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# The Olive Tree Primary School Bolton

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Special  
Educational  
Needs Policy

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September 2019

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## 1. Introduction

The Olive Tree Primary School will provide all pupils with an outstanding education to prepare them for future learning in a stimulating and creative environment and to promote a culture of respect for excellence in learning

The staff and governors are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs and abilities. The school seeks to raise the achievement for all children in an environment where all children with SEN are valued, respected and seen as equal members of the school.

Most children admitted to Olive Tree Primary School will already have attended an early education setting. However, some will not. We will therefore be aware that any child admitted to the reception class might have unidentified special educational needs.

Provision for children with special educational needs is a matter for the school as a whole. In addition to the governing body, the school's principal, the SENDCo and all other members of staff have important day-to-day responsibilities.

*"Every teacher is a teacher of every child including those with special educational needs."*

The Olive Tree Primary School will have regard to the Special Educational Needs Code of Practice (2014) when carrying out its duties towards all children with special educational needs and ensure that parents are notified of a decision by the school that SEN provision is being made for their child. We actively seek and encourage the cooperation and involvement of parents in their child's education and strive to keep them well informed as an integral part of the school's approach to safeguarding.

## 2. Definitions:

The SEND code of practice 2001 gives the following definition of Special Educational Provision to be made for them:

"Children have SEN if they have a Learning Difficulty which calls for Special Educational Provision to be made for them."

Children have a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of children of the same age
- Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of local education authority.
- Are under compulsory school age and fall within definitions above or would so do, if a special educational provision was made for them.

The Special Educational Needs (SEN) Code of Practice, provides guidance on the duties of schools, local authorities and others working with children who have SEN must have regard. The Code sets out four areas of SEN:

- Cognition and Learning
- Behavioural, Emotional and Social Development
- Communication and Interaction
- Sensory and/or Physical Needs

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.

This SEN policy details how The Olive Tree Primary School will do its best to ensure that the necessary provision is made for any pupil who has special educational needs and those needs are made known to all who are likely to teach them. The school provides focus on outcomes for children and not just hours of provision and support. The school will use its best endeavours to ensure that teachers in the school are able to identify and provide for those children who have special educational needs to join in with activities of the school together with children who do not have special educational needs, so far as this is reasonably practical and compatible with the child receiving the special educational provision

Partnership with parents / carers plays an important role in enabling children and young people with SEN to achieve their full potential. The Olive Tree Primary School recognises that parent's hold key information, knowledge and experience about their child's needs and the best way of supporting them. All parents /carers of children with special educational needs will be treated as partners and supported to play an active and valued role in their child's education.

Within this policy, reference is made to Quality-first Teaching (QFT) which can be understood to mean:

"...high quality inclusive teaching, together with continuous whole-school processes for assessing, planning, implementing, tracking, monitoring and reviewing a child's progress. The teacher has the highest possible expectations for all children and aims to achieve this through QFT."

### **3. Our objective in SEN provision:**

Through our SEN policy the school governors aim to meet the following objectives:

- To promote high standards, inclusion and equal opportunities.
- To have regard for the SEND code of practice 2014 when carrying out its duties towards all pupils with SEN.
- To monitor the attainment of all pupils in relation to the curriculum offered to facilitate the identification of children with SEN so that appropriate provision can be made at as early a stage as possible.
- To ensure that a child with SEN has their needs met and that parents are notified of a decision by the school that SEN provision is being made for their child.
- To make known the needs of pupils with SEN to all who are

likely to teach them

- To provide support and advice for all staff working with SEN pupils.
- To consult with LA and other outside agencies to help meet the needs of pupils.
- To ensure that children with SEN are offered access to the broad, balanced and relevant education, including an appropriate curriculum for the Foundation Stage and the National Curriculum.
- To ensure that a pupil with SEN joins in with the activities of the school together with pupils who do not have SEN, so far as reasonably practical and compatible.
- To seek the views of the child where appropriate and take these into account.
- To recognise parent play a vital role in supporting their child's education.
- To monitor the effectiveness of SEN provision including how funding, equipment and personnel resources are deployed at least annually, and report on the implementation of the school policy within the context of the school profile.
- To operate a 'whole school, whole pupil' approach to the management and provision of support for Special Educational needs.

