



## **Special Educational Needs and Disability Policy (Level 3)**

**St Peter's Church of England Academy**

**September 2023**

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## 1. Introduction

The Diocese of Bristol Academies Trust (DBAT) is a multi-academy trust with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

## 2. DBAT Vision and Purpose

### **Vision**

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

### **Purpose**

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

## 3. Legislation and Guidance

This policy complies with the statutory requirement laid out in the SEND code of Practise (0-25) 2014 and has been written with reference to the following guidance and documents:

- Equality Act 2010 (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities
- Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEND
- The Special Educational Needs and Disability Regulations 2014, which set out local authorities' and schools' responsibilities for Education, Health and Care Plans (EHCPs), SEN Co-ordinators (SENCOs) and the Special Educational Needs (SEN) Information Report
- The Public Sector Equality Duty (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- The Governance Handbook, which sets out Academy Councilors responsibilities for pupils with SEND

- The School Admissions Code, which sets out the school’s obligation to admit all pupils whose EHCP names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs
- Teachers Standards 2012
- This policy also complies with our funding agreement and articles of association.

This policy was co-produced by the school Special Educational Needs Coordinator (SENCO), Academy Councillor with responsibility for SEND, Head Teacher and Trust DEI Lead.

SENCO details: Tamsyn Wallis (tamsynwallis.stpeters@dbat.org.uk)

The SENCO is a member of the Senior Leadership Team.

## 4. Aims

### Aims

- Provide guidance which ensures that the statutory legislation regarding pupils with SEND is implemented to a high, consistent standard at St Peter’s CoE Academy.
- Ensure a child-centred approach to each child’s provision for SEN
- Outline how we will implement our vision for inclusion that enables all pupils with SEND to:
  - experience a high quality, inclusive education
  - access a broad and balanced curriculum in a calm learning environment which is supportive of children’s additional needs
  - achieve at least good outcomes
  - access all aspects of school life
  - be the best that they can be.
- Provide an overview of our graduated response and other procedures regarding SEND so that all staff, parents, pupils, Academy Council and any other relevant stakeholders have clear expectations of SEND provision at St Peter’s CoE Academy.
- Outline expectations for clear communication and partnership working for all stakeholders including school staff, parents / carers, the child and any external professionals involved in supporting the child.

## 5. Definitions

### 5.1 Special Educational Needs (SEN)

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

**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.

## 5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

A pupil has a **learning difficulty or disability** if they have a significantly greater difficulty in learning than most others of the same age.

The school will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

## 5.3 Inclusion

Inclusion is seen as a universal human right. The aim of inclusion is to embrace all people irrespective of race, gender, disability, medical or other need. It is about giving equity of access and opportunities; getting rid of discrimination and intolerance (removal of barriers).

## 5.4 The 4 areas of need within SEN

The needs of pupils with SEN are grouped into 4 broad areas. Pupils often have needs that cut across more than 1 area, and their needs may change over time.

AREA OF NEED	
Communication and interaction (C+I)	Pupils with needs in this area have: <ul style="list-style-type: none"> <li>• difficulty communicating with others</li> <li>• difficulty understanding what is being said to them</li> <li>• trouble expressing themselves</li> <li>• not understand or use the social rules of communication.</li> </ul>
Cognition and learning (C+L)	Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including: <ul style="list-style-type: none"> <li>• Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia</li> <li>• Moderate learning difficulties</li> <li>• Severe learning difficulties</li> <li>• Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment</li> </ul>

AREA OF NEED	
Social, emotional and mental health (SEMH)	<p>These needs may reflect a wide range of underlying difficulties. Pupils may have:</p> <ul style="list-style-type: none"> <li>• Mental health difficulties such as anxiety, depression or an eating disorder</li> <li>• Attention Deficit Disorder (ADD), Attention Deficit Hyperactive Disorder (ADHD) or attachment disorder</li> <li>• Suffered adverse childhood experiences</li> </ul> <p>These needs can manifest in many ways, for example distressed behaviour, or by the pupil becoming withdrawn or isolated.</p>
Sensory and/or physical	<p>Pupils may have:</p> <ul style="list-style-type: none"> <li>• A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment</li> <li>• A physical impairment</li> <li>• Sensory processing needs</li> </ul> <p>These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

## 6. Our vision for inclusion

As a church school, we believe that 'Giving children the keys to unlock their future' will enable all pupils to flourish within our care and achieve their full potential. This is underpinned by the words of Jesus:

"I have come that they may have life, and have it to the full." (John 10:10)

"I will give you the keys to the kingdom of heaven." (Matthew 16:19)

## 7. Roles and responsibilities

Detail of roles and responsibilities within SEND at a trust level can be found in the Trust SEND Policy Level 1.

