



# SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) POLICY

Policy Version			
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15.5.16	1.0	Dunham Trust policy	R Armstrong
29.11.18	1.1	Dunham Trust Policy	H.Bridge
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This policy will be reviewed every 12 months in light of local and Government legislation.

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

*“We aim to ensure that, for everyone involved, excellence and equity become and remain a reality”*

*“They come this way only once so we should litter their pathways with quality experiences”*

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for ‘Improvement’ are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.
- provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.
- focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

## **Introduction**

This policy is written in accordance with the revised SEND Code of Practice 0-25 (2014)  
Children and Families Act 2014 (DfE advice for schools Feb 2013)  
Equality Act 2010  
Schools SEN Information Report Regulations (2014)  
Statutory Guidance on Supporting pupils at school with medical conditions April 2014  
The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013  
Safeguarding Policy  
Accessibility Plan  
Teachers Standards 2012

This policy was co-produced by the school's SENCO, the SEN Governor, the SLT, staff and parents of pupils with SEND.

## **Our Vision**

The Dunham Trust's mission is to be have happy schools where all members of the school community work together to ensure the highest quality education for every child in our care.

*"They come this way only once, we litter their pathways with quality experiences."*

(The Dunham Trust)

## **Our Aim**

The Dunham Trust's long term aim is to raise the aspirations of and expectations for all pupils with SEN. We focus upon the outcomes for our pupils not just the provision and the support they receive.

## **DEFINITION OF SEN**

The Dunham Trust recognises the definitions of Special Educational Needs (SEN) described in Section 20 of the Children and Families Act 2014.

*A child has special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child has a learning difficulty or disability if they:*

- a) Have significantly greater difficulty in learning than the majority of others of the same age; or*
- b) Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.*

*Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.*

**For other relevant SEND documents, please visit [The Dunham Trust website](#)**

## **SEND POLICY**

### **OBJECTIVES**

The ethos of The Dunham Trust is inclusive and all staff employed by it work hard with families and outside agencies to ensure the best possible educational outcomes for all of our children, irrespective of their level of need.

We strongly support the line that **every teacher is a teacher of every child, including those with SEN**. Our objectives are:

1. To provide an environment and curriculum where barriers to learning and participation are reduced to a minimum, therefore encouraging children to feel respected, confident and able to succeed.

2. To identify and provide for pupils who have special educational needs and additional needs
3. To work within the guidance provide in the SEND Code of Practice, 2014
4. To operate a “whole pupil, whole school, whole community” approach to the management and provision of support for special educational needs
5. To provide a Special Educational Needs Co-ordinator(SENCO) who will work with the SEN Inclusion Policy
6. To provide support and advice for all staff working with special educational needs pupils

## RESPONSIBILITIES FOR CO-ORDINATING SEN PROVISION

Policy determination	<b>Trust Directors, Executive Principal of The Dunham Trust , Heads of Schools within The Dunham Trust</b>
Establishment of appropriate staffing	<b>Local Governing Body for each school, Executive Principal of The Dunham Trust , Heads of Schools withinThe Dunham Trust</b>
Monitoring work on SEN	<b>SEN Governor for each school, Executive Principal of The Dunham Trust , Heads of Schools within The Dunham Trust SENCO for each school</b>
Daily management	<b>SENCO</b>

Each school's Senco can be contacted using the email or phone number for the school shown on their websites.

**Email:** [admin@acrehall.trafford.sch.uk](mailto:admin@acrehall.trafford.sch.uk)

**Phone:** 0161 748 4356

**Email:** [admin@elmridge.trafford.sch.uk](mailto:admin@elmridge.trafford.sch.uk)

**Phone:** 0161 980 4941

### Contact details for The Orchards TBC

## EQUAL OPPORTUNITIES AND INCLUSION

The Dunham Trust welcomes and values disabled people and aims to ensure that we remove barriers for disabled children, young people and adults and ensure that they are involved in every part of school life. We have a legal duty not to discriminate against disabled people and to comply with the Equalities Act 2010.