#### **4. Broad guidelines:**

- A member of the Governing Body takes a special interest in the area of Special Educational Needs;
- The Head Teacher is responsible for the management of SEN provision. The SENDCo has responsibility for the day to day operation of the policy;
- In its management of SEN the school will adopt a graduated approach as outlined in the SEN Code of Practice 2014. This is a model of assess, plan, do and review to help children with SEN. It recognises that there is a continuum of SEN, and that where necessary, increasing specialist expertise should be brought to bear on the difficulties that a child may be experiencing;
- Children must not be regarded as having a learning difficulty solely because their home language is not English.
- The class teacher will have responsibility for the match of work to the child's abilities. The special needs co-ordinator will work closely with him/her to meet the child's needs;
- Monitoring of the progress of pupils with SEN is on-going, but there is a meeting to review pupils' progress between the SENDCo and class teacher in the autumn, spring and summer terms.
- Pupils, are also involved in reviewing their IEP targets and deciding on new areas for development;
- Parents are kept informed and their views sought, usually within the context of the twice-yearly parents meeting, so that there can be a close partnership working for the benefit of the child. Parents are also invited to contribute to the setting of new targets each term. Staff are happy to discuss their child's needs with parents at other mutually convenient times;
- The school develops contact with outside agencies so that their expertise can be used to support the work of the school;
- The school will monitor the absence of all pupils, including those with SEN, and any concerns regarding attendance will be followed up in line with the school attendance policy.
- Staff and Governors are encouraged to attend training on SEN issues;
- SEN provision is an integral part of the School Improvement Plan;

- Regard will be taken of health and safety considerations in the implementation of this policy;
- The policy will be reviewed and evaluated annually.

## **5. Identifying Special Educational Needs.**

*“ The Code Of Practice suggests that pupils are only identified as SEN if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching”*

At the Olive Tree Primary School we identify the needs of the pupils by considering the needs of the whole child, which will include not just the special educational needs of the child.

- The child's learning characteristics,
- The learning environment that the school is providing for the child,
- The task that the child is asked to perform
- The teaching style that is employed and that which is preferred by the child.

Assessment is not regarded as a single event, but rather as a continuing process.

## **6. Identification process – how it will operate**

To help identify children who may have special educational needs, Olive Tree Primary will measure pupil's progress by referring to:

- Their performance monitored by the teacher as part of on-going observation and assessment
- The outcomes from baseline assessment results
- Their progress against the objectives specified in nationally recognised frameworks for measuring progress
- Their performance against the level descriptions within the National Curriculum during and at the end of a key stage
- Standardised screening or assessment tools

In addition, Olive Tree Primary will be responsive to expressions of concern by parents and take account of any information that parents provide about their child.

Olive Tree Primary will have a rigorous cycle of planning, teaching and assessing which will take account of the wide range of abilities, aptitudes and interests of children. The quality of this delivery cycle will provide substantial evidence to inform any assessment of Special Educational Needs.

## **7. Assessment on Entry**

The Olive Tree Primary School will assess each child's current levels of attainment on entry in order to ensure that they build upon the pattern of learning and experience already established during the child's pre-school years. If the child already has an identified special educational need, this information may be transferred through to Wave 1, Wave 2, Wave 3 from the Early Years setting. The SENDCo and child's class teacher will use this information to

- Provide starting points for the development of an appropriate curriculum.
- Identify and focus attention on action to support the child within the class
- Use the assessment processes to identify any learning difficulties
- Ensure on-going observation and assessment provides regular feedback

about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.

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- Involve parents in implementing a joint learning approach at home.

The National Curriculum Inclusion Statement emphasises the importance of providing effective learning opportunities for all pupils and offers three key principles for inclusion:

- Setting suitable learning challenges;
- Responding to pupils' diverse needs;
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

For many children their difficulties will be resolved through the normal differentiation and interventions within the class, but some may prove less responsive to this provision. The key test of how far their learning needs are being met is whether they are making adequate progress.