Within St Peter's CoE Academy, key roles and responsibilities are as follows:

### **Local Academy Councils**

- Have responsibility for how their academy fulfils its statutory obligations under the SEND Code of Practise, Equalities Act and other relevant statutory government guidance
- Identify a named governor to have responsibility for ensuring the academy's comprehensive implementation of the school SEND Policy
- Ensure that appropriate staffing and funding arrangements are in place to enable effective SEND provision within their academy. This must ensure that every pupil with SEND has the opportunity to participate as fully as possible in all aspects of school life
- Report on how the academy's SEND policy is being implemented and how resources are allocated in the Academy Council's Annual Report to parents
- Ensure that up-to-date SEND information is published on the academy website including the academy SEND Policy and SEN Information Report, the latter of which outlines the academy's offer for pupils with SEND. See Appendix 1.

### **Local Academy Council SEND Councillor**

- Specific oversight of the academy's arrangements for SEND provision, including SEND funding
- Ensures that SEND provision is an integral part of the School Development Plan
- Champions and advocates for high quality special educational needs provision in all aspects of academy life
- Ensures that financial resources are available and deployed to enable high quality SEND provision which effectively meets the needs of all learners
- Ensures effective quality assurance of SEND provision, including ensuring a comprehensive graduated response is in place

- Liaises with the SENCO at least three times per year to ensure the Academy Councillor is up-to-date with SEND developments in the academy
- Reports annually to the Academy Council and parents on the implementation of the SEND policy and any changes during the last school year.

### **Head Teacher**

- In partnership with the Academy Council, Senior Leadership Team and SENCO, determines the strategic development of SEND policy and provision in the academy
- Allocates roles and responsibilities to staff so that high quality SEND provision is delivered for all students with special educational needs
- Ensures excellent communication between the Head Teacher, senior leaders and the SENCO
- Ensures that the SENCO has sufficient time and resources to fulfil their role
- Reports to the Academy Council and Hub Director of Learning on the needs of the SEND children within the academy and how their needs are being met.

### **Special Educational Needs Coordinator (SENCO)**

- Is a qualified teacher
- Will either have, or within 3 years of being recruited to the post, have obtained the National Award for SENCOs
- Works in partnership with the Academy Council, Head Teacher and senior leaders, to plan strategic school development which enables all children with SEND to thrive
- Has day-to-day responsibility for the operation of the SEND Policy and co-ordination of SEND provision for all pupils with additional needs. This includes ensuring the academy's SEND Register is kept up to date
- Provides professional guidance to colleagues to ensure the implementation of a highly effective graduated response for pupils with SEND
- Works in partnership with parents and pupils to ensure a child-centred approach to developing effective SEND provision
- Works closely with the local authority and other external professionals to ensure high quality SEN provision for pupils with SEND
- Applies for statutory Education, Health and Care Plans and associated funding for pupils with the highest level of needs
- Ensures effective deployment of SEND funding
- Works closely with Alternative Learning Providers (ALP) to ensure due diligence and high quality additional provision for any students with SEND being supported in ALP
- Carefully plans enhanced transitions for pupils with SEND transitioning in and out of the academy and between academic years.

### **Class Teacher**

- Has responsibility for working in line with the DfE Teachers' Standards and providing appropriate education for all the learners within their class(es) as outlined in Section 6 of the SEND Code of Practice 2015. This means ensuring the additional needs of children



within their class are effectively met through planning for and implementing high quality SEND provision.

- Works in partnership with parents and students to ensure that the voice of the child is at the centre of SEND provision
- Ensures a thorough graduated response is implemented in assessing, planning and reviewing the needs of all pupils in their class with SEND
- Works in partnership with the SENCO and outside agencies to implement recommendations for students with SEND
- Keeps effective records to evidence the identification of needs, targeting of support, implementation of support and tracking of progress for all pupils with SEND
- Effectively deploys and works in partnership with teaching assistants to ensure effective support of all students with SEND.

### **Teaching Assistants**

- Work in partnership with the class teacher to implement additional support for students with SEND
- Keep records of interventions and targeted support as directed by the class teacher
- Attend professional development training as necessary.

## 8. Curriculum

At St Peter's CoE Academy, we are committed to equity of opportunity and strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

Our commitment to equity means that we know some children will need additional provisions in order to help them engage fully in school life. We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND are included in all aspects of school life.

Full details of our curriculum offer can be found on our school website. <https://st-peters.wilts.sch.uk/our-curriculum/statements-of-intent/>

## 9. Graduated response to SEN provision

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning and put effective special educational provision in place. This support will be delivered through successive rounds of a four-part cycle known as the graduated response approach.

## 1. Assess

When a concern is raised about possible additional needs for a pupil, either by a parent/carer, pupil, member of school staff or external professional, a SEN concern will be logged by the school. The pupil's class teacher and the SENCO will carry out a clear assessment of the pupil's needs by using the Wiltshire Graduated Response to SEND Support (WGRSS).