The Dunham Trust recognises that disabled people are very diverse and that our school families may include adults and young people with a physical impairment, visual impairment, hearing impairment, learning difficulty, specific learning difficulty (e.g. dyslexia), mental health issues, people who are deaf, British sign language users and people with long term health conditions.

## ADMISSIONS AND ACCESSIBILITY

The Dunham Trust recognises that each child will have unique needs and welcomes all children, irrespective of need – physical, intellectual, social and emotional.

Wherever possible The Dunham Trust ensures that there are wide access doors to the school buildings and to the classrooms and disabled toilets. Playgrounds are easily accessed through classroom doors to the outside or wide corridors. The corridors are uncluttered and allow easy movement between rooms.

A separate **Accessibility Policy** is available on the Trust's website, as required by the Children and Families Act 2014 and the Equalities Act 2010.

Admissions into Nursery (3-4 year olds) are at the discretion of the Heads of Schools and are governed by separate admissions policies.

Admissions for Reception to Year 6 are governed by Trafford School Admissions – see

[www.trafford.gov.uk/residents/schools/admissions](http://www.trafford.gov.uk/residents/schools/admissions)

## IDENTIFICATION OF CHILDREN WITH SEN

Within The Dunham Trust there are currently three schools one of them being Elmridge Primary School. All schools within The Dunham Trust support children with EHC plans and Statements within mainstream classes.

Staff working within The Dunham Trust support children with special educational needs in all areas:

- **cognition and learning** – this includes children who have moderate or specific learning difficulties, such as dyslexia.
- **communication and interaction** – this includes children with speech and language delay and those with difficulties in social communication.
- **social, emotional and mental health** – this includes children who may be withdrawn or isolated, disruptive, hyperactive or who lack concentration.
- **physical and sensory issues** – this includes children with impairments including hearing or visual difficulties, or other physical difficulties, such as dyspraxia – developmental co-ordination delay.

From their arrival at school children are continually observed and monitored to check that they are making good progress in all aspects of their learning and development. Development and learning do not follow a checklist format and it is not always immediately clear how or why a child is experiencing difficulties.

Parents know their children best of all and so The Dunham Trust welcomes input from families about their child's learning. Parents and the school team may agree that further advice should be sought, for example, from a Speech Therapist or from the School Nurse or the family's GP as a starting point.

The children's progress and attainment is tracked by the school team every half term. For any child who does fall behind there will be targeted intervention to bring them back on track, either within the classroom or in a smaller group setting. There is a difference between the provision for a pupil to catch up and the more specialist provision for pupils with SEND. Catch up provision is designed to increase rates of progress and secure learning for groups of learners which puts them back on course to meet or exceed national expectations. More specialist provision aims to produce the best possible learning outcomes for pupils based upon their individual starting points.

There are a number of ways in which a child's needs may be identified:

- a) In the **Early Years** – Trafford SENAS (Special Educational Needs Advisory Service) or TEDS (Trafford Early Development Service) or other partners, such as Sure Start or Speech Therapy – may inform the school about a forthcoming admission of a child with SEN.
- b) At any point within the child's school career – **from 3 years to 11 years** – parents or a class teacher may raise a concern, either about the child's day to day functioning at school or at home, or following routine classroom assessments, especially those in reading, writing and maths. However, consideration is also given to a child's functioning in social situations, such as on the playground. Staff within The Dunham Trust work hard to ensure that difficulties are identified and addressed as early as possible.
- c) **More detailed assessments** may be completed, with the consent of the parents, by any of the following: a Teaching Assistant – under the direction of a teacher, the School SENCO, a Speech Therapist, Physiotherapist, an Educational Psychologist, or a member of Trafford SENAS – see above. The Dunham Trust has good links with many outside agencies who can support us in our assessment of children – see below.

All schools within The Dunham Trust are aware that children sometimes encounter difficulties with learning that are not linked to SEN or Disability. They may still need support and even intervention, but they will not be placed upon the SEN register. The reasons for extra attention may be as follows:

Attendance and Punctuality

Health and Welfare

EAL

Being in receipt of Pupil Premium Grant

Being a Looked After Child

Being a child of Serviceman/woman

Children may also present with challenging behaviour but this is no longer described as SEN rather as an underlying response to a need that we must recognise and support.

Sometimes barriers to learning can also be removed by making "reasonable adjustments" to the environment, curriculum or resources available.

The Code of Practice outlines the “reasonable adjustment” duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN.

## **LINKS WITH OUTSIDE AGENCIES**

All schools within The Dunham Trust work closely with outside agencies. Staff have regular contact with and some support from

- Speech Therapists
- a School based Social Worker (SCIP),
- an Educational Welfare Officer,
- an Educational Psychologist
- Longford Park Behaviour Outreach team.
- a School Health Visitor
- a School Nurse
- Trafford SEN Advisory Service (SENAS),
- Trafford Early Development Service (TEDS)
- Trafford Sensory Impairment Teams (TSISS) – for Hearing Impairment (HI) and Visual Impairment (VI).
- Trafford CAMHS (Child and Adolescent Mental Health Services), via the School Nurse
- Other medical staff including Paediatricians, Occupational Therapists and Physiotherapists, via the School Nurse.
- Trafford Engage

## **A GRADUATED RESPONSE TO SEN**

### **Quality First classroom teaching - and how this is reviewed**

The Dunham Trust undertake that all children will receive high quality classroom teaching. This means that all pupils are included so that they can do well at school. The curriculum for a child with SEN in the mainstream classes is differentiated to their level, not different. Class teachers are responsible and accountable for the progress and development of all of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.

Classroom teaching for our schools is regularly observed by the Executive Head, Head of School and Deputy, and also by other senior and middle leaders, during lesson observations and learning walks. This ensures that pupils, especially those at risk of underachievement, know and understand what is expected of them in lessons and how they can succeed. Pupils are always encouraged to ask if they do not understand and we value all contributions to learning. At the end of lessons, work is marked and the children are encouraged to ‘self assess’ and comment upon their learning. The children’s books and other work are regularly monitored by the Senior Leaders or Subject Leaders and half termly pupil progress meetings are held with class teachers. Pupil Progress meetings sometimes identify the children needing some ‘catch up’ intervention and the staff will then discuss the outcome needed and how this will be addressed.

### **Provision for pupil catch up and provision for those with SEND**

Each school will decide to put in place pupil catch up provision or more specialist SEN provision taking into account all of the information gathered about a pupil’s progress. This includes assessment scores for reading, writing and maths which are reviewed every half term.

Pupil scores are considered alongside national data and expectations of progress. A pupil is not assumed to have Special Educational Needs (SEN) just because they have fallen behind in their learning. Equally, it should not be assumed that a child working at age-related expectations does not have a Special Educational Need or Disability (SEND). Intervention will be evaluated after half a term or a term to see if it is working and if not, alternative measures will be considered.

### **SEN Support and Statement or EHC – Education, Health & Care Plan**

Where it is agreed that a mainstream pupil does have SEN, the Senco will add the child to the SEN register at **School Support level**. The aim of formally identifying a pupil with SEN is to help school ensure that effective provision is put in place and so remove barriers to learning.

The support provided consists of a four-part process: **ASSESS-PLAN-DO-REVIEW**. This is an ongoing process, which begins with the half-termly assessments to enable provision to be refined and revised as the understanding of the needs of the pupil grows.

This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes. The more we can personalise intervention to the needs and interests of the child the better.

The children with Statements and EHC Plans that identify their needs are also part of the **ASSESS-PLAN-DO-REVIEW** process. Staff review their needs on a regular basis even though steps of progress may be smaller. We hold Annual Review Meetings to inform parents and other Professionals working with the children.

### **Pupil Support Frameworks (PSFs) and Individual Behaviour Plans (IBPs)**

These are working documents and are regularly annotated and updated for pupils who are at SEN Support or who have a Statement or an EHC Plan. The process involves identifying the child's needs, reviewing the child's performance against their previous progress and targets, then identifying how the child will be supported. The document is shared with and signed by children, parents and the class teacher.

### **Additional Funding – Education Health and Care Plans - EHCs**

Each school has an annual budget allocation for SEN based upon the number and age of children on roll, the level of free school meals and prior attainment. This funds a curriculum that is organised to address the learning needs of all the children and the cost of our team of teachers, teaching assistants and the school SENCO.

Trafford LA holds a small budget – the LA High Needs Block – for children with the most severe needs. Bids for these children are submitted to an LA panel, for them to be assessed in a wider context. In the past this process could have resulted in the issue of a Statement of Special Educational Needs but is now used to fund Education Health and Care Plans.

An Educational Psychology assessment would normally be carried out in school before a bid is made for funding from the LA High Needs Block.

Requests for Education Health and Care Plans (EHCs) are usually made by the school but can be requested by a parent. Applications for an EHC will combine information from:

Parents	Class teacher
SENCO	Other Educational Advisers
Health Professionals	Social Care

Parents have the right to appeal against a decision not to initiate an EHC and in this case, we will continue to provide in school support and interventions at **School Support Level**. If an EHC Plan is completed and agreed by the family then progress is monitored and reviewed formally each year.

### **Removal from the SEN Register**

Children who hold Statements or EHCs will be monitored and reviewed as part of the school's ongoing assessment system, also via their termly individual learning/behaviour plans and at a more formal annual review. Any decision to request reduced or increased support from the authority would be taken, with parents, at an annual review meeting.

Children at School Support level will be monitored and reviewed as part of the school's ongoing assessment system, also via their termly individual learning/behaviour plans. A decision to remove a child from the SEN register would be taken by the class teacher, in consultation with the SENCO and the child's family.

### **PARTNERSHIP WITH FAMILIES**

The Dunham Trust, is committed to working in partnership with parents, children and other members of the school community, as well as outside agencies to provide for the need of every child.

Parents have vital knowledge and experience of their child and therefore a close working relationship with parents is sought. It is important that we share views about a child's needs and what the school is doing to address these. The school is also very keen to work with families to help with ideas as to how they can support their child.

In order to support parents of SEN pupils the school is required to produce an **SEN Information Report**, which is available on each school's website. This forms part of the **Trafford Local Offer for SEND**. The school SEN information report covers admission to the school and also transition into school, between classes and onto high school for SEN

pupils. The full local offer of services available in Trafford can be found at [www.trafford.gov.uk/servicedirectory](http://www.trafford.gov.uk/servicedirectory) or by contacting the Family Information Service on 0161 912 1053 or [fis@trafford.gov.uk](mailto:fis@trafford.gov.uk)

The **Trafford Parent Partnership Service** also has a telephone help-line, answering calls from parents and professionals who need help and advice on various aspects of SEN. Manager, Geraldine English, and Caseworker, Nicola Montes, can also meet with you at school, in the office or at home to discuss your child's case in more detail. **Phone:** 0161 912 3150/1050/1091 or **email:** [parentpartnership@trafford.gov.uk](mailto:parentpartnership@trafford.gov.uk)

**Children** with SEN also have knowledge of their own needs and what may help them in their learning and so that is why they are consulted as part of their termly individual learning/behaviour plan reviews. SEN pupils with a statement or EHC also contribute to their Annual Reviews, either in person or via an adult – such as the parent or SENCO.

## **SUPPORTING CHILDREN AT SCHOOL WITH MEDICAL CONDITIONS**

The Dunham Trust recognises that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. For further information see the **Policy for Managing Medical Needs and First Aid in School**. Some children with medical conditions may be disabled and where this is the case, the school will comply with the Equalities Act 2010. Please see the School's **Accessibility Policy**.

## **ROLES WITHIN SEN**

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

- be aware of the school's procedures for the identification and assessment of, and subsequent provision for, SEN pupils;
- inform the SENCO of concerns about a child;
- gather information about the child;
- keep parents informed of the child's progress and identified needs;
- present a broad and balanced curriculum for all pupils based on the National Curriculum Programmes of Study;
- differentiate work to cater for the special educational needs of children in the class, including extension activities;
- incorporate multisensory teaching strategies into lesson plans, wherever possible;
- liaise with and support any staff within school, or beyond school, who is conducting assessment of or intervention with a child in the class.
- work with SEN pupils to generate their PSF/IBP targets.
- implement and monitor any individual learning programmes and individual behaviour programmes;
- use the PSFs to regularly review the individual needs and progress of children with SEN

### **The Senco will**

- review and develop the school's SEN Policy;
- manage the day-to-day operation of the school's SEN Policy;
- co-ordinate the provision for pupils with SEN;
- maintain the school's SEN register and oversee all records of children identified on it;
- provide advice and support to colleagues and to ensure maximum use of resources and expertise;
- liaise with parents of special needs children in conjunction with their class teacher, in a positive and supportive manner;
- liaise with external agencies on behalf of pupils with SEN;
- liaise with feeder and receiving schools to ensure continuity of action/support;
- keep up-to-date with current developments in the SEN field;
- contribute to the in-service training of staff, including teaching assistants.

### **The Executive Head and Head of school will:**

- determine SEN policy;
- monitor the implementation of the SEN policy, including progress and data reviews;
- establish and recruit appropriate staff and to lead decision-making on the allocation of intervention work by the school team;
- keep the Governing Body well informed about SEN in the school.



**The Governing Body will:**

- Ensure that provision of a high standard is made for SEN pupils; and
- Ensure that SEN pupils are fully involved in the full range of school activities.

**TRAINING AND SUPPORT**

The Dunham Trust will facilitate **all** staff to develop their knowledge about children with SEN and what they may do to support them, through a range of meetings and continuing professional development opportunities. The Dunham Trust currently has Teachers and Teaching Assistants completing varied levels of Autism training which will then be fed back to staff during In service training.

The SENCO attends the Trafford LA 'SENCO Forum' meetings to keep up to date with local and national issues and is a member of a local cluster group involving Special schools and other SSC staff members. Links with other schools, primary, secondary and special schools, are promoted, together with the other Trafford Small Specialist Classes (SSCs). It is recognised that transition phases can be particularly difficult for children with SEND and therefore every effort will be made to ensure these are made as smooth as possible.

**RESOURCES**

The Senco will update the SEN resources available on a yearly basis. The list will be kept in the designated SEN resource area. Children within the mainstream classes in all our schools may have specific resources or support funded for them through their linked SEN money or Pupil Premium.

**HEALTH AND SAFETY**

All resources for children with Special Educational Needs will be subject to the school's Health and Safety policy and risk assessments will be carried out as appropriate for the environment, provision and equipment. All risk assessments are reviewed on a regular basis.

**FURTHER INFORMATION**

Further information on SEN can be found in the school's SEN Information Report, which can be found on each school's website.

**COMPLAINTS PROCEDURE**

Our complaints procedure follows Trafford LA guidelines. Such is our partnership with the children and parents, we would hope that all complaints would be dealt with at an early stage. Please refer to the school's Complaints Policy.

**Monitoring and review**

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

**Approval by The Dunham Trust**

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review date: \_\_\_\_\_

This policy, signed by a Director on behalf of the Dunham Trust, is held centrally on the One Drive.

**End of policy statement**

