



Special Educational Needs and Disability Policy

Date agreed by Governors

Reviewed	Summer 2021
Next Review	Autumn 2022

Linked Documents

Children and Families Act 2014
SEND code of practice: 0 to 25 years (2015)
School SEND Provision document
Public Sector Equality Duty
Equality Act 2010
Accessibility Policy
Teaching and Learning Policy



The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:

- Article 2: The UNCRC applies to every child
- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children
- Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- Article 23: Children with disabilities have the right to a full and decent life with dignity and, as far as possible, independence.
- Article 28: Every child has the right to education. Discipline in schools must respect children's dignity and their rights.
- Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

School's Purpose: To prepare pupils for lifelong success

School's Vision: At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Open minds to develop responsible global citizens
- Nurture confident, articulate individuals

1. School Context

Godwin Junior School is located in Forest Gate within the London Borough of Newham. It is a four-form entry maintained community school for pupils aged between 7 and 11 years of age. Data from 2021 shows that 19.8% of our pupils, with SEND Support (K) and Educational Health Care Plans (EHCP), are on the SEND Register. This is above the national combined average of 15.4%.

2. Aims of the Special Educational Needs & Disability Policy

- to ensure implementation of current Statutory Instruments including amendments
- to ensure implementation of the SEND Code of Practice: 0 to 25 years (2015) - statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014
- to ensure implementation of the London Borough of Newham Inclusion Policy
- to meet the needs of all children identified as having special educational needs or a disability, ensuring progress and achievement in academic and social development
- to ensure equality of opportunity and challenge discrimination and prejudice for children with special educational needs or a disability so that all pupils are genuinely included in every aspect of school life
- to guide and support all staff, governors and parents/carers on these issues

3. Leadership, Management and Governance

Godwin Junior School is fundamentally committed to the implementation of SEND Code of Practice: 0 to 25 years (2015). Our Public Sector Equality Duty should be read in conjunction with this policy.

The Head Teacher has responsibility for day-to-day management of all aspects of the school's work, including provision for children with special educational needs and disabilities. The Head Teacher keeps the Governing Board fully informed and also works closely with the Inclusion Leader.

The Inclusion Leader is part of the Senior Leadership Team and takes responsibility for day-to-day operation of the school's SEND policy and for co-ordinating provision for pupils with special educational needs and disabilities, particularly through SEN School Support. If a child has complex needs, he or she may also have an Education, Health and Care (EHC) Plan.

All teaching and support staff are made aware of the school's procedures for identifying, assessing and making provision for pupils with special educational needs and disabilities.

The Governing Board are fully involved in developing and monitoring the school's Special Educational Needs and Disability Policy. The SEND Link Governor ensures the Governing Body are knowledgeable about the school's special educational needs provision, including how funding, equipment and personnel resources are deployed.

4. The Special Educational Needs and Disability Team

All members of staff have a collective responsibility for implementing the SEND Code of Practice: 0 to 25 years (2015) and ensuring that pupils with special educational needs and disabilities have full access to the curriculum.

At Godwin, it is the responsibility of the Inclusion Leader to ensure that our school's SEND policy is realised and that provision for pupils with special educational needs and disabilities is effectively co-ordinated so that all children achieve well.

The SEND Code of Practice: 0 to 25 years (2015) states that class teachers are responsible and accountable for the progress and development of all pupils in their class. This means that high-quality teaching, which differentiates for individual pupils, is the first step in responding to pupils who have or may have SEN or a disability. Some children receive interventions away from the class teacher; however, the class teacher retains responsibility for them on a daily basis.

Support staff (teaching assistants) work with identified groups and individual pupils. A range of support can be offered including; in-class support, intervention programmes, speech and language programmes, language groups, occupational therapy sessions, social groups, and 1-1 personalised learning or behavioural support. This is to enable all Godwin pupils to gain full access to the curriculum. More details are recorded in our School's SEND Provision document.

Teaching Assistants (TAs) work under the direction of the class teacher and the Inclusion Leader. They attend and contribute to meetings regarding children they work with. Members of the support staff team attend regular school-based training with teachers, and also receive separate sessions to update their understanding and skills.

The Pastoral Support TA is an important member of the inclusion team and supports children to overcome any social and emotional barriers to learning. The Pastoral Support TA works under the direction of the Inclusion Leader and liaises with class teachers.

