



# SPECIAL EDUCATIONAL NEEDS POLICY



**REVIEWED:**

**July 2024**

**NEXT REVIEW DATE:**

**September 2025**

## **Our School**

Millfields Community School is committed to ensuring that **ALL** children have an equal opportunity to develop and fulfill their potential. We believe that **all** children, including those identified as having special educational needs or disabilities (SEND), have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life. We pride ourselves on being an inclusive school, where we celebrate diversity and difference and acknowledge the richness that this brings to our school community.

Our school strapline is 'We love to learn. Enrichment Inclusion Diversity.' At Millfields Community School, we want to raise the aspirations of all of our children regardless of whether they have any Special Educational Needs/Disabilities or not. We have high expectations for our pupils and will ensure that all children make progress in both their academic and social and emotional development. In accordance with the SEND code of practice, we focus on outcomes for the children, not simply hours of support provided by additional adults.

### **The aims of our school are:**

- To provide an inclusive education for all children.
- To promote welcoming, positive and empathetic attitudes towards all pupils.
- To secure sufficient and appropriate support for the pupil, the parents and the school. We work hard to create and maintain strong links with parents, health, social care and education professionals.
- To promote the individual development of each and every pupil, allowing opportunities for all pupils to become independent, confident, enthusiastic and resilient learners.

### **This policy aims to ensure that:**

- The school offers high quality provision for children with SEND with the aim to remove barriers to their learning.
- All children are given equal access and opportunity to the curriculum and to value each child's achievement.
- Procedures for identifying children with SEND are known by key people in the school.
- We identify children with SEND as early as possible.
- There is involvement of parents and pupils as much as possible.
- We provide differentiation of learning within a balanced and broadly-based curriculum in a way which includes all children.
- Reviews, records and assessments follow the child through and beyond the school which are clear, accurate and up to date.
- We raise staff awareness and expertise.
- There are adequate resources for SEND.
- We maintain close links with support services, other schools and outside agencies.

A shared vision of inclusion, equality and diversity permeates all our practice and policies. This policy should be read in conjunction with other policies that describe how we provide support, guidance and encouragement to learners in our schools.

We have an **Equality Policy**, which sets out how the school is meeting the statutory duties to promote equality, and a **Medical Needs policy**, which sets out how we provide for pupils with medical needs, ensuring they are able to fully access the curriculum. We also have a **Safeguarding and Child Protection Policy**, which outlines our support for vulnerable children and children in our care. These are all available on the school website.

As part of our whole-school assessment process, we set termly targets, and have termly pupil progress reviews.

### **Legislation and statutory requirements:**

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

- Equality Act 2010: advice for schools (DfE, 2013)
- SEND Code of Practice 0 – 25 (DfE/DoH, 2015)
- Schools SEN Information Report Regulations (2015)
- Statutory Guidance on supporting pupils at school with medical conditions (DfE, 2014)
- The National Curriculum in England Key Stage 1 and 2 framework document (DfE, 2013)

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

*“A person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. At compulsory school age this means he or she has a significantly greater difficulty in learning than the majority of others the same age, or, has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools.”* 2015 Code of Practice

The SEND 0-25 Code of Practice 2015 describes four areas of need. It is recognised that some children will experience difficulties in more than one area:

#### **1. Communication and interaction**

- **Speech and language difficulties, including Developmental Language Disorder (DLD):** These pupils have difficulty in communicating with others. This may be because they find it hard to say what they want to, or because they find it difficult to understand what is being said to them.
- **Autistic Spectrum Disorders, including Asperger’s Syndrome and Autism (ASD):** These pupils are likely to have difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

#### **2. Cognition and learning**

- **Moderate Learning Difficulties (MLD):** These pupils may learn at a slower pace than their peers, even with appropriate differentiation.
- **Severe Learning Difficulties (SLD):** These pupils are likely to need support in all areas of the curriculum. They may also have some associated difficulties with mobility and communication.

- **Profound and Multiple Learning Difficulties (PMLD):** These pupils are likely to have severe and complex learning difficulties, as well as a physical or sensory impairment. Specific learning difficulties: These pupils may have a specific difficulty in one or more areas of learning, for example dyslexia or dyscalculia.