This process will take into account the views of the pupil and their parents. The school may also seek advice from external support services such as health professionals or educational psychologists. If it is deemed that the child has SEN, a Communication Passport will be written. If a child's needs are not met via the Communication Passport, it will be updated to a SEN Support Plan which gives a more in depth view of the child's background and needs. This is written in consultation with the parents, pupil, class teacher and SENCO.

## 2. Plan

A SEN Support Plan will be informed by current class assessments and observations. The SEN Support Plan will outline the key strengths and needs of the pupil; adjustments, interventions and additional support which will be put into place; the expected outcomes and a clear date for review.

The SEN Support Plan will be shared with all staff who work with the pupil. It will be saved on the school SharePoint and will be made accessible to relevant staff.

Parents/carers will be fully aware of the planned provision and may be asked to reinforce or contribute to progress at home.

## 3. Do

The pupil's class or subject teacher retains overall responsibility for their progress. Supported by the SENCO, they will ensure that the Communication Passport or SEN Support Plan is fully implemented.

Where the Communication Passport or SEN Support Plan involves group or one-to-one teaching away from the main class or subject teacher, the teacher still retains responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

## 4. Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date. SEN Reviews will take place three times a year. The teacher and the SENCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents. The Communication Passport and SEN Support Plans will be updated accordingly.

As part of the SEN Review process, if it is identified that the child is needing a very high level of complex provision which cannot be met through SEN Support provision, submitting an application for an Education, Health and Care, Needs Assessment will be considered.

## 10. Levels of Support

### SEN Support

Pupils receiving SEN provision will be placed on St Peter's Academy's SEND Register. The majority of pupils will have needs that can be met by the school through carefully planned additional provision which is implemented through the graduated response cycle and funded through the school's notional SEND budget. These pupils will have a Communication Passport to support their progress. On the school census, these pupils will be marked with the code K to identify they are identified as SEN Support. Where the pupil's needs cannot be adequately met with in-house expertise, staff will consider involving an external specialist as soon as possible. These pupils may have a SEN Support Plan which details their specific learning needs and targets.

### Education, Health and Care Plan (EHCP)

Pupils who need **a very high level of complex provision which cannot be met through SEN Support** may be entitled to an EHCP. An EHCP is a legal document that describes the needs of the pupil, the provision that will be put in place, and the outcomes sought. EHCPs are put in place by the local authority. A comprehensive Education, Health and Care Needs Assessment (EHCNA) process takes place which takes up to 20 weeks to complete. In addition to two standard SEN Reviews, pupils with an ECHP have an Annual Review to see whether the plan needs amending.

The provision for these pupils will be funded from the school's notional SEND budget, and potentially with additional funding from the Local Authority. On the school census these pupils will be marked with the code E.

## 11. Consulting and involving pupils and families

St Peter's CoE Academy put the pupil and their parents at the heart of all decisions made about special educational provision. Parents are key in helping their child progress – we highly value working collaboratively with parents to ensure successful outcomes for their children. We aim to have an open-door policy where parents are encouraged to take full and appropriate involvement in their child's education. Parents are encouraged to come into school on a regular basis to celebrate their children's success.

- Communication between parents and staff takes place via class Dojo, reading journals and informal discussions with the class teacher at the end of the day.
- When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with the pupil and their parents / carers.
- Teachers hold formal review meetings with parents, minimum three times a year to review progress and set new targets. Pupils and parents/carers take part in each SEN Review, working with the school to review and update the Communication Passports

and SEN Support Plans. Family and pupil views are recorded as part of the SEN Review records.

We encourage the children to play an active part in reviewing their progress, along with parents and carers. We actively listen to all children and put their needs at the centre of all that we do:

- Your child will be involved in self evaluating their learning in class, depending on their age.
- Your child will be involved in sharing their views with the teaching staff on what is working well and not so well in school.
- Your child will create a One Page Profile with an adult to share their pupil voice.
- Pastoral support for pupils with SEND to listen to their concerns and views.

## 12. Monitoring Progress

Class teachers are responsible and accountable for the progress of all pupils in their class, including where pupils access support from teaching assistants or specialist staff.

Monitoring of interventions or specific targeted support will be recorded on the Communication Passport by the member of staff delivering the provision.

## 13. Bullying

We understand that statistically, vulnerable learners including those with SEND are more likely to experience bullying. Our Anti-Bullying Policy makes clear that all members of the school community have the right to learn and play in a supportive, caring and safe environment, without the fear of being bullied, and that bullying will not be tolerated. This policy and our inclusive beliefs are reinforced through PSHE teaching and whole school assemblies. St Peter's CoE Academy's Anti-Bullying Policy can be found on the school website.