5. Definition of Special Educational Needs or Disability

The definition of Special Educational Needs or Disability (SEND) as provided by the Special Educational Needs and Disability code of practice: 0 to 25 years (DFE, 2015, pp 15, 16):

"A child or young person has SEND 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 or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of 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 or mainstream post-16 institutions"*

The SEND Code of Practice (2015) describes four broad categories of need:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

6. Disabled children and young people

Some children who have SEND may or may not have a disability under the Equality Act 2010. This includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children with such conditions do not necessarily have SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEND definition.

7. Provision (see School SEND Provision document)

ALL pupils will access:

- *High-quality teaching and learning*
- *An engaging, relevant and accessible curriculum*
- *Reasonable adjustments to the environment and equipment for pupils with disabilities*
- *Assessment for learning*
- *Personalised target setting*
- *After-school clubs*
- *Educational visits*
- *A nurturing environment*

Some pupils with additional SEN needs will access:

- *Differentiated curriculum*
- *Interventions additional to, or different from, those provided as part of the school's usual differentiated curriculum.*
- *Targeted interventions and support matched to need*
- *Access to additional adult support for group-work and/or specific tasks e.g. support within the classroom, intervention groups (maths etc.), 1:1 reading interventions, social groups, behavioural support, booster groups etc.)*

A few pupils with complex or significant needs will access:

- *Interventions additional to, or different from, those provided as part of the school's usual differentiated curriculum.*
- *Individualised target setting*
- *Access to specialist services and therapists*
- *Access to specialist programmes from advisory teachers and therapists e.g. speech and language programmes, literacy programmes, speech and language groups, occupational therapy, physiotherapy etc.*
- *Small group or 1:1 additional adult support*
- *A personalised timetable (this could include additional educational visits)*

Support is organised for pupils with identified special educational needs by:

- Careful deployment of staff. This includes the allocation of teaching assistants (TAs) who are assigned to support learning for groups of children in class, teaching intervention groups or supporting pupils with personalised learning programmes
- Supporting pupils with additional SEND High Needs Funding (HNF) by 1:1 TA support for whole or part of the day
- Appropriate training provided for staff to meet the needs of children

8. Graduated response to meet Special Educational Needs

The SEND code of practice: 0 to 25 years (2015) states that schools should adopt a graduated approach with four stages of action: assess, plan, do and review. Specialist expertise may be required in order to match interventions to the individual child's special educational needs or disability.

The key test of the need for further action is when the rate of progress and attainment against age-related expectations of a pupil:

- 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 the child and their peers (age-related expectations)
- widens the attainment gap

The school knows when a pupil has learning difficulties or special educational needs by:

- Tracking of pupil's attainment and rate of progress against age-related expectations
- Teachers expressing a concern to the Inclusion Leader, then completing an 'Initial Concern Form'
- Discussions at Pupil Achievement Meeting
- Concerns raised by parents/carers
- Initial admissions form in which need/concern stated
- Information/report from other professional, medical etc.
- Specific assessments e.g. for wave 3 interventions

Actions to meet pupil's special educational needs follow the 'assess, plan, do and review' cycle.

The curriculum is matched to pupil's needs by:

- Differentiation of task
- Grouping for teaching purposes within the class
- Additional adult support within the classroom (small group or 1:1)
- Intervention groups
- Additional equipment/resources provided to meet individual needs
- Use of strategies as recommended by advisory teachers and therapists
- Individualised curriculum
- Accessing specialist resources/expertise from other schools
- Wide range of after-school clubs and additional support provided where necessary to support children to access these

Interventions can also be reduced as a child makes adequate or good progress. Actions will be appropriate as per the graduated response above (see the School SEND Provision document).

9. Who is responsible?

Cause for Concern

The class teacher remains responsible for working with the child on a daily basis. The first response to any slow progress is high quality teaching targeted at their areas of difficulty. Where progress continues to be less than expected the class teacher, working with the Inclusion Leader should consider whether the child has special educational needs or a disability.

When he/she identifies that a pupil may have special educational needs or a disability, the teacher considers interventions additional to, or different from, those provided as part of the school's usual differentiated curriculum. They will then raise any concerns with the Inclusion Leader by completing an 'Initial Concern' form (see appendix) and discuss this with the Inclusion Leader and parents/carers.