Adequate progress can be defined in a number of ways:

For example as progress which:

- Closes the attainment gap between the child and their peers;
- Prevents the attainment gap growing wider;
- Is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers;
- Matches or betters the child's previous rate of progress;
- Ensures access to the full curriculum;
- Demonstrates an improvement in self-help, social or personal skills;
- Demonstrates improvements in the child's behaviour.

## **8. Graduated Response**

If the class teacher and SENDCo, in consultation with parents, decide that the child is not making adequate progress and needs help over and above that which is normally available within the class, Olive Tree Primary School will adopt a graduated response that encompasses a range of support strategies. We recognise that there is a continuum of special educational needs and, where necessary, will bring increasing specialist expertise to advise on the difficulties that a child may be experiencing. However the school will, other than in exceptional cases, make full use of all available classroom and school resources before expecting to call upon outside resources. All staff have a responsibility for identifying students with Special Educational Needs. Identified children will be added to the school SEN Support Register to enable closer tracking and monitoring.

Class teachers have the responsibility of ensuring that the curriculum will be differentiated and delivered in an inclusive way. They have a duty to provide differentiation within a balanced and broadly-based curriculum, in a way that supports children with SEN.

## **9. Action to meet pupils' SEN tends to fall within four broad strands:**



- Assessment, planning and review;
- Grouping for teaching purposes;
- Additional human resources;
- Curriculum and teaching methods.

#### **10. Relating action to Special Educational Needs:**

- Strands of action need to be organised so that progressively more powerful interventions can be used to meet increasing need or so that the range type and intensity of interventions can be reduced as a child makes adequate progress;
- The range, type and intensity of interventions can be used to meet increasing need;
- The actions may be appropriate at Wave 1, Wave 2, or Wave 3 for Statemented children/children on Education Health Care Plans (EHCPs).
- For most pupils, extra help will be provided in the classroom, managed by the class teacher as part of Quality First Teaching (QFT). This may involve spending some time outside the ordinary classroom, it will be in the context of the inclusive curriculum.

#### **11. Help to the child might take the form of:**

- Different learning materials or special equipment;
- Introduction of some group or individual support from the SENDCo or support teacher, or teaching assistant;
- Devotion of extra time to staff to devise the nature of the planned intervention and to monitoring its effectiveness;
- Staff development and training;
- One-off or occasional advice on strategies or equipment or staff training from external agencies.

In many cases early identification and action taken in school will mean that the child's needs are resolved. Only for those children whose progress continues to cause concern will additional action be taken. In Olive Tree Primary School, when a child is identified as having special educational needs the school will intervene as described below at Wave 1, Wave 2 or Wave 3.

## Identification and assessment of SEND:

At the Olive Tree primary School each child will be assessed once they come into school to find out the level the child is working on at the moment. The class teacher will assess the child through observations, tasks set for the child in class and assessment using the National Curriculum Level Descriptors/ The Early Learning Goals.

If the child is not making enough progress a graduated response will be put in place. This will start with identifying the area of need, IE: cognition and learning, social, emotional and behavioural, development (SEBD), communication and interaction, sensory / physical needs.

Depending on the need of the child, the class teacher will put in place additional support / interventions and closely monitor the child. The class teacher will devise **personalised** targets for the child in the form of an Individual Education Plan (IEP).

If the child is not making enough progress after assessment using the strategies outlined above, the class teacher and SENDCo will devise personalised targets. The child will be given additional support. The targets will be shared with both the parents and the child.

The child will continue to be monitored by the SENDCo and class teacher. If the child is still not making adequate progress, advice will be sought from outside agencies.

The child will continue to be monitored and supported and any resources needed will be provided by the school and parents will be kept informed.

The process will be monitored through :  
**Assess, Plan, Do, Review**

This model embodies the principles set out below, which are central to the Code and to which all schools should have regard:

- Provision for a child with special educational needs should match the nature of their needs
- There should be regular recording of a child's special educational needs, the action taken and the outcomes.

