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This policy is written in line with the requirements of:-
Children and Families Act 2014
SEN Code of Practice 2014

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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:

Behaviour/Discipline Policy, Equalities Policy, Safeguarding Policy, Homework Policy, Complaints Policy.

This policy was developed in consultation with parents of the school and the SEN Governor and 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 (2014, p 4)*

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 (2014, p5)*

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

At Brookfield Junior School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education,

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Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, Asperger’s syndrome, learning difficulties and behaviour difficulties. 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 a statement of special educational need / Education, Health and Care plan with the following kinds of special educational need: Autistic Spectrum Disorder, ADHD and its associated behaviours, communication and interaction difficulties, limited academic progress due to medical issues. Decisions on the admission of pupils with a statement of special educational need / Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without a statement of special educational needs / 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 Brookfield Junior School we measure the progress of all pupils at least three times a year to review their academic progress. In Year 6, most children will sit the Key Stage 2 SATs tests.

Where progress is not sufficient, even if a 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:

- BEAM physiotherapy
- Clever Fingers Fine Motor Skills
- Sound Progress – phonics programme
- Better Reading Partnership – reading catch-up programme
- Beanstalk – Reading volunteers
- Maths boosters
- Literacy boosters
- Lego Therapy

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 assessment tools to determine the cause of the learning difficulty. At Brookfield Junior School we are experienced in using the following assessment tools:

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Junior Language Link and DST- Dyslexia Screening, and we have access to external advisors who are able to use additional 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 made 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 (2014, 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 a statement of special educational needs / 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.

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

Every pupil in the school has their progress tracked six times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age, Language ability etc. If the tracking does 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 (2014, 6.37)*

At Brookfield Junior School the quality of teaching at our last OFSTED inspection was 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. [Click here](#) for link to Mainstream Core Standards

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

At Brookfield Junior 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 statements of special educational needs / Education, Health and Care Plans.

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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:

Wheelchair access into school (via the Family Room)

Disabled toilet

The Accessibility policy is reviewed regularly with a member of the Governing Body

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 is detailed on our class provision maps. 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 (KCC's Schools Funding Forum is currently developing a system for this which will be implemented in April 2015).

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 Brookfield Junior School are available to pupils with special educational needs either with or without a statement of special educational needs / 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 Brookfield Junior School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance the SEAL (Social and Emotional Aspects of Learning) programme, Circle Time, PSHE (Personal, Social, and Health Education) and indirectly with every conversation adults have with pupils throughout the day.

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.

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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 SENCO at Brookfield Junior School is Mrs Karen Down, who is a qualified teacher (B.Ed Hons).

Mrs Down is available on telephone number 01732 843667 or e-mail office@brookfield-jun.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

Teachers and teaching assistants have had the following awareness training

Positive Handling Strategies

Autistic Spectrum Disorder (ASD)

First Aid

Phonics

Leuven – a system to measure levels of well-being

In addition members of staff have received the following enhanced and specialist training:

Autistic Spectrum Disorder (ASD) in Girls

Foetal Alcohol Spectrum Disorder (FASD)

Emotional Literacy and the 5-Point Scale – to support children with emotional/behavioural issues

Sensory Circuits – to use with children who have sensory difficulties

Challenging behaviour

Dyslexia and how to screen for it

Dyscalculia

Language for Learning

Communicate in Print – a computer programme for producing visual aids to support children

BEAM – to support children with fine and gross motor control issues

Social Stories – to use with children who find new situations difficult to deal with

Lego Therapy

Clay Therapy

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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: Ridge View Special School, Five Acre Wood School, Bower Grove School, Grange Park School, Speech and Language Therapists, Occupational Therapist, Physiotherapist, School Nursing Service. The Local Inclusion Forum Team (LIFT) is another way of requesting whole-school training. 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 Brookfield Junior School have the opportunity twice a year to discuss the progress of their child at Parent Consultation days. The SENCo is available to discuss specific SEN issues. Parents also receive a written report at the end of each academic 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.

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.

In addition to this, parents of pupils with a statement of SEN / 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.

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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 Brookfield Junior School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the class teacher first. They may then talk to a subject leader e.g. for literacy, SENCO, member of the Senior Leadership Team or Head Teacher 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 a Statement of SEN 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 (Local Inclusion Forum Team) for access to specialist teaching and learning service

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- Link to Disabled Children’s Service for support to families for some pupils with high needs
- Access to local authority’s Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupils with requirement for direct therapy or advice
- Membership of professional networks for SENCO eg. SENCO forum, NASEN etc
- Access to children’s social services for advice and referrals
- Access via the Kent Family Support Framework notification system to services for families such as Family Action and Home Start as well as counselling services for children (Young Healthy Minds, Porchlight).

11 The contact details of support services for the parents of pupils with special educational needs.

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child’s education.

They can be contacted on:

<http://www.kent.gov.uk/kpps>

HELPLINE: 03000 41 3000

Office: 0300 333 6474 and

Minicom: 0300 333 6484

E-mail: kentparentpartnershipservice@kent.gov.uk

12 The school’s arrangements for supporting pupils with special educational needs in transferring between phases of education.

At Brookfield Junior 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. Staff from Brookfield Junior School visit pupils in their Year 2 classes at Brookfield Infant School and liaise to ensure continuity of provision. Pupil’s academic records and Provision Maps are passed to Brookfield Junior School. The SENCos from both schools meet to share information about pupils with SEND. A Transition Action Plan for vulnerable pupils is formulated and shared with all relevant staff. Both SENCos and teaching staff are able to consult with each other after transition to ensure that pupils’ needs are met. If children are joining us from any other school, the SENCo will liaise with the SENCo of that particular school.

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For transition to Secondary school, the SENCo shares relevant information with staff at the new setting. This usually happens during a face to face meeting wherever possible. Secondary school staff are invited to attend annual review meetings in year 6 for children who have a Statement/Education, Health and Care Plan.

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

The local offer details the help and support available for children and people with special needs and disabilities (SEND).

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

Original SEND Policy:

Parent Consultation Group Approval on.....13/11/2014.....

Approved by the GB on08/12/14.....

Next review:September 2017.....

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