



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY**

*Nisi Dominus Frustra* - Without the Lord, everything is in vain

### **MISSION STATEMENT**

To provide a quality all round education for all pupils which enables them to reach their true potential within a secure environment, based on clear Christian principles. Children are encouraged to meet new challenges with confidence.

### **AIMS**

**To provide the best possible all round education for each pupil in the school by:**

1. enabling every child to achieve his/her full academic potential in small classes
2. helping all pupils to develop their individual personalities within the framework of a stimulating environment
3. providing a strong pastoral system which responds to the needs of the individual
4. developing a partnership, between home and school, by communicating the social and academic progress of each child to parents at regular intervals, through an all embracing system of parents' evenings, mid-term assessments, detailed end of term reports and personal contact
5. fostering many possible talents of the individual e.g. musical, artistic, sporting, dramatic or other, by providing an environment which motivates the child to explore the wide range of activities available at Rose Hill
6. encouraging positive relationships, good manners, social awareness, and a sense of responsibility and discipline in a supportive Christian community

### **Definition of Special Educational Needs**

The 2014 (updated May 2015) SEND Code of Practice 0-25 states that:

*A person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. At compulsory school age this means he or she has a significantly greater difficulty in learning than the majority of others the same age, 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.*

### **Equality Act 2010**

The current legislation covering disability is the Equality Act (2010) which supersedes the Disability Discrimination Act (DDA) 2005 and the Special Educational Needs and Disability Act (SENDA) 2001. The Equality Act requires that early years providers, schools, colleges, other educational settings and local authorities:

- o must not directly or indirectly discriminate against, harass or victimise disabled children and young people.
- o must make reasonable adjustments, including the provision of auxiliary aid services (for example, tactile signage or induction loops), so that disabled children and young people are not disadvantaged compared with other children and young people. This duty is what is known as 'anticipatory' – people also need to think in advance about what disabled children and young people might need.

Reasonable adjustments are changes schools and other settings are required to make which could include: changes to physical features – for example, creating a ramp so that pupils can enter a classroom or providing extra support and aids (such as specialist teachers or equipment).

### **Policy Statement**

At Rose Hill School we believe that all children are entitled to an education that will enable them to maximise their skills across all areas of development - intellectual, physical, aesthetic,

creative, emotional, spiritual and social. The SEN Code of Practice 0-25 is Statutory Guidance this applies to our EYFS pupils and those in Year 1 – Year 8. All pupils have individual needs which put personalised learning at the heart of our teaching and learning.

Rose Hill School is committed to providing a sufficiently challenging curriculum for all its pupils, including those who have identified SEND. We recognise that over the course of their educational careers some pupils may require a short-term boost of planned learning skills to bring their attainments up to expected standards. A smaller number of pupils will have SEND (special educational needs and disabilities) requiring more specialist support over a longer term period.

All pupils, including those with SEND have an entitlement to the following:

- Staff commitment and training to develop pupils' full potential at all times.
- Lessons that stimulate, engage, challenge, inform, excite or encourage through partnership and dialogue with teachers and other pupils and active participation in the lesson.
- Courses that lead to examinations and accreditation.
- Skilled, well-prepared and informed teachers who have a perspective and understanding of whole-school needs, challenges and policies, especially those concerning issues related to those pupils identified as Gifted, Talented & Able (G,T & A) and/or SEND.
- An entitlement beyond subject teaching, including preparation for adult life and preparation for the world of work. This should include extracurricular activity, personal and social education, careers guidance and in some circumstances, counselling, visits to local industry, work experience and community service.
- In determining strategies for individual pupils with SEND, the views of the pupils and parents will be sought and taken into account, taking reasonable steps to avoid placing pupils with SEND at a substantial disadvantage in matters of admission and education.
- This policy includes all pupils, including those in EYFS.