### 3. Social, emotional and mental health

Children with social, emotional and mental health difficulties (SEMH) may experience a wide range of social and emotional difficulties. This might include

- Mental health difficulties such as anxiety or depression, that may lead to school refusal or avoidance
- Self-harming, substance misuse, eating disorders or physical symptoms which are medically unexplained.
- Disorders such as Attention Deficit Hyperactivity Disorder (ADHD),
- Attention Deficit Disorder (ADD) or attachment disorder.

### 4. Sensory and/or physical/medical needs

Some pupils require special educational provision because they have a disability which prevents or hinders them from accessing the curriculum. This might include:

- **Pupils with a vision impairment (VI), hearing impairment (HI) or multi-sensory impairment (MSI).**
- **Sensory processing difficulties:** these pupils experience difficulties with processing their sensory responses.
- **Physical/Medical difficulties:** the school's medical needs policy further sets out how the needs of these pupils are met.
- **Difficulties with fine or gross motor skills.**

### Special Educational Needs Coordinator (SENCO) at Millfields Community School

The person responsible for leading and co-ordinating the day-to-day provision of education for children with SEND at **Millfields Community School** is: **SENCO:** Kingsley Fry

#### The SENCO is responsible for:

- The management of the day-to-day operation of the school's SEND policy.
- Liaising with and advising class teachers, teaching assistants and non-teaching staff.
- Coordinating provision for children with SEND.
- Maintaining the school's SEND register and overseeing the records and reviews for all children with SEND.
- Liaising with parents and carers of children with SEND and setting up meetings with them.
- Contributing to the in-service training of staff, including around SEND/inclusion issues.
- Liaising with external agencies including the Educational Psychology Service (EPS), Hackney Learning Trust Inclusion Team, medical services and other primary support agencies.
- Ensuring that class teachers are identifying those children with SENs. That they are being monitored and appropriate documentation filled in. It is the class teacher's responsibility that strategies being suggested for SEND Support pupils are implemented.
- Ensuring that all staff who work with SEND children are aware and meet the needs and targets of the children and their individual targets/education programmes. Co-ordinating Annual Reviews of children with EHC plans.
- The allocation and effective use of the SEND budget.

The SENCO and Headteacher meet as necessary, to discuss SEND provision and inclusion in the school. They also meet regularly with the school's allocated **Speech and Language Therapists** and **Educational Psychologists**.

### **The Role of the Class Teacher**

The class teacher has a key role in the special needs process as they are usually the first to become aware of any difficulties a child may be experiencing.

#### **All class teachers should:**

- Provide an appropriately differentiated curriculum and challenging learning experiences for all children.
- Keep the SENCO informed of the progress and any issues concerning a child in their class with SEND.
- Work closely with the SENCo to ensure appropriate provision is in place
- Liaise regularly with the parents of pupils with special needs.
- Keep themselves informed of the individual needs of all pupils in their class; monitor, review and plan accordingly.
- Write and review personalised support plans with the SENCo, and put these into action in their class.
- Coordinate any support from individual support teachers, TAs etc in consultation with the SENCO.
- Meet regularly with Teaching Assistants and involve them in planning
- Attend staff training on SEND / inclusion issues.

### **Admission arrangements**

We welcome children with SEND into our school.

For pupils with an Education Health Care Plan (EHCP), the school will receive notification from Hackney Education that our school has been named on their Plan as their proposed setting. All other requests for places for children with SEND, who do not have a EHC plan, are processed using the Local Authority admission criteria for allocating places for all children.

### **Facilities and equipment for children with SEN**

Our school is a two storey building. All areas of the building are fully accessible for those with mobility difficulties. We have a lift to enable access to the bottom and top floor. There are also disabled toilets available on both floors. We will always make sure that we make any reasonable adjustments we can by e.g. holding meetings and assemblies on the ground floor where it is needed. We can also move our classes if we need to in order to accommodate a child who joins our school who can only access the ground floor. All resources required e.g. computer room, library and the dining hall, are located on the ground floor.

We have a sensory room on the ground floor, which is used by children with SEND and children with SEMH difficulties. The sensory room is accessible by wheelchair.

## **Identifying Special Educational Needs:**

At Millfields Community School, we aim to provide for children with different needs through careful planning, assesses and reviewing provision and progress. Children with special educational needs or disabilities are taught alongside their peers. Lessons are planned to cater for the needs of all children including those with special educational needs or disabilities. All teachers plan lessons based upon children's prior learning and the steps they need to progress. Support staff are used flexibly to support learning. Teachers review the progress of all children, including those with SEND, termly with the Leadership Team, following which, changes to practice and provision may be made.

