



## **Special Educational Needs and (SEND) Policy**

### **Introduction**

Kirkstone House School's SEND Policy has regard to the new SEN code of practice [2014]. The school is an educationally inclusive school where the teaching and learning achievements, attitudes and well being of every pupil matters. The school recognises the importance of providing effective learning opportunities for all pupils and in so doing also aims to promote the Every Child Matters key outcomes for all pupils.

Through appropriate curriculum provision, we recognise that pupils have different educational needs and abilities. Pupils learn and acquire knowledge in different ways and at varying rates. Accordingly teaching provision is adapted to the individual's needs including those with disabilities; those with special educational needs; those from all cultural backgrounds and pupils with English as an additional language. All pupils may have special needs at different times and therefore a wide range of strategies are used to meet these as they arise. Learning diversity is recognised and planned for; any barriers to learning and participation are challenged and removed and all pupils are provided with equality of opportunity.

Parents are fully involved with the education of their children and they are fully informed if any special educational provision is made for their child.

### **1) Aims of this SEND policy are to:**

- ensure entitlement and access to a broad, balanced and relevant curriculum so that pupils can reach their full potential and enhance their self esteem.
- make reasonable adjustments for those with a disability by taking action to ensure access to the curriculum and the environment
- ensure that all pupils with special educational needs can engage in all activities and are fully included within an environment that meets their needs
- ensure that the specific needs of pupils are identified, assessed and provided for.
- involve parents, guardians and external agencies in a working partnership which supports individual needs.
- identify the roles and responsibilities of staff in providing for pupils' specific needs and to ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development
- meet the needs of all pupils who have special educational needs by offering continual and appropriate forms of educational provision by the most efficient use of all available resources.
- recognise the four broad areas of need and to support within the suitability of the school:



1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. Sensory/physical

## 2) What are special educational needs (SEN) or a disability?

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014). This states:

**SEN:** *A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age.** Special educational provision means **educational or training provision that is additional to, or different from,** that made generally for others of the same age in a mainstream setting.*

**Disability:** *Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a **physical or mental impairment which has a long-term and substantial adverse effect in their ability to carry out normal day-to-day activities**’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.*

## 3) The kinds of special educational needs for which provision is made at the school

- Children and young people with SEN have different needs, but the general presumption is that all children with SEN are welcome to apply for a place at our school, in line with the school admissions policy. We will undertake to use our best endeavours, in partnership with parents, to make the provision required to meet the SEN of pupils at this school.
- For children with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school or college in the EHC plan unless:
  - It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
  - The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources
  - Before making the decision to name our school in a child’s EHCP, the local authority will send the head teacher a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made.



- In addition, the local authority must also seek the agreement of school where the draft EHCP sets out any provision to be delivered

#### **4) When do children need additional help?**

Pupils need help if:

- Concerns are raised by parents/carers, external agencies, teachers, teaching assistants or the pupil's previous school, regarding a pupil's level of progress or inclusion
- Screening, such as that completed on entry or as a result of a concern being raised, indicates gap in knowledge and/or skills
- Whole school tracking of attainment outcomes indicates lack of expected levels of progress
- Observation of the pupil indicates that they have additional needs in one or more of the four broad areas of need:
  1. Communication and interaction
  2. Cognition and learning
  3. Social, mental and emotional health
  4. Sensory/physical
- A pupil asks for help

#### **5) What should a parent/carers do if he/she thinks their child may have special educational needs?**

- If parents have concerns relating to their child's learning then please initially discuss these with your child's form teacher or SENCo. This then may result in a:
  - referral to the school SENCo: Mrs Betsy Harnden  
[senco@kirkstonehouseschool.co.uk](mailto:senco@kirkstonehouseschool.co.uk) 01778 560350
  - Parents/carers may also contact the SENCo or the Head teacher directly if they feel this is more appropriate
  - All parents/carers will be listened to. Their views and their aspirations for their child will be central to the assessment and provision that is provided by the school or parents.