## **12. Managing pupils needs on the SEN register:**

The SENDCo must ensure that parents are informed that their child is to receive Special Educational Provision because the child has SEN. The nature of the additional help that might be needed by the child should be decided on the basis of all the available information about the child collected by the class teacher and the SENDCo, and additional information from the parents and any professionals from health and social services who may have been involved with the child.

Support for children on the graduated response might take the form of teaching time from the SENDCo or additional teacher or extra support from a classroom assistant.

The class teacher remains responsible for working with the child on a daily basis and for planning and delivering an individualised programme. An Individual Education Plan (IEP) will be devised by the class teacher and can involve the SENDCo. The IEP will record only that which is additional to or different from the normal differentiated curriculum. It will be reviewed in the termly Special Educational Needs review meeting between class teacher and SENDCo. The review will focus on the progress made by the child and the effectiveness of the support provided, the contribution made by parents, and future action including the setting where appropriate of new targets in the revised IEP. A record will be kept of discussion and outcomes.

The SENDCo will be responsible for maintaining records relating to the child's SEN. The SENDCo will update the Provision Map each term, in addition to the normal pupil record this should include information about progress and behaviour, information from parents and other professionals involved. It should also include the child's own perceptions of any difficulties and how they might be addressed. It might also be necessary to record information about the child's needs in relation to the general strategies to be used to enable access to the curriculum and the school day. Information should reveal the different perceptions of those concerned with the child, any immediate educational concerns and an overall picture of the child's strengths and weaknesses. The record should be updated at least termly following the review meeting.

At The Olive Tree Primary School we have graduated the provision received at School. All children receive quality first teaching; those children who are still not making the desired progress will be identified. As a result they will have personalised targets that will be worked on within the classroom by the teacher and teaching assistant. The activities provided for

these children will be planned and monitored by the class teacher in consultation with the SENDCo to enable the child to meet the targets identified on their IEP. Each IEP for these children is also reviewed and written by the class teacher, supported by the SENDCo in conjunction with any outside agencies.

Following the review the child may remain on the graduated response with a new IEP. This might include new targets in the light of the effectiveness of the first IEP. The child may be judged to have made progress such that he/she is no longer felt to be in need of support at the current level of support and may be taken off the register. Alternatively, it may be decided that the child's needs require support from external agencies.

### **13. Wave 1, Wave 2 and Wave 3:**

The process of using 'Waves' of intervention relates to the level of support that is provided at each 'Wave' in order for pupils to make progress in their learning. Although it is not possible to provide exact definitions, each Wave can be understood as follows:

- Wave 1: Inclusive, Quality-first teaching for all pupils;
- Wave 2: Additional interventions to enable children to work at age-related expectations or above;
- Wave 3: Additional, highly-personalised interventions to enable children to work towards progression in light of their special educational needs.

A request for help from external services is likely to follow a decision taken by the SENDCo and colleagues, in consultation with parents, at the termly meeting to review the child's progress but could be made at another time if deemed necessary.

The external support services will usually see the child in school if that is appropriate and practical. They can then advise teachers on new IEPs with fresh targets and accompanying strategies, provide more specialist assessments that can inform planning and the measurement of a pupil's progress, give advice on the use of new or specialist strategies or materials, and in some cases provide support for practical activities. The external support services will normally need to see the child's records in order to establish which strategies have already been employed and which targets have been set and achieved. Thus additional or different strategies to those at **Wave 2** are put in place and an IEP devised. The SENDCo and class teacher will continue to take the lead in any further assessment of the child, planning further interventions for the child in discussion with colleagues, monitoring and reviewing the action taken. The parents will be kept informed.

The SENDCo should note in the child's records what further advice is being sought and the support that is to be provided for the child, pending receipt of the advice.

Support for children at Waves 2-3 might be from professionals from outside of the school e.g. the Focus Learning Support Service bought in by the school, Behaviour Support Service, Occupational Therapists, Educational Psychologists, Hospital Psychologists,<sup>12</sup> Speech and Language Therapists, Medical Services, Specialist Teacher as well as

extra teaching time from the SENDCo or additional teacher, or extra support from a classroom assistant.