If a child makes good progress, the class teacher and Inclusion Leader may decide to continue with high quality teaching and any relevant support and interventions. If the child does not make sufficient progress, a discussion will take place with parents/carers and the child's name may be added to the school's SEND Register.

The class teacher remains responsible for working with the child on a daily basis and, if appropriate, directing and liaising with support staff.

SEND Register - SEND Support (K)

If there are still concerns about a child's progress and attainment, a decision will be made to place the child on the SEND Code of Practice Register. Parents/carers will be kept informed.

A SEND Support Plan will be written by the class teacher and Inclusion Leader for all pupils on the SEND Register; this includes children with learning difficulties and also those with whose disabilities affect their schooling. These are individual and based on how best to help support the child's needs. Some children with medical needs and disabilities may require a Care Plan in addition to a Support Plan.

The Inclusion Leader and class teacher, in consultation with parents/carers, may ask for help from external services, for example:

- Behaviour Support Services
- CAMHS (Child and Adolescent Mental Health Service)
- CFCS (Child and Family Counselling Service)
- Child Development Centre (CDC)
- Complex Needs and Dyslexia Service
- Educational Psychology Service
- LCIS (Language, Communication and Interaction Service)
- NHS Occupational Therapy Service
- NHS Speech and Language Therapy Service
- Sensory Service

The class teacher, Inclusion Leader and parents/carers will be provided with advice or support from outside specialists. These may include strategies, resources or programmes to implement. A Teaching Assistant may implement interventions and/or the specialist teacher or therapist may continue to support the child in school, modelling appropriate strategies.

The class teacher remains responsible for working with the child on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class teacher, they still retain responsibility for

the pupil. The class teacher works closely with any Teaching Assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The Inclusion Leader monitors the progress of pupils who receive support from specialist teachers and therapists from outside agencies, being mindful of the impact of this and ensuring that programmes advised by outside specialists are carried out and advises on further interventions, or other referrals, if required.

The Inclusion Leader should take the lead in any further assessment of the child, working with the class teacher and outside agencies; planning future interventions for the child in discussion with colleagues; reviewing the action taken and monitoring its impact.

Some children with additional or significant needs may be eligible for High Needs Funding (HNF) from the LA. This funding is additional to the SEND Notional Budget. The Inclusion Leader prepares evidence for an application for the extra funding to provide extra support and provision in addition to that which is already being implemented. If granted, there is a review of the funding on an annual basis, and how this is linked to progress and long term goals. This is organised by the Inclusion Leader in liaison with the LA SEND Team. From September 2020, the high needs funding element, is attached to a child's EHCP. For children already in receipt of High Needs Funding prior to this date, funding is not solely linked to an EHCP.

SEND Register – Education, Health and Care (EHC) Plans

A very small number of children have profound or multiple learning difficulties and they may need specialist support, which may come, not just from the school, but from health and care services too. Some children and young people may require an EHC (Education, Health and Care) needs assessment in order for the LA to decide whether it is necessary for it to make provision in accordance with an EHC Plan. An EHC Plan is a legal document which describes the child's needs. It sets out the education, health and care services needed to meet those needs and the type of educational setting that would best suit that child.

The class teacher retains responsibility for the pupil on a daily basis. They work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how these can be linked to classroom teaching.

SEND Register – disabilities

If a child 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, his/her name will be noted on the SEND register, identified as having a disability, not necessarily an area of special educational needs. This can entail liaison with outside agencies, the provision of support and/or interventions, and adaptations as required by their disability. A Support Plan will be written to include the above information. In addition, some children with disabilities may require a Medical Care Plan in addition to their support plan.

The class teacher remains responsible for working with the child on a daily basis, and if appropriate, directing and liaising with support staff.

10. SEND Support Plans

Support plans are based on five areas of need:

- Educational
- Communication

- Personal, social and emotional
- Physical, medical, sensory
- Self-help and independence

Support plans include;

- Long term objectives
- Short term targets
- School provision
- Family support
- Outcome criteria

These are reviewed twice a year by the Inclusion Leader and class teacher, along with support staff and comments/input from parents/carers. They may be reviewed more frequently, if necessary.

11. High Needs Funding

If the school believes that a pupil has exceptional needs in relation to other pupils they may apply to the local educational authority for additional funding. This funding will be utilised to purchase additional equipment, resources, make adjustments to the learning environment and to provide staff training to ensure that the pupil has access to the curriculum. Parents/carers will be consulted about applications.