#### **6) How will the school support a child with SEND?**

- All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners
- Pupils with a disability will be provided with reasonable adjustments (such as auxiliary aids and services) to overcome any disadvantage experienced in schools and increase their access to the taught curriculum
- The quality of classroom teaching provided to pupils with SEND is monitored through a number of processes that includes:



1. Classroom observation by: Heads of departments, the senior leadership team and the SENCo
2. On-going assessment of progress made by pupils with SEND
3. Work sampling and scrutiny of planning to ensure effective matching of work to pupil need
4. Teacher meetings with the SENCo to provide advice and guidance on meeting the needs of pupils with SEND
5. Pupil and parent feedback on the quality and effectiveness of interventions provided
6. Attendance and behaviour records

- All pupils have individual learning targets set in line with school curriculum to ensure ambition. Parents/carers are informed of these via the reporting system and also at events such as Parent/Teacher meetings
- Pupil's attainments are tracked using the whole school tracking system and those failing to make expected levels of progress are identified very quickly. These pupils are then discussed in monitoring meetings that are undertaken between teaching staff and SENCo, as deemed appropriate and if appropriate, the pupil themselves
- Additional action to increase the rate of progress will be then identified and recorded that will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil
- Where it is decided during this early discussion that special educational provision is required to support increased rates, parents will be informed that the school considers their child may require SEN support and their partnership sought in order to improve attainments
- Action relating to SEN support will follow an assess, plan, do and review model:

1. **Assess:** Data on the pupil held by the school will be collated by the form teacher in order to make an accurate assessment of the pupil's needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.

2. **Plan:** If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the subject teacher with advice from the SENCo.

3. **Do:** SEN support will be recorded on a plan that will identify a clear set of expected outcomes, which will include stretching and relevant academic and developmental targets (this may include for young people, targets around preparing for adulthood) that take into account parents' aspirations for their child. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded and a date made for reviewing attainment. There are three levels of support



### **Additional Needs: Wave 1 (Differentiation)**

This has been marked in the SEN register as those pupils needing specific differentiation implemented and delivered by the teaching staff, but can be applied to any pupils who need a little boost from time to time and close monitoring. This will form a focus on quality teaching for all and relating to our high emphasis on assessment for learning, marking should be linked directly to the learning objectives. Clear progressive prompts and targets need to be made. This will help both academically and pastorally to support the pupils' Personal Learning and Thinking Skills. 'Talk About' sessions are held in Senior or Junior School Libraries and pupils are invited to attend where a need has been identified. Some pupils also self refer to 'Talk About'.

### **SEN Support: Wave 2 (formally School Action / School Action Plus)**

This applies to further differentiation and support by Learning Support Assistants. When teaching staff and the SENCo identify pupils with SEN and decide to provide interventions/strategies that are 'additional to or different from those provided as part of what the school's usual differentiation curriculum has to offer' the pupils are classed as receiving support at Wave 2 level. The SENCo takes responsibility for monitoring and managing the pupil's SEN provision with the production when necessary of an IEP. Information is gathered from teachers on the IEP pro-forma sheet. IEPs are reviewed regularly at parent/teacher evenings with the SENCo. Sometimes it might take the form of direct interventions by the SENCo or learning support teacher and external agencies if appropriate. This incurs additional funding by parents [see Fees List].

### **Statement and Education Health Care Plan (EHCP): Wave 3 - Statutory Assessment leading to an EHCP**

Having already received resources and support at Wave 2, a pupil may still have a significant cause for concern. Following discussion with parents and agencies involved, the LEA may issue a EHCP. Severe difficulties, for example may be such as working at least three years below their chronological age or they have a physical difficulty or emotional and behavioural difficulties. Once the EHCP has been issued, it describes the pupil's needs and the objectives and provision to meet those needs. The school then has a statutory requirement to meet the needs of the pupil. The EHCP is reviewed annually through meetings arranged in school by the SENCo. Pupils with an EHCP may be supported through any of the strategies in the 2 Waves as detailed in the Whole School SEN Provision Map.