### **14. Triggers for School Wave 3**

A child will be considered for Wave 3 if despite receiving an individualised programme and/or continued support under Wave 2, the child:

- Continues to make little or no progress in specific areas over a long period;
- Continues working at National Curriculum levels substantially below that expected of children of a similar age;
- Continues to have difficulty in developing literacy and/or mathematics skills;
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management programme;
- Has sensory or physical needs, and requires additional specialist equipment or regular advice or visits by a specialist service;
- Has on going communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning progress.

The child's progress at Wave 3 will be reviewed termly in the same way as at Wave 2 but includes input from the external support services involved. The possibility of referral for statutory assessment (EHCP) may also be discussed.

Following the review the child may remain at the Wave 2 with a new IEP. This may include new targets in the light of the effectiveness of the first IEP. The child may be judged to have made sufficient progress that so that he/she is no longer felt to be in need of this level of extra support and will then revert to the previous Wave level. If after a reasonable time the child has not made adequate progress and further support is needed, then a request might be made to the Local Authority for a Statutory Assessment of the child's educational needs

### **15. Individual Education Plans**

All pupils on the SEN register at Wave 1 – 3 or with a full Statement of Special Educational Needs/EHCP must have an Individual Education Plan. These Individual Education Plans must be reviewed at least three times a year, with the parent and the child if it is appropriate to include the child. This could be linked to a Parents Evenings or a separate time will need to be made. If a pupil is making good progress the IEP review can be used to consider removing a child from the SEN register. Alternatively, if targets have not been met and all the required support has been in place the review may be the first part of the process to move the pupil to the next step on the register for example from Wave 1 - to Wave 2, or Wave 3 - request for Statutory Assessment. There will be clear evidence in each class teacher's SEN file of when IEPs have been reviewed and the outcome of that review, including which targets have been met and the new targets which have been set. This evidence is very important in supporting the pupil to make progress, but also in providing evidence of the interventions by the school in the event of a move to Statutory Assessment.

The IEP will include information about:

- The short-term targets set for the child

- The teaching strategies to be used
- The provision to be put in place
- When the plan is to be reviewed
- Outcomes (to be recorded when IEP is reviewed).

## **16. The Statutory Assessment Process**

If after advice from an Educational Psychologist or other professionals, the school and parents consider that help is needed from outside the school's resources the SENDCo will request Statutory Assessment by the Local Authority. Following this formal proposal, the LA Assessment Panel will come to a decision on as to whether a Statement of Educational Needs should be prepared.

The school will provide evidence that any strategy or programme implemented for the child in question has been continued for a reasonable period of time without success and that alternatives have been tried, or the reasons why this has not occurred. Information about the child's progress over time will be provided as will clear documentation in relation to the child's special educational needs and any action taken to deal with those needs, including any resources or special arrangements put in place. Any existing reports or written advice from external agencies will be included in the documentation.

Where the evidence presented to the LEA suggests that the child's learning difficulties have not responded to relevant and purposeful measures taken by the school and external specialists and may call for special educational provision which cannot reasonably be provided within the resources normally available to mainstream schools, the LEA will consider the case for a statutory assessment of the child's special educational needs.

Should the LA Panel decide against statutory assessment then the school will look again at provision for the child and formulate new strategies and IEP. If the Panel agrees to proceed with Statutory Assessment the SENDCo will prepare further documentation about the child, which will be sent to the appropriate Special Needs officer at the LA where, in consideration with similar documents from other involved professionals, a Statement of Special Educational Needs is completed. The class teacher, in conjunction with the SENDCo is then responsible for drawing up an IEP to meet the objectives set out in the Statement, which must be formally reviewed at least annually.

## **17. An Education Health Care Plan**

Will include:

- The pupil's name, address and date of birth
- Details of all of the pupil's special needs
- Identify the special educational provision necessary to meet the pupil special educational needs
- Identify the type and name of the school where the provision is to be made
- Include relevant non-educational needs of the child
- Include information on non-educational provision.