## 14. School admissions

All applications for admission to St Peter's CoE Academy are considered equally and our Admissions Policy is found on the school's website. Once a new child is on roll, information will be requested from the previous setting and if applicable, a Communication Passport or SEN Support Plan will be agreed with parents as part of the child's induction programme.

## 15. Access arrangements

Children with SEN may be identified as requiring access arrangements in public examinations. The Year 6 teacher and the SENCO will liaise and make the necessary arrangements.

## 16. Transition

St Peter's CoE Academy recognises that transitions can be difficult for a child with SEN and we take steps to ensure that any transition is as smooth as possible.

When a pupil with SEN begins at St Peter's CoE Academy, to help them settle successfully we support their transition by

- Working very closely with our local pre-schools, in particular Lordsmead Preschool.
- The EYFS Lead will liaise with all feeder preschool settings to ensure a smooth transition.
- When possible, the SENCO will attend any transition review meetings prior to starting.
- Additional visits to the Reception Class can be arranged for children with additional needs prior to starting school.

When moving classes in school, we give staff time to discuss the new cohort of children with the previous teacher to ensure a smooth transition.

- We ensure SEN children have access to a visual transition booklet, including photos of the new staff and setting (classroom, cloakroom, toilets, playground area...)
- We give all children the opportunity to visit their new classroom and teacher on a Class Swap morning in July.
- We offer an Open Evening for parents to meet the new teachers and view the classroom space.

When a child with SEN transitions to another school, we work closely with the local secondary schools to make sure the process is smooth and happy.

- We liaise with the new setting to share information and a picture of the child's individual needs.
- We can arrange additional visits to each of the secondary schools for children with additional needs prior to them starting school.
- We actively collaborate with all three secondary schools supporting children in their turnaround days / weeks.

## 17. Accessibility

The Equality Act 2010 reinforces a duty on all schools and local authorities to plan for an increase in the accessibility of schools for disabled pupils over time. Schools are required to produce and implement accessibility plans. St Peter's CoE Academy has an accessibility plan which details how we aim to increase access to the school curriculum, information and the physical environment. This plan is reviewed on a three-yearly basis and a copy is available on the school website.

## 18. Complaints

In the first instance, parents should speak with their child's class-teacher if you have any issues with the support that your child is receiving. If this does not resolve the issue for you or if the teacher feels it is necessary, you will need to speak with the SENCO, Mrs Wallis will investigate and suggest how to change things or try something differently, or put you in touch with someone who can help.

We hope that any issue will be resolved by this point but if not, you may wish to speak with the Co Headteachers, Mr Everett and Mr Nunn. In the unlikely event of your issue still being unresolved, you could then contact the governor responsible for SEND and you can email them through [admin@st-peters.wilts.sch.uk](mailto:admin@st-peters.wilts.sch.uk) or call 01249 653 537.

The school has a Complaints Policy available on the school website.

You can also use the Wiltshire Parent Carer Council service to request advice: [WPCC \(wiltshireparentcarercouncil.co.uk\)](http://wiltshireparentcarercouncil.co.uk)

Or Wiltshire SENDIASS: [Welcome to Wiltshire SENDIASS | KIDS](#)

## 19. Links with other policies

This policy links to the following which can be found on our school website

<https://st-peters.wilts.sch.uk/policies/>

- SEN Information Report
- The Wiltshire local offer
- Accessibility Policy and Accessibility Plan
- Admissions Policy

- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Equality & Diversity Policy and Objectives
- Intimate care policy
- Managing Medical Conditions Policy
- Physical Intervention Policy
- Safeguarding and Child Protection Policy
- Complaints policy

## 20. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: “Is this policy and practice underpinned by our vision and values?” and “What is the impact of our vision and values on those subject to the policy?”. This is a key focus of our ongoing development of policy and practice.

## History of most recent policy changes and review period

Date	Page	Change(s) made	Origin of Change (e.g. TU request, change in legislation)
July 2023	Whole document	New level 3 policy	Trust Inclusion Lead
Oct 2023	Whole Document	Adapted L3 policy	Adapted for St Peter's CoE Academy

Policy Owner	<b>Education Directorate</b>
Date Adopted	<b>September 2023</b>
Latest Review Date	<b>September 2023</b>
Next Review Date	<b>December 2024</b>
Level	<b>Level 3</b>
<b>DBAT Policy levels:</b>	
LEVEL 1	DBAT policy for adoption (no changes can be made by the Academy Council; the Academy Council must adopt the policy)
LEVEL 2	DBAT policy for adoption and local approval, with areas for the Academy to update regarding local practice (the main body of the policy cannot be changed)
LEVEL 3	DBAT model policy that the Academy can adopt if it wishes
LEVEL 4	Local policy to be approved by the Academy Council