The School makes appropriate provision for all pupils including those with special educational needs so far as is reasonable and is compatible with:

- a) The child receiving the special educational provision that her/his learning difficulty calls for,
- b) The provision of efficient education for the pupils with whom he/she will be educated, and the efficient use of resources.

### **Guiding Principles**

Rose Hill School follows the national SEND Code of Practice 2014: 0 to 25 years' graduated approach with regard to the identification, assessment and review of pupils with special educational needs. The school is guided by The Equality Act 2010 with respect to meeting the needs of disabled pupils.

The following principles guide our practice:

- All pupils are entitled to have their particular needs recognised and met within the resources available.
- Pupils with SEND should be fully included in whole class teaching for as much time as is possible through appropriate differentiation and quality-first teaching.
- All staff have a responsibility for identifying and meeting the needs of pupils with SEND and for exploring any unmet learning needs which may be having an effect on a pupil's behaviour. All teachers, in every curriculum area, are responsible for making their curricula accessible to all pupils, including those with SEND (current and prospective) and for engaging pupils with SEND by deploying appropriate strategies from a wide variety of teaching styles. Therefore all curricular and teaching effectively provides subject matter appropriate for the age and aptitudes of pupils,

including those with a Statement of SEN or an Education, Health and Care Plan (EHCP).

Rose Hill School is an inclusive school for children of both sexes from the ages of 3+ who have the ability and aptitude to follow a differentiated Preparatory School Curriculum. Rose Hill School is not a specialist provider under Section 41 of the Children and Families Act 2014.

**Assess:** When the progress of a pupil is giving cause for concern appropriate assessment will be undertaken to clarify the nature of the presenting need. The 2014 SEND Code of Practice outlines the following areas of SEND that should be considered:

**Communicating and interacting** – for example, where children and young people have speech, language and communication difficulties which make it difficult for them to make sense of language or to understand how to communicate effectively and appropriately with others.

**Cognition and learning** – for example, where children and young people learn at a slower pace than others their age, have difficulty in understanding parts of the curriculum, have difficulties with organisation and memory skills, or have a specific difficulty affecting one particular part of their learning performance such as in literacy or numeracy.

**Social, emotional and mental health difficulties** – for example, where children and young people have difficulty in managing their relationships with other people, are withdrawn, or if they behave in ways that may hinder their and other children's learning, or that have an impact on their health and wellbeing.

**Sensory and/or physical needs** – for example, children and young people with visual and/or hearing impairments, or a physical need that means they must have additional ongoing support and equipment.

Some children and young people may have SEN that covers more than one of these areas.

### **Disability**

Many children and young people who have SEN may also have a disability. A disability is described in law (the Equality Act 2010) as 'a physical or mental impairment which has a long-term (a year or more) and substantial adverse effect on their ability to carry out normal day-to-day activities.' This includes, for example, sensory impairments such as those that affect sight and hearing, and long-term health conditions such as asthma, diabetes or epilepsy. When more specialist assessment is required the school will work collaboratively and cooperatively with external specialist professionals.

### **Plan**

When a pupil requires SEND support, the desired outcomes will be identified and interventions put in place to achieve these outcomes. The view of the pupil and their parents/carers will be taken into account. The interventions in place will reflect evidence-based practice and necessary support/training will be provided to staff involved in carrying out agreed actions. Pupils with the most significant SEND will be given an individual plan outlining the desired outcomes and actions to be taken which is co-produced with relevant staff members, pupil and parents.

### **Do**

The Head of Learning Skills will support, oversee and on occasion deliver interventions outlined in the agreed individual plans and provide/arrange appropriate training when required.

**Review**

Individual Learning Plans (ILPs) will be reviewed regularly with key members of staff, pupil and parents (at least twice a year). Information from these reviews will feed back into the Assess-Plan-Do-Review cycle until such time as the needs identified have been resolved and desired outcomes have been achieved.

**Education, Health and Care Plans (EHCPs)**

Following the recent change in SEND legislation, Statements of Special Educational Need will cease to be issued from September 2014 and Education, Health and Care Plans (EHCPs) were introduced.