We record all pupils' progress as part of our monitoring and assessment practices. In the Foundation Stage these include child observations and profile books. In Key Stage One and Two, we have termly assessments to track progress in English and Maths. Class teachers communicate any concerns early on to parents/carers. We hold termly pupil progress meetings where progress and attainment, as well as social and emotional development, are discussed with the Class Teacher, Phase Leader, Headteacher and SENCo. Together we consider all of the information gathered alongside national expectations and expectations of progress.

The school takes great care over the identification and assessment of children whose first language is not English. We do not assume that lack of progress in English means that a child has a special educational need. However, we are aware that for some children new to English, slow progress may be a result of a special educational need.

Concerns that a child may have SEND may be flagged up by the child's parents or carer, the class teacher, an external agency working with the child or another member of the school staff. If a teacher has a concern about a child, they complete a referral from to the SENCo, outlining what difficulties the child is having, for how long and what has already been put in place. When a child is flagged up as a concern, the school follows the graduated response recommended by the Department for Education. Three stages of support are available for pupils, as described below:

### **Stage 1: Quality First Teaching**

Teachers are responsible and accountable for the progress and development of the children in their class, including where children access support from teaching assistants and the Language Resource Provision. High quality teaching, differentiated for individual children, is the first step in responding to children who have or may have SEND. Where a pupil has been flagged as a concern, the first response will be high quality teaching. The SENCo will meet with the teacher and support staff and discuss appropriate strategies and in class support that the pupil might benefit from. The child will be added to the school's Additional Needs register with the consent of the parents. The pupil will be carefully monitored and assessed to ensure that they are making sufficient progress. Support at this level may include:

- Individual visual timetable
- Visual task board: Now/next/then...
- Sitting the child at front during carpet sessions
- Planned targeted support for specific group
- Additional adult support on carpet – visual and verbal support
- Differentiated and/or scaffolded tasks
- Calming/fiddle objects – e.g. stress balls
- Word banks/lists
- Behaviour reward chart (linked to clear targets)

## **Stage 2: Special Educational Needs Targeted Support:**

If the concerns continue for a period of longer than one term and the stage 1 intervention provided by the class teacher is not having a sufficient impact, then specialist support will be considered. Generally, a child's attainment will be below national expectations in one core subject and/or they may exhibit difficulties in one of the following areas:

- Speech and Language difficulties
- Inability to focus and attend in class
- Significant gross and fine motor difficulty
- Significant other physical or medical difficulties
- Significant social, emotional or mental health difficulties

Targeted action is taken. This is additional to or different from those normally provided as part of the school's differentiated curriculum. Parents will be invited to meet with the SENCo and the class teacher. The class teacher and SENCo will decide on appropriate support in collaboration with parents/carers. This may include:

- Language group intervention e.g. Colourful Semantics or Thought for Language
- Memory group intervention
- Additional 1:1 reading
- Additional phonics catch-up
- Circle of friends
- Lego therapy
- Special equipment or materials provided (e.g. handwriting grips, coloured overlays or sensory aids)
- Support Plans (which clearly outline strategies, targets and provision for the pupil)
- Support from the Pastoral Team
- Deployment of staff to provide additional support to individuals or groups

The provision we make will be recorded and shared with the parent/carer and the child.

## **Stage 3: Special Educational Needs Specialist Support**

If a child continues to make little or no progress despite interventions, our school will draw on one or more specialised assessments from external professionals and agencies. These could include:

- Speech and Language Therapist
- Educational Psychologist
- Specialist Teams for visual, hearing and physical impairment
- First Steps (CAMHS)
- Re-Engagement Unit
- Complex Communication Clinic.
- Occupational Therapist

New targets are written for the child in consultation with the parents to incorporate the advice from the external agencies.

## **Support Plans**

We have developed a wide range of ways to support children with special educational needs. These are personalised to meet the needs of the individual child. All children, who are identified as having special educational needs, have a personalised support plan written for them at the beginning of the year. When creating a support plan for a child identified as having special educational needs, we look at the following key areas:

### Thinking and Learning



### Self-help and Independence



### Behaviour and Wellbeing



### Communication and Relationships



### Sensory and Physical



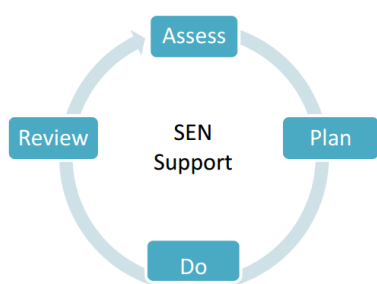
The support plans describe what we will do to support a child and what we hope the support will achieve. The support plans are written in a child friendly format so the children are able to take ownership of their targets and also use the plans to guide them in reaching them. These are then shared with parents during our parent's evenings. If they are not able to come into the school, communication takes place in whatever way is best for them eg. by telephone or email. The children's support plans are agreed and reviewed termly between the parents, child and appropriate members of school staff.