## **18. Annual Reviews of Educational Health Care Plans**

If a child has a Statement of Special Educational Needs the Educational Health Care Plan (EHCP) must be reviewed annually. The Annual Review will be chaired by the SENDCo. Reports will be submitted by the Class teacher, Teaching Assistant and anyone else working with the child, for example the Speech Therapist. If there are concerns about the progress or behaviour of a pupil with a Statement then an

Annual Review can be held at any time during the year and more than one can be held in the course of a year. The Annual Review can be used to request additional support or changes to the Statement. In the unfortunate event of a pupil with a Statement facing Permanent Exclusion an Annual Review MUST be held at the earliest opportunity prior to the exclusion meeting.

A review in year 5 will seek to give clear recommendations as to the type of provision the child will require at the secondary stage. Parents will then be able to visit potential secondary schools. At the final review in year 6, the SENDCo of the receiving secondary school will be invited.

### **19. Supporting Pupils and families:**

The school will publish a School Offer, which will be available at the Local authority known as the Local Offer. This is also attached in the appendix.

The 'SEN information report' and the schools 'Policy on Managing the Medical Conditions of Pupils' our 'Admissions Arrangements' 'Complaints Procedures' and Exam Accessibility for SEN Pupils' 'Anti Bullying Policy' are available by following the link below and clicking on the policies tab.

[www.theoliveetreeprimary.com](http://www.theoliveetreeprimary.com)

### **20. Supporting pupils at school with medical conditions:**

- The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the equality act 2010.
- Some may also have Special Educational Needs (SEN) and may have a statement, or Education health care Plan (EHCP) which brings together health and social care needs, as well as their Special Educational Provision and the SEND code of practice (2014) is followed.
- Each child will have their medical need recognised and advice from specialists followed.

### **21. Monitoring and evaluation of SEND:**

- The Olive Tree Primary school we continuously carefully monitor the provision of SEND children through:
- Observations
- Regular audits of resources
- Parents views
- Pupils views
- Staff views
- Governor views
- Provision map
- Pupil progress meetings

These evaluating and monitoring arrangements promote an active process of continual review and improvement of provision for all pupils.

## **22. Roles and Responsibilities in SEN provision.**

### **Principal:**

- Allocate roles and responsibilities to staff so that special needs are met.
- Liaise with staff, SENDCo, support services, parents and pupils.
- Report to governors on the needs of SEN children in the school.
- Ensure that the needs of SEN/PPG/LAC/ children are met within the school.
- Is the Designated Safeguarding Officer.

### **23. SENDCo:**

Ms Chippendale is our Special Education Needs Co-ordinator. She will be happy to provide any additional information. Parents can see her by arrangement or can contact the office to arrange an appointment.

The SENDCo:

- Plays a key role in delivering the strategic development of the SEN policy and provision.
- Oversees the day-to-day operation of the school's SEN policy.
- Monitors the needs of SEN and gifted & talented children together with the Principal and class teachers.
- Assists with and advise on, the teaching and assessment of children with SEN.
- Organises annual and termly reviews.
- Ensures Individual Education Plans are written and reviewed termly.
- Ensures that the impact of SEN interventions is assessed for each pupil
- Gives advice on the level of support and on appropriate resources and strategies to support learning.
- Ensures that the school's SEN register & provision map is updated regularly.
- Leads review of the Special Educational Needs Policy.
- Liaises with Educational Psychologist and other support services.
- Meets with parents and pupils to discuss and support needs and progress.
- Reports to governors as requested by the Principal.
- Leads INSET on SEN in school as appropriate.
- Keep their own skills updated by reading, researching & attending INSET on SEN and appropriate related external courses.
- Write a CAF/EH document if more than one external agency is involved, this will be done in liaison with parents. (CAF Common Assessment Framework, Early Help Document)

### **24. Class Teachers:**

- Identify the Special Educational Needs of individual children in their class
- Know which pupils in their class are on the SEN Register and at what stage.
- Maintain a SEN file for their class reflecting this information for each individual child and copies of all relevant IEPs.
- Write or contribute to individual IEPs for pupils at Waves 1 -3 and those with a Full Statement/EHCP
- Ensure TAs are supporting pupils in their class, as directed.
- Attend appropriate INSET and courses.