**4. Review:** Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.

- if progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will always be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:
  1. Learning Support Team
  2. Behaviour Support Service
  3. Autism and Sensory Support
  4. Educational Psychologist Service
  5. Physical and Disability Support Service
  6. Social Services
  7. Child and Adolescent Mental Health Service
  8. Counselling services
- For a very small percentage of pupils, whose needs are significant and complex and their needs cannot reasonably be provided from the parents' and the school's own resources; a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided

### **7) How will the curriculum be matched to each child's needs?**

Teachers plan using pupils' achievement levels, differentiating tasks to ensure progress for every pupil in the classroom

- When a pupil has been identified as having special educational needs, the curriculum and the learning environment will be further adapted by the class teacher to reduce barriers to learning and enable them to access the curriculum more easily
- These adaptations may include strategies suggested by the SENCo and/or external specialists
- In addition if it is considered appropriate, pupils may be provided with specialised equipment or resources such as ICT and/or additional adult help.

### **8) How will parents know how their child is doing?**

- Attainments towards the identified outcomes will be shared with parents termly through feedback regarding SEN support reviews but also through the school reporting system and Parents' Evenings.
- Parents are encouraged to arrange an appointment to discuss their child's progress with the their form tutor, the SENCo or the head mistress at any time when they feel concerned or have information they feel they would like to share that could impact on their child's success. The contact number is **01778 560350**.



### **9) How will parents be helped to support their child's learning**

- Please refer to the school website. It can be found at [www.kirkstonehouseschool.co.uk](http://www.kirkstonehouseschool.co.uk)
- The subject teacher or SENCo may also suggest additional ways of supporting your child's learning
- The school organises a number of parent workshops during the year. These aim to provide useful opportunities for parents to learn more about how to support your child's learning

### **10) What support will there be for children's overall well-being?**

The school offers a wide variety of pastoral support for pupils. These include:

- A Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Small group interventions to support pupil's well-being are delivered to targeted pupils and groups. These aim to support improved interaction skills, emotional resilience and well-being.
- Pupils who find outside class times difficult are provided with alternative small group opportunities within the school and action is taken to develop their social interaction skills.

### **11) Pupils with medical needs (Statutory duty under the Children and Families Act)**

- Pupils with medical needs will be provided with a Health Care Plan, compiled in partnership with the school nurse and parents and if appropriate, the pupil themselves
- Staff who administer and supervise medications, will complete formal training
- All medicine administration procedures adhere to The Department of Education (DfE) guidelines included within *Supporting Pupils at School with Medical Conditions* (DfE) 2014.

### **12) What training do the staff supporting children and young people with SEND undertake?**

Staff training in relation to SEN is important and this takes place in a number of ways:

- Whole school INSET
- Courses attended by staff
- Sharing good practice in staff meetings
- Circulation of articles of special interest
- Informal sessions with the SENCo



The school is committed to supporting staff through both in-house training covering a wide range of training needs and also external courses.

### **13) How will children be included in activities outside the classroom including school trips?**

Risk assessments are carried out and procedures are put in place to enable children to participate in all school activities wherever possible.

### **14) How accessible is the school environment?**

*The following adaptations have been made to the school environment:*

*Portable Ramps and steps are available*

*A hand rail has been added to the steps down to the Sports Hall*

*There is a an adapted toilet to ensure accessibility for visitors with a disability*

*A medical room is provided in order to enable a safe place for administering medication*

*The school has an accessibility plan and is committed to making the school accessible for all.*

### **15) How will the school prepare/support my child when joining or transferring to a new school?**

A number of strategies are in place to enable effective pupils' transition. These include:

#### **On entry:**

- A planned induction programme is delivered in the Summer Term to support transfer for pupils starting school in September.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine. Opportunity is given to discuss any concerns that parents have.
- A member of the SEN Team contacts primary schools to discuss pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If pupils are transferring from another setting, the previous school records will be requested immediately.
- Additional transition is arranged if required.
- SENCo attends reviews of EHCPs in the year before entry, wherever possible

#### **On Leaving:**

- Where a student has an EHCP, all reviews of that Plan from Year 9 at the latest, and onwards, will include a focus on preparing for adulthood, including employment, independent living and participation in society.





## **16) How will parents be involved in discussions about and planning for their child's education?**

This will be through:

- Discussions with the subject teacher, Head of Department, Head of Year, SENCo or senior leadership team member,
- During Progress Reviews
- Meetings with support and external agencies

## **17) Who can parents contact for further information or if they have any concerns?**

If parents wish to discuss their child's special educational needs or are unhappy about any issues regarding the school's response to meeting these needs please contact the following:

- Your child's subject teacher and/or Head of Department
- The SENCo
- The Head teacher

## **Complaints Procedure**

If parents / guardians have any complaint about SEN provision or feel that they are not happy about any action taken, they should contact the Headmistress. She can be contacted via email

## **Responsibilities for SEN**

### **The Headmistress**

The Headmistress has responsibility for the management of SEN provision. The Headmistress works closely with the SENCo and has weekly meetings to discuss pupils and SEN matters. The Headmistress also attends Statement Review Meetings. If a pupil with SEN transfers to Kirkstone House, the Headmistress will work with the SENCo and new parents to ascertain the level of support required.

### **The Special Educational Needs Co-ordinator: Upper and Lower School (SENCo)**

The SENCo has responsibility for:

- The day to day operation of the school's SEN Policy and for co-ordinating SEN provision.
- The screening/testing of pupils for SEN.
- Arranging annual reviews of EHCP/Statements of SEN.
- Issuing IEP pro-forma sheets to staff; implementing and reviewing IEPs.



- Informing staff of pupils with learning difficulties and advising on how to meet their needs in lessons.
- Maintaining the school's SEN records on all SEN pupils.
- Providing staff with appropriate INSET opportunities on SEN issues.
- Managing the work of LSAs and liaising with the Bursar in respect of their timetables.
- Holding regular LSA support meetings and overseeing LSA CPD.
- Liaising with external agencies in respect of SEN provision.
- Working closely with parents of pupils with SEN.
- Liaising with other SENCOs in the Cluster Group to share good practice.
- Maintaining up to date Safer Recruitment training [NSPCC]

### **Subject Teachers**

Subject teachers have responsibility for:

- Raising initial concerns about a pupil with the SENCO.
- Providing support for pupils who need SEN support through the use of appropriately differentiated work and homework with reference to the Whole School SEN Provision Map.
- Informing LSAs of lesson content/learning objectives/homework in advance of lessons.
- Planning for pupils' full participation in learning and in physical activities.
- Helping pupils to manage their behaviour and to take part in learning effectively and safely.
- Helping pupils to learn to manage their emotions in order that they can engage in learning.
- Helping pupils to develop organisational skills.
- Helping pupils to develop learning strategies which enable them to achieve.

### **Form Tutors**

Form Tutors have responsibility for:

- Monitoring pupils' progress across the curriculum.
- Helping pupils to set reasonable targets.
- Monitoring pupils engagement in extra-curricular activities.
- Providing opportunities in Tutor Time and in assemblies for SEN pupils to engage effectively.
- Advising the SENCO in respect of revision of IEPs.



**Contact Details** – all can be contacted on 01778 560350

<b>Member of Staff</b>	<b>Position</b>	<b>Contact details</b>
Mrs Corinne Jones	Head mistress	
Mrs Betsy Harnden	SENCo [Upper School]	<a href="mailto:senco@kirkstonehouseschool.co.uk">senco@kirkstonehouseschool.co.uk</a>
Mrs Lucia Reed	Deputy SENCo / Lower School	<a href="mailto:lreed@kirkstonehouseschool.co.uk">lreed@kirkstonehouseschool.co.uk</a>
Mrs Susanne Stevens	Year 7 Tutor/Science	
Mr Tom Neaverson	Year 8 Tutor/Head of PE Boys	
Miss Debbie Brookes	Year 8 Tutor/MFL	
Mr Richard Gill	Year 9 Tutor/Science/ Examinations officer	
Miss Emily Player	Year 9 Tutor/Art Photography	
Mrs Rebecca Campbell	Year 10 Tutor/English	
Miss Laura Saggars	Y11 Tutor/English	
Mrs Natalie Knowles	Y11 Tutor/Science	
Mr Richard Jones	Drama/ Admissions	
Mrs Rebecca Campbell	Music	
Mr Michael Campbell	Humanities	
Mrs Vicki Maguire	Pastoral/Maths	
Mrs Rachel Evans	Head of PE Girls	
Miss Debra Brooks	Modern Foreign Languages	
Mrs Angela Richards	Business Studies –ICT	
Mr Mark Harrison	Maths	

### **Monitoring and Evaluation**

- The SEN register is kept updated throughout the year and is reviewed on an annual basis.
- The SENCo monitors pupils within the Learning Support system of the school. The SENCo regularly involves staff in discussions in respect of the working of the policy in conjunction with the practice of the school.
- The SENCo and the Headmistress hold regular review meetings to review Learning Support provision and to discuss the policy.