## Statutory Assessment/Education Health and Care Plans

If following further intervention and review in consultation with parents/carers and external agencies, the child does not make adequate progress and is thought to have significant, lifelong and complex needs, the school will consider requesting a Statutory Assessment for an Educational, Health and Care (EHC) Plan. An EHC Plan is a legal document that describes a pupil's special educational, health and social care needs. It explains the extra help that will be given to meet those needs, and how that help will support the pupil to achieve what they want whilst at school, and as they transition into adulthood. A child will only obtain a Statutory Assessment or EHC Plan if the school is able to ascertain that the child has significant, long term and complex needs. The Local Education Authority (Hackney Learning Trust) sets out the criteria for this.

### The 'Assess, Plan, Do, Review' cycle at Millfields Community School :

Millfields follows the graduated response of support to pupils with SEND, following the four step process (assess, plan, do, review) set out in the SEND Code of Practice.



#### 1. Assess

Where a pupil has been identified as having SEND, the SENCo will carry out an analysis of the pupil's needs in collaboration with the class teacher, TA and parents/carers.

#### 2. Plan

When it is decided that Wave 2 or 3 interventions are necessary, the school will work with the parents/carers and pupils to agree on a set of targeted outcomes for the pupil, and the interventions and support to be put in place to support the pupil in achieving these outcomes.

#### 3. Do

The interventions and support plan agreed in the planning stage will be put into action.

#### 4. Review

The provision put in place for a child is reviewed termly or most regularly if necessary. Termly pupil progress meetings. Targets are assessed, and new targets are set as



appropriate. Provision is adjusted as appropriate following the review meetings. Annual Reviews for children with EHC plans are held once a year. For children under 5, EHC plans are reviewed every 6 months. If there are significant concerns around the progress of a pupil with an EHC plan, an emergency annual review may be held, in order to ensure the provision outlined in the plan is meeting the pupils needs. Interventions are monitored and tracked to ensure they are effective and are having the maximum impact possible on pupil progress.

### **How we train our teachers and support staff:**

We understand the importance of training in special needs, inclusion and disability equality. We recognise that teaching and support staff will need regular training on aspects of SEND and inclusion in order to update policy and inform practice.

We hold regular training sessions for all teaching and support members of staff and our school structure allows for 'on the job' training for all. In addition, support is personalised for staff and parents based on their needs. For example, teachers new to teaching have additional training sessions and a mentor to support them in their first two years of teaching. Teachers working with a child with a specific special need may have additional training and support from the SENCo or another member of the Senior Leadership Team or parents who have identified a concern at home may receive additional help either from a member of school staff or an appropriate external service e.g. Speech and Language or Educational Psychology. All staff discuss their individual training needs at performance management review meetings. The SENCo holds weekly TA meetings in which training is provided. We have whole school training on particular issues and we invite external trainers into school to provide training and support to staff.

### **How we work in partnership with parents and carers:**

We work very hard to maintain good home school links. Parents and carers are always welcome to speak to Class Teachers or any member of the Senior Leadership Team if they have any concerns. We understand the importance of working in close partnership with parents and carers of children with SEND and work hard to ensure there is good communication. Parents/carers are valued as the people who know their children best and their views and needs are taken into consideration.

Parents/carers are also involved in making a positive contribution to the education of their children through:

- Good communication including telephone, email and face to face conversations;
- Working towards person-centred planning for SEND and Annual Review meetings;
- Home-school communication books (where appropriate);
- We regularly meet parents/carers to discuss any questions and/or concerns that they may have about their children's education;
- Coffee mornings for parents of children with SEND;
- A systematic effort to support parents/carers through periods of transition – e.g. by clearly explaining procedures, paying visits to new settings (internal or external),
- Signposting parents/carers to appropriate services to address their needs;
- A link to the local offer is available on our website for parents and carers and the SEND Information Report explains what is ordinarily available at Millfields Community School.