## **25. Learning Support and Teaching Assistants:**

Teaching assistants will be deployed as necessary to meet the needs of children within the classes. In addition to this, interventions will be put into place as appropriate for groups of children with specific needs.

Within a class, under the guidance of the class teacher the TA may:

- Carry out activities and learning programmes planned by the class teacher.
- Keep records of this work as requested.
- Evaluate and feedback on progress of children.
- Attend INSET and courses where appropriate.
- Support the teacher with additional programmes of work for specific children as needed.

## **26. Governors:**

- A named Trustee to have responsibility for the implementation of the SEN policy.
- Be fully involved in developing and monitoring the SEN policy.
- Have up to date knowledge about the school's SEN provision, including funding.
- Ensure that SEN provision is an integral part of the School Improvement Plan.
- Ensure that financial resources are available to carry out the SEN policy.
- Ensure the quality of SEN provision is continually monitored
- Ensure the SEN policy is subject to a regular cycle of monitoring, evaluation and review.
- To liaise with the Principal, SENDCo and staff

## **27. Parents**

Partnership with parents plays a key role in enabling children with SEN to achieve their full potential. Parents are told when a child is first identified with SEN and are told about the Parent Partnership Service delivered by the Local Authority. We aim to keep parents involved in the school – based response for their child, and to ensure they understand the purpose of any intervention or programme of action.

Parents have a legal duty to make sure that their child receives suitable education. In working with schools they should communicate regularly with school staff and alert them to any concerns they have about their child's learning or provision and fulfil their obligations under home – school agreements which set out the expectations of both sides.

As soon as parents feel that their child may have a special educational need and may need different arrangements made for them, they should discuss the matter with the school. The school should listen to and take parents' views and concerns into account when considering any intervention. Where a child is provided with any additional or different intervention through Waves 1 to Wave 3, parents can play a part in the processes of planning and reviewing their child's Individual Educational Plan. They can also help the school in implementing Wave 1, Wave 2 or Wave 3, for instance by helping their child with any programmes to be followed at home.

If parents feel their child needs more help than the intervention available through **Waves 1 to 3** they have the right to seek a statutory assessment of their child's needs through their Local Authority. Where school decides to seek an assessment, 17 parents should help by providing the necessary information.

## **28. Links with Other Schools**

When children transfer from other schools or nurseries to The Olive Tree Primary School the school takes careful note of information sent, including that relating to Special Educational Needs. The SENDCo liaises with the previous setting via visits and discussions with key workers to ascertain the nature of the need. The SENDCo meets with parents of children who have SEN in order to ensure smooth transition into school.

The school maintains curricular records on all its pupils including those with SEN. When a child leaves The Olive Tree Primary School, these records are passed on to the receiving school so as to ensure continuity and progression in a child's learning. For children with SEN the record will also include background information collated by the SENDCo, copies of IEP's prepared in support of Wave 1, Wave 2 or Wave 3 and any statement of SEN or the EHCP.

Before a child with SEN transfers to secondary school the school liaises with the secondary school's special educational needs department so that individual needs can be met. In the case of a child with a statement this may take the form of a meeting between the child's parent, and SENDCos from the two schools.

A parent may inspect his or her child's records. A request should be made in writing to the Head Teacher. A response to this request will be made within 15 school days.

## **29. Training**

The SENDCo attends courses to further her expertise in this area and reports back to staff as appropriate. All teaching staff are encouraged to attend courses to aid their personal professional development. SEN will, from time to time, have a particular focus for whole school development within the context of the school's development plan and training may be delivered to all staff by either the SENDCo or experts from external agencies.

Staff may attend in service training either provided within school or by an outside trainer. This might be on the basis of an identified whole school need, or that of an individual. Cost of training will normally be met from the school's training budget.

## **30. External Agencies**

The school has developed links with a number of services to support its work with children with SEN as is appropriate for the needs of the child. Parents are consulted before external agencies are involved.

Learning and behaviour support services may be asked to offer advice on the best way to provide for a child's SEN, to carry out assessments on a child, or to work directly with a child or teaching staff. Staff can borrow resources from these services and staff are encouraged to attend their training courses.

There is a close working relationship with the Educational Psychologist and Ladywood outreach services that advise us on children with SEN. Additionally the school can call on the services of other experts such as teachers for the hearing or visually impaired, speech therapists, physiotherapists, educational

social workers etc.

The school nurse visits school regularly and is available for parents to discuss any concerns with her.

### **31. Additional Observations**

#### **English as an Additional Language**

Many pupils at Olive Tree Primary School will have English as an additional language. The identification and assessment of the special educational needs of children whose first language is not English, requires particular care. Lack of competence in English will not be equated with learning difficulties as understood in the Code of Practice. At the same time, when children who have English as an additional language make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties. Olive Tree will look carefully at all aspects of a child's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of the language that is used there or arise from special educational needs.

Olive Tree Primary School will follow the advice of the Code of Practice 2014:

'At an early stage a full assessment should be made of the exposure they have had in the past to each of the languages they speak, the use they make of them currently and their proficiency in them.'

The information about their language skills obtained in this way will form the basis of all further work with them both in assisting their learning difficulties and in planning any additional language support that is needed.'

### **32. Technology for Special Educational Needs**

The Olive Tree Primary will provide suitable technology for any student that has special educational needs, within the school's capabilities. The School aims to enable greater learner autonomy and unlock hidden potential for those with communication difficulties. Additionally technology will be used by students to demonstrate achievement in ways which might not be possible with traditional methods. All children will receive an iPad where Personalised technology will be used to enable tasks to be tailored to suit individual skills and abilities.

Educational content will be presented in various media: text on a website, multimedia, such as digital audio, digital video, animated images, and virtual reality environments. This content may be created in a multiplicity of ways, utilising a variety of authoring tools. As a result, The Olive tree Primary will transform educational dynamics by providing alternative, authoritative sources of information, which requires teachers to become facilitators and, in some cases, intermediaries between specific information sources and a learner.

### **33. Assistive Technologies**

Using assistive technologies in educational activities will allow students with SEN to be indispensable in the group of their peers and to participate in the learning process as protagonists, and to gain self-confidence, social and communication skills.

The assistive technology applied at The Olive Tree Primary School will enable students with disabilities to exploit their cognitive potential, to interact with others, and to control certain aspects of their environment. Assistive technology will give the

opportunities to access the curriculum at the adequate level, providing facilities as well as incentives for learning. Assistive devices and appropriate educational technology will be used, where appropriate, to support pupils with special educational needs and disabilities.

### **34. Access**

The school has a desire to be fully accessible to all needs. At The Olive Tree we will make arrangements for any disabilities such as wheelchair access as the need arises. We do recognise our limitations in space, access, facilities and we will address these needs as occasions arise.

Parents and carers have access to class teachers at the end of each day. Access to the SENDCo can be made via prior arrangement at a mutually convenient time.

### **35. Evaluating Our Provision**

The Governors evaluate the effectiveness of the school's SEN policy each term. They evaluate the effectiveness of the school's provision against its objectives through reference to the Head Teacher's reports.

Evaluation will examine how the school identifies, assesses and provides for pupils with SEN including:

- How personnel are being deployed to support pupils with SEN;
- Funding for equipment for pupils with SEN and what it has been used to purchase;
- Any building adaptations;
- Staff training;
- The use made of external support services and agencies.

In addition Governors monitor the effectiveness of our provision through reference to:

- The numbers of pupils moving on and off the register;
- The programme of termly SEN reviews;
- The progress made by pupils with SEN as evidenced by test scores such as end of Key Stage 1 and 2 SATs.

The Local Authority also monitors the effectiveness of provision annually.

### **36. Complaints**

Parents who have a complaint about the school's policy with regard to SEN should make reference to the school's policy for concerns and complaints which is available through the school website, or by contacting the school office.

#### **Contact details.**

**SENDCo:** Ms. N. Chippendale

**Phone:** 01204 322370

**Email:** send@theolivetreeprimary.com