At a national level it is recognised that despite high quality teaching and purposeful intervention, through the school based provision, a small number of children and young people may make inadequate progress towards their identified outcomes. Where pupils are making inadequate progress given their age, starting point and particular circumstances, it may be appropriate to consider whether an EHCP is needed. This is likely to be the case for children who present with multiple special educational needs of an interrelated and enduring nature and who require more highly specialised and personalised arrangements accessed through an EHCP in order to achieve their outcomes. Kent County Council states that the arrangements required to be put in place in order for children/young people to progress would be beyond those available through the school based provision - i.e. the cost of the **additional** support in place would exceed £6,000.

In summary an EHCP is likely to be beneficial in channelling support for children and young people with multiple special educational needs of an interrelated and enduring nature who require support over and above that available through the school based provision in order to make adequate progress in relation to their age, starting point and particular circumstances. If the Head of Learning Skills, in consultation with pupil, parents, teachers and Senior Managers, feels that a pupil requires an EHCP a request will be made to the Local Authority that pupil is resident in.

An EHCP is reviewed annually with the parents and the relevant school staff. At transition to a different key stage, a Local Authority representative will also attend the review. The annual review should focus on what the child has achieved as well as on any difficulties that need to be resolved.

Information about the expected level of SEND and accompanying arrangements to qualify for an EHCP can be found here:

<https://www.kent.gov.uk/education-and-children/special-educational-needs/education-health-and-care-plans-ehcps>

Where the school seeks the help of external support services, those services will need to see the pupil's records in order to establish which strategies have already been employed and which targets have been set and achieved. The external specialist may act in an advisory capacity, or provide additional specialist assessment or be involved in teaching the pupil directly. These assessments will set out fresh strategies for supporting the pupil's progress. These will be implemented, at least in part, in the normal classroom setting. The delivery of the interventions recorded in the pupil Individual Learning Plan (ILP) continues to be the responsibility of the class teacher.

**Individual Health Care Plans (IHCP)**

Children with specific medical conditions have an Individual health care plan (IHCP). They are located on the school server for staff to access to ensure consistent standardised provision of care. Plans are drawn up in partnership between the school, parents and a relevant healthcare professional who can best advise on the particular needs of the child.

They are updated regularly. The aim should be to capture the steps which the school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Where the child has a SEND identified and is undergoing statutory assessment, the IHCP should be linked to the Individual Learning Plan (ILP) for that child.

If any school staff training needs are identified through developing the IHCP, these are addressed and the school nurse/bursar will commission/deliver appropriate training. Once the IHCP has been completed and implemented, it will then be circulated to all staff and can be readily accessed on the computer "shared server" area under the Medical Section.

In conjunction with this, updated Visual Medical Information Lists are displayed in the staff rooms, Medical Room and Games/PE Dept.

All IHCPs are reviewed annually or when a condition changes initiated by the parent and/or school nurse/external healthcare professional/agency.

### **Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 2014 (updated May 2015) and has been written with reference to the following guidance and documents:

- Children and Families Act 2014
- UK Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0-25 years 2014 (Updated 2015)
- Statutory Guidance on Supporting pupils at School with Medical Conditions April 2014

The School's Special Education Needs and Disability policy and procedures should be read in conjunction with Admissions, Curriculum, Teaching and Learning, Equal Opportunities, EAL Policy, Health and Safety, Gifted and Talented (Highly Able) documents, Child Protection and Safeguarding along with the Accessibility Plans. All pupils including those in EYFS setting are included in the following provision.