12. Assessment for Education, Health and Care (EHC) plan

For some children with complex needs, even the wide range of services available in education is not enough to help them achieve what they are able to. In this case, a request can be made for an assessment for an Education, Health and Care (EHC) Plan.

An EHC Plan is a legal document which describes a child's needs. It sets out the education, health and care services needed to meet those needs and the type of educational setting that would best suit him/her. The plan can be devised from birth to 25 if he or she stays in education, and the plan will change and develop as he/she gets older.

Parents/carers can ask for an assessment for an EHCP, as can the school, foster parents or health professionals by writing to:

0-25 SEND Service
 London Borough of Newham
 Newham Dockside
 1000 Dockside Road
 London, E16 2QU

More information is available on the Newham Local Offer website, with information about the assessment process and personal budgets associated with EHC plans.

Additionally parents and carers can access support from the Special Educational Needs and Disability Information Advice and support Service, SENDIASS Newham (formerly Parent Partnership Services), is a statutory service designed to support parent/carers, children and young people 0-25, with issues relating to their special educational needs and disability (SEND) rights and provision. The support offered is free,

impartial and confidential, as the service works at arms-length from the local authority (LA). Support is given electronically, telephone and face to face meetings. SENDIASS will not share parent, carer, or young person's information with other professionals, unless we have explicit consent or there is a safeguarding issue.

How do SENDIASS help?

- Knowledge, advice and support based on SEND statutory process and duties
- Advice and support around SEN Support and all aspects of the education, health and care plan (EHCP).
- Exclusions (where the pupil has an SEN).
- SEND Tribunal cases
- Meeting support.

If you are a parent/carer, child, young person or professional in need of advice or support please call: 020 3373 0707 or email sendiass@newham.gov.uk

Please be aware that SENDIASS is a self-referral service, therefore we require service users to contact us themselves, unless there are extenuating circumstances which prevent the parent/carer or young person from accessing the service independently.

13. Partnership with parents/carers

At Godwin Junior School we welcome the knowledge, views and experiences of parents/carers and regard a close partnership between home and school to be vital in order to enable all pupils with special educational needs and disabilities to achieve their potential and the best outcomes.

Parents/carers of children with special educational needs and disabilities are treated as partners. They are supported so as to be able to:

- recognise and fulfil their responsibilities as parents/carers and play an active and valued role in their child's education
- have knowledge of their child's entitlement within the SEND Code of Practice
- make their views known about how their child is educated
- access information, advice and support during assessment and any related decision making progress about special educational provision.

Parents/carers are kept informed about their child's needs and what support they are receiving by:

- Parent/carer conferences
- Meetings with advisory teachers and therapists
- Copies of reports from advisory teachers and therapists
- Informal meetings with the SENDCo and/or class teachers
- Formal SEND HNF annual reviews

Parents/carers discuss their child's special educational needs with:

- Class teacher
- Inclusion Leader/SENDCo
- Specialist teachers and therapists
- Newham 0-25 SEND Service
- SENDIASS support please call: 0203 373 0707 or email sendiass@newham.gov.uk

14. Pupil Participation

Children at Godwin are enabled and encouraged to participate in all decision-making processes including:

- contributing to the assessment of their needs
- contributing to the Support Plan, stating what they are good at, what they find difficult and what they want to get better at
- being involved in transition planning and discussions about choice of secondary school
- being an integral part of their child-centered Annual Review Meeting (High Needs Funding)

15. Resolution of disagreements

If parents/carers disagree with any decisions made by the LA or the school regarding special educational needs or disability, then they should approach the Head Teacher or Inclusion Leader in the first instance. If parents/carers remain unhappy, then the LA may suggest mediation.

Full details of the complaints procedure are available on the school website.



APPENDIX

Godwin Junior School - SEND Initial Record of Concern Form



Pupil Name		Class	
Date of Birth		Teacher	
Male/Female		Home language	

Please indicate under which area/s you feel that the child has special educational needs and briefly outline the evidence and strategies tried.

	Evidence	Strategies tried
Educational		
Communication		
Personal, Social, Emotional		
Physical, Medical, Sensory		
Self-help and Independence		

Disability, impairments:
How does this impact the child's educational attainment and ability to access the curriculum?

Are the parents/carers aware of your concerns? If so what are their views?

Form Completed by: _____ Date: _____

Inclusion Leader comments: