, Speech and Language Therapist, Occupational Therapist, Physical Disability and Sensory Service, School Health and Single Point of Access and courses can be accessed via the Education People website. The cost of training is covered by the notional SEN funding.

6 Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at Hollingbourne Primary School are invited to discuss the progress of their children on 3 occasions a year and receive a written report at the end of the year. In addition, we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map and progress will be shared with parents three times per year.

If following this normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards, the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at Hollingbourne Primary School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the class teacher, SENDCo or Headteacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an Educational Health Care Plan where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The governing body have engaged with the following bodies:-

- Free membership of LIFT for access to specialist teaching and learning service
- Link to Disabled Children's Service for support to families for some pupils with high needs

- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc
- Membership of professional networks for SENCO e.g. SENCo forum and LIFT.

11 The contact details of support services for the parents of pupils with special educational needs and disabilities and children and young people with SEND up to age 25 (Code of Practice 2015, 6.39)

Information Advice and Support Kent (IASK) provides a free and confidential, information, advice and support service, for parents of a disabled child or child with special educational needs and to children and young people up to age 25 who have a special educational need or disability.

Trained staff can provide impartial legally based information and support on educational matters relating to special educational needs and disabilities, including health and social care. The aim is to empower parents, children and young people to fully participate in discussions and make informed choices and decisions. Also, to feel confident to express their views and wishes about education and future aspirations.

They can be contacted on

HELPLINE: 03000 41 3000

Office: 03000 412412

E-mail: iask@kent.gov.uk

www.kent.gov.uk/iask

12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At Hollingbourne Primary School we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible. E.g. pre school and individual home visits take place in the summer term before EYFS pupils join us at Hollingbourne.

Similarly, the transition from Hollingbourne to secondary settings is equally managed effectively through school visits and representatives from the secondary schools visiting us. For pupils with SEN the SENDCo liaises closely with the secondary SENDCOs to ensure all information and current support is forwarded to them.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on <https://www.kent.gov.uk/education-and-children/special-educational-needs> and parents without internet access should make an appointment with the SENDCO for support to gain the information they require.

Approved by the Governing Body on: January 2025

Next review on: January 2025