### **Procedures**

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, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. 6.36/6.37 SEND Code of Practice 2014

### **Current Staff**

Head of Learning Skills (SENCO) – Mrs Jane Morgan (member of MT)

Director of Studies – Ms Philippa Lang-Daly

Head – Ms Emma Neville

Head of Learning Skills' timetable is governed by the Head. The Head of Learning Skills, with the support of the Head and Senior Management Team, takes responsibility for the day-to-day operation of provision made by the School for pupils with SEND and provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

Key responsibilities are as follows:

- Ensure pupils with identified needs make expected levels of progress
- Plan, deliver and review practice regularly to ensure needs are being fully met, either with individual pupils and/or within the classroom context

- Use data to accurately analyse pupil progress and address challenges
- Oversee and manage the provision for SEND and all identified vulnerable groups
- Ensure that the legal requirements of the 2014 SEND Code of Practice: 0-25 years are followed and that pupils with SEND receive their entitlement at the relevant stages
- Co-ordinate the identification and assessment of pupils' individual needs, manage Statements, Education, Health and Care Plans (EHCP) & associated Reviews
- Manage the assessment of pupils and assist in the dissemination of information throughout the Prep School, advising on examination access arrangements where appropriate
- Oversee day-to-day work and organisation of the SEND department: liaising with all academic and support staff with planning in supporting SEND needs of pupils
- Advise and support teaching staff with regard to teaching methods, resources and the needs of groups or individuals identified as having SEND or other additional needs
- Oversee Continued Professional Development (CPD) opportunities for staff in relevant areas e.g. differentiation, behaviour management, SpLDs and appropriate teaching strategies
- Monitor and keep abreast of national developments and advise Senior Management Team on policy and statutory changes, keep School policy updated
- Promote effective liaison with feeder schools and external agencies
- Ensure that parents of pupils with identified needs are regularly consulted and kept informed: reporting to parents with end of term written reports and attend Parents' Evenings

Responsible to: The Head

If you require further information about the provision for SEND in the school please talk to the class teacher of your child.

### **A Graduated Approach to meeting needs**

Rose Hill School has ambitious academic expectations and average 'standards' are generally higher than the national average throughout the school. It is recognised that young children progress at different rates and that many factors can affect their attainments and general development. We have robust assessment and monitoring procedures in place to ensure that all pupils make good progress across the academic curriculum as well as in all areas of personal development and that any specific needs are identified at an early stage.

At the heart of the work of every class is a continuous cycle of planning, teaching and assessing which takes account of the wide range of abilities, aptitudes and interests of pupils. The majority of pupils will learn and progress within these arrangements. Over the course of their primary education some pupils may require a short-term 'boost' of planned 'Learning Support' to bring their attainments up to expected standards. A smaller number of pupils might have special educational needs and disabilities requiring more specialist support over a longer term period. Provision for pupils with SEND is a matter for the school as a whole.

The school uses a graduated approach to meeting SEND as outlined in the 2014 SEND Code of Practice 0-25 years, represented by the Assess-Plan-Do-Review framework.

### **Assess**

Teacher observation and assessment of pupils within a class setting is central to the identification of any specific learning needs. In addition to this, standardised assessments of pupil attainment are carried out so that any specific areas of difficulty can be identified and investigated further as appropriate. Standardised cognitive, reading and spelling assessments are conducted each year.

The identification and assessment of the SEND of pupils whose first language is not English, requires particular care. Where there is uncertainty about an individual pupil, teachers will look carefully at all aspects of a pupil's performance. This will establish whether the problems

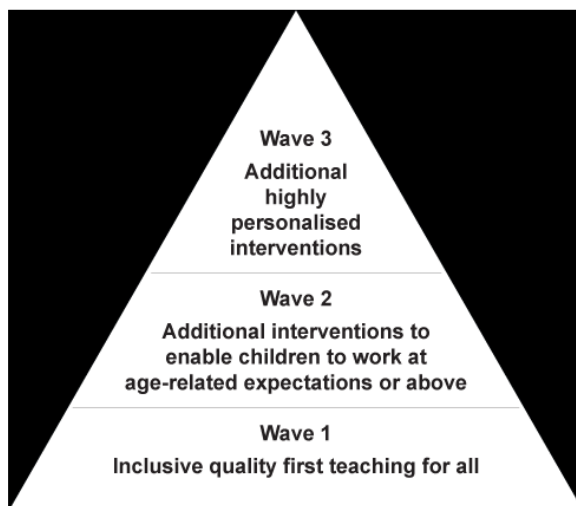
they have in the classroom are due to limitations in their command of the English language, or arise from SEND. Some pupils with English as an additional language may also have SEND.