## Working with external agencies:

The school works successfully with many outside agencies:

- **Educational Psychologist (EP):** The EP meets regularly with the SENCo during termly Multi-Agency Planning (MAP) meetings to agree a programme of support for the school and advice on individual children.
- **Speech and Language Therapists (SaLTs):** We have one SaLT working in EYFS and KS1 and one working in KS2. They are on site once a week. The SENCo works closely with the SaLTs to identify children and offer necessary support and provision. The SaLTs also provide regular staff training and daily advice to teaching and support staff. They also provide resources for interventions.
- **The school nurse:** The school nurse meets the SENCo and designated Medical Needs Officer regularly to review medical needs, concerns and update Medical Care Plans. The School Nurse is able to liaise with parents to offer advice around pupil's medical needs.
- **CAMHS:** We work closely with professionals from CAMHS to ensure thorough assessments of the needs of children who have been referred to the service. We ensure that we provide accurate and meaningful information to support the assessments.
- **WAMHS:** As part of the Wellbeing and Mental Health in Schools (WAMHS) Project, we have a CAMHS worker in school once a fortnight and supports the school in a variety of ways to improve the wellbeing and mental health of our pupils and staff.
- **MHST:** The Mental Health Support Team (MHST) also works with the school as part of the WAMHS project. They provide workshops for parents and pupils and run weekly, targeted group interventions.
- **Re-engagement Team:** We work with the re-engagement team to support individual children with social, emotional and behavioural issues that are affecting their learning.

## How we support pupils with SEND in their transition to secondary school

- When children with EHCPs are in Year 5, the SENCo meets with the child and the parents/carers to discuss possible secondary school provision in the summer term. The SENCo of the new school is invited to attend either an Annual Review or SEND review in the Summer Term when the pupil is in Year 6.
- For children with special educational needs, the SENCo will pass on all relevant information to the SENCo of their chosen secondary school at the transition forums in Hackney.
- When a child transfers to another primary school we pass on the SEND records and the SENCo will, if possible, speak to the teacher with responsibility for SEND at the new school.

## How we support pupils with SEND in their transition between year groups:

There are a number of measures in place that support a smooth transfer of **all** children to the next school year. In addition to these, we have the following measures for children with SEND:

- The SENCo ensures that all **records** are passed to the next class teacher.
- At the **hand-over meeting** in the summer term the current class teacher shares detailed information with the new class teacher and support staff.
- **Behaviour plans** are communicated with the class teacher and if needed with the whole school.
- We put in place **additional strategies** for individual children as required - e.g. extra visits to the new classroom, photo books, buddying with older children, extra opportunities to work with new teachers or support staff prior to transition.
- Use of **social stories** are used to ease transitions.

**How we fund our SEND provision:**

The school receives funding for pupils with SEND from the Local Authority. In addition, the school is committed to using part of its delegated budget to support children with SEND. We endeavour to meet the needs of all children with SEND from within our allocated resources. The school requests Statutory Assessment/Education Health and Care Plans for any child we believe has significant, lifelong and complex needs in order to receive additional funding to better meet the pupil's needs.

**How we monitor the impact of our provision for pupils with SEND:**

Pupil progress and the effectiveness of our provision is monitored in a number of ways:

- Teachers are able to identify pupils early who need additional support
- Teachers and teaching assistants can provide support using a range of intervention programmes. These interventions are evaluated each half term
- Teachers show clear differentiation in their planning, which also reflects high but realistic expectations of pupils' progress
- Regular SEND reviews to monitor the effectiveness of provision
- Analysis/tracking of data
- Pupil feedback
- Formal assessments carried out by SENCo
- Inclusion Learning Walks
- Lesson observations
- Data related to specific interventions – e.g. on-entry/exit assessments
- Reports and assessments from outside agencies
- Teaching Assistant feedback on intervention programmes and progress
- Teacher assessments
- Monitoring of Support Plan targets by teachers and Teaching Assistants
- Parents views - formal and informal
- Use of P-levels for children with SEN working at pre-national curriculum levels
- Evaluation of Support Plans

**Complaints**

If a parent/carer has any concerns, questions or complaints around SEND, they should first discuss these with the SENCo or Headteacher. The school will endeavour to resolve the issue or provide reassurance as necessary. If a parent/carer is not satisfied with the response to their complaint, they may wish to make a formal complaint. This can be done by following the school's Complaints Procedures & Policy.