- Learning Support matters are raised in weekly briefings and at Staff Meetings to allow for the close monitoring of all pupils.
- The effectiveness of Learning Support provision can also be monitored through consideration of assessment data such as that relating to public examinations.

### **Gifted and Talented Pupils**

The school recognises Gifted and Talented pupils as having their own special educational needs. The needs of those pupils are met by individual teachers and tutors within the framework of the school's Gifted and Talented Policy.

Links with other policies:

Gifted and Talented Policy  
Equal Opportunities Policy  
Teaching and Learning Policy  
Curriculum Policy  
Pastoral Policy  
SENDA Policy  
EAL Policy  
Signed:

**(Headteacher)**

Review Date: May 2016

### **APPENDIX 1**

### **Glossary**

<b>DfE:</b>	Department of Education
<b>EHCP:</b>	Education, Health and Care Plan [replaces the old Statement of Special Educational Needs]
<b>LA:</b>	Local Authority
<b>SEN:</b>	Special Educational Needs
<b>SEND:</b>	Special Educational Needs and/or Disability
<b>SENCo:</b>	Special Educational Needs Coordinator
<b>Statement:</b>	Statement of Educational Need
<b>LSA:</b>	Learning Support Assistant



## **APPENDIX 2 The four broad areas of need: Access to the curriculum and removing the barriers to learning**

### **Cognition and Learning**

In terms of developing understanding, the school ensures that pupils have as wide and as varied an educational experience as possible. This includes visits; use of the environmental centre; arts activities and extra-curricular activities such as Youth Theatre and chess. Pupils are encouraged to develop their own ways of exploring things and interests amongst pupils are actively encouraged. Pupils with varying degrees of learning difficulty, such as dyslexia and dyspraxia [specific learning difficulties] are differentiated for in the main stream classroom and through withdrawal for specialist teaching.

### **Communication and Interaction**

All pupils have an entitlement to a broad and balanced curriculum which is differentiated to enable them to understand the relevance and purpose of learning activities and to achieve to the best of their potential. Pupils are helped to do this through differentiation. Differentiation occurs when there is planned intervention by the teacher with the intention of maximising the achievements of pupils based on their differing needs. Differentiation is enhanced when stimuli and resources are varied and motivating and tasks are open ended allowing pupils opportunities for negotiation about the style, length and complexity of their response.

Support materials are required as part of schemes of work in order to help all pupils access the curriculum. Communication skills are also helped through the paired reading scheme involving peer support.

Leadership positions in school may be applied for in either writing or verbally in order not to disadvantage pupils with written communication difficulties.

Regular assessment is used to inform the next stage of learning.

IEPs which employ a 'small steps' approach feature significantly in provision that we make in school.

### **Social, mental and emotional health [including behaviour]**

The school has a clear policy for the management of behaviour and the referral system is clearly understood by all. However, an individual programme of support is also provided for SEN pupils with specific problems related to the management of behaviour. A counsellor is available to pupils who require specific support. The school operates social skills groups which enable pupils to consider feelings and their interactions with others. The 'Talk About' Groups are also used to help pupils learn to cope with behaviour management issues.

The school provides 'Safe Places' for pupils who require time out at lunch time or break time. There are many opportunities for pupils to celebrate success and so raise self esteem.

### **Sensory / Physical**

Reasonable adjustments are made to accommodate the needs of all pupils with the confines of the site and out on school trips.



**APPENDIX 3 Comparing Score Data**

Standard Score	Percentile %	Interpretation
-50	-1	Very low
65	1	
69	1	
70	2	Well below average
79	5	
80	9	Low average
89	16	
90	24	Average
95	37	
100	50	
109	63	
110	75	Above average
119	84	
120	91	Superior
129	95	
130+	98+	Very Superior