Teachers in the Pre-Prep and Prep School are able to discuss pupils directly with the Head of Learning Skills at any time so that any concerns can be investigated and assessed at the earliest possible stage. In addition to this, termly class monitoring meetings are held between the Head of Learning Skills and each class teacher/Form Tutor where detailed pupil discussions take place.

At times it might be necessary to seek specialist assessments from external professionals such as Speech and Language Therapists or Occupational Therapists (there may be a charge for this).

### Plan

The Head of Learning Skills maintains a whole-school register which outlines the types of support available to pupils with SEND or who require short-term 'boosting' support to bring their levels of attainment in line with their peers. When planning this support the school uses a 'Wave' model of intervention:



Following the process of assessment outlined above, a decision will be made as to whether the pupil requires ongoing learning support at Wave 1, 2 or 3 and the nature of this support will be discussed with key members of staff, the pupil and their parents. If additional support is not required, clear advice will be provided to subject teachers in relation to Wave 1 to ensure that the pupil's needs are being provided for appropriately in class.

If Wave 2 or 3 provision is required the pupil will be placed on the 'Provision Map' where their support programme is outlined. Progress made is carefully monitored using the Assess-Plan-Do-Review (APDR) process. Advice is accessible to all teachers and is regularly updated. Pupils receiving more specialist support at Wave 3 will have an Individual Learning Plan (ILP) outlining desired outcomes, specific targets, strategies, approaches and review arrangements. At Rose Hill School Wave 3 provision equates to the 'SEND Support' provision outlined in the national 2014 SEND Code of Practice 0-25 years.

### Do

Provision at Waves 2 and 3 will be designed to meet the individual needs of each pupil on the Provision Map, and might include:

- Targeted small group support in lessons
- Targeted individual support in class

- Small group withdrawal sessions
- Individual withdrawal sessions
- Specialised literacy or maths groups

The Head of Learning Skills - taught sessions tend to happen in Learning Skills 2 – a designated room used for both wave 2 and 3 teaching. A range of intervention programmes are used and are tailor-made to meet the needs of the group or individual, such as 'Social Lego', 'Memory Skills' and 'Draw and Talk' etcetera. Some sessions are used to implement specialist programmes devised by a Speech and Language Therapist or an Occupational Therapist.

### **Review**

Regular formal and informal reviews take place so that progress can be closely monitored and support adapted in light of these reviews. Informal reviews include regular discussions between the Head of Learning Skills and class teachers, meetings with parents, adaptations to Individual Learning Plan information and discussion with Senior Managers.

Wave 2 support – Pre-Prep: As this support is primarily delivered by class-based TAs, the class teacher is the key point of contact for parents, and progress will be reported via usual procedures including parent meetings and school reports. Additional meetings will be held with the class teacher, parent and the Head of Learning Skills as required discussing any assessment findings and plans for provision.

Wave 2 support – Prep School: The Form Tutor is the key point of contact for parents, but the Head of Learning Skills is more likely to be involved in meetings to discuss assessments, progress and plans for provision. Pupils being taught by the Head of Learning Skills at Wave 2 will follow an APDR approach, the contents of which includes broadly defined lesson plans and desired outcomes. Progress against these desired outcomes will be reviewed twice a year, and brief written feedback provided to teachers and parents.

Wave 3 support – Pre-Prep and Prep: Pupils receiving more specialist support at Wave 3 will have an Individual Learning Plan (ILP) and progress against the specific targets will be reviewed at least twice a year with teachers and parents.

Reviewed by: Mrs Jane Morgan, Autumn 2018  
Next review date: Autumn 2019