

Special Educational Needs and Disabilities Policy

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Notes	



Brookside Primary School

B – Be Kind, P – Promote Equality, S – Strive to Achieve

Head of the Personal Learning Base (PLB/ The Riverbank): Miss Louise Hamilton

Main School Special Educational Needs Co-ordinator:

Foundation and Key Stage 1 SENDCo: Mrs Wendy Worrall

Key Stage 2 SENDCo: Mrs Sarah Hobson

Governor Responsible for Special Educational Needs and Disabilities: Ms Rachel Omand

Philosophy

The aims of Brookside Primary School are based on the values derived from the Statement of Principles adopted by the LA and guided by the DfE Code of Practice for Special Educational Needs and Disabilities (SEND).

The school provides a broad and balanced curriculum for all our pupils including those with Special Educational Needs and Disabilities and ensures full curriculum entitlement and access. We are committed to maximum integration commensurate with meeting individual needs, the highest quality of education for all pupils and the efficient use of resources.

Entitlement

Brookside is part of the OAK Academy Trust and arrangements and admissions for the school are determined by the Local Authority.

Brookside School strives to be an inclusive school and has a policy of inclusion which focuses on removing barriers to learning. It acknowledges the range of issues to be considered in the process of development. All pupils are welcome, including those with Special Educational Needs and Disabilities, in accordance with the LA's admissions policy. Under section 316 of the Education Act 1996, if a parent wishes their child with an Education, Health and Care Plan (EHCP) to be educated in a mainstream setting, the LA must provide a place, unless it is incompatible with the efficient education of other children and there are no reasonable steps that can be taken to prevent this incompatibility.

Brookside is a mainly single storey school with internal steps to the main hall. Year 5 and year 6 are educated in a 2-storey build. There is access to all facilities and the school can offer wheelchair access at the main entrance to accommodate children with physical difficulties and there are some accessible toilets. In accordance with the Equality Act 2010 the school has an 'Accessibility Plan' which shows how the school plans to improve access progressively over time and a policy for 'Supporting Pupils at School with Medical Conditions' including the administration of medication. There is a designated parking space in the car park for people with disabilities needing extra space.

Specialist Facilities

The Personal Learning Base (PLB), also known as “The Riverbank” is specialist provision attached Brookside Primary School. The PLB is Moderate Learning Difficulties (MLD) unit and serves a catchment area wider than that of the school.

Admissions to the PLB are determined by the Local Authority. Being a Brookside mainstream child does not mean they can access our PLB.

Definition of Special Educational Needs and Disabilities

According to the 1996 Education Act and 2015 SEND Code of practice, a child has special educational needs or disabilities if he or she has a learning difficulty or disability which calls for educational provision to be made for him or her.

A child of compulsory school age 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.
- has a disability, which prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 post institutions.

The 2015 SEND Code of Practice has outlined four broad areas of need. Within each area of need there are categories. Some pupils may not fit into one particular category but may have needs which overlap across a range of categories or areas of need.

1. Communication and Interaction

- *SLCN- Speech language and Communication Needs*
- *ASD- Autistic Spectrum Disorder*

2. Cognition and Learning

- *MLD-Moderate Learning Difficulties*
- *SLD-Severe learning Difficulties*
- *PMLD- Profound and Multiple Learning Difficulties*
- *SpLD- Specific Learning Difficulties*

3. Social Emotional and Mental Health Difficulties

- *Wide range of social and emotional difficulties which manifest themselves in many ways.*
- *Attention deficit disorder (ADD)*
- *Attention deficit hyperactive disorder (ADHD)*
- *Attachment disorder*

4. Sensory and/or Physical Needs

- *VI- Visual Impairment*
- *HI- Hearing Impairment*
- *MSI- Multisensory Impairment*
- *PD- Physical Disability*

Identification and Assessment of Pupils with Special Educational Needs and Disabilities

Pupils with Special Educational Needs or Disabilities are identified as early as possible. Brookside has established a three staged process for identification, assessment and provision, in accordance with the 2015 Code of Practice. These stages are:

- Stage 1 – Scaffolded, high quality teaching including extra short-term support.
- Stage 2 - SEN Support (with or without a SEND Support Plan) with additional individualised support.
- Stage 3 - Education Health and Care Plan (EHCP). Formerly known as “a statement.”

Stage 1

The first stage is a school-based stage where it is anticipated the needs of pupils can be met through school-based provision. Prior to placing a pupil on the Special Educational Needs and Disabilities Support Record, class teachers may identify pupils with a potential Special Educational Need and consulting the Special Educational Needs Coordinator (SENDCo), will complete a ‘Cause for Concern’ proforma. Initial action to address those needs and concerns is taken and progress monitored carefully.

Causes of concern could be raised by classroom teachers and/or parents because of difficulties in the following areas:

- **Reading**
- **Language**
- **Listening Skills**
- **Visual Skills**
- **Writing**
- **Spelling**
- **Maths skills**
- **Social skills**
- **Emotional mental health needs**
- **Co-ordination skills**
- **Personal organisation**
- **Medical**

One of these areas alone would not necessarily trigger a concern but if a cluster of difficulties arose then a child would be described as having special educational needs and/or disabilities. Teachers’ professional judgements and effective tracking of pupils will ensure that a child having difficulties would be identified early.

Stage 2

In addition to school-based provision, the second stage may require the pupil having an Individual Education Plan (IEP). These are personalised targets for the pupil, and these are reviewed at least termly and in collaboration with parents/carers, class teacher, SENDCo and outside agencies when applicable. Outside agencies may include Speech and Language therapy, Physiotherapy, Occupational therapy, Healthy Together, to name a few. In addition, parents and carers may be asked to seek further advice from their GP.

Where pupils at this level are showing increased levels of need and involvement from external agencies, a SEND Support Plan will be put into place to access resources over and above what the school is able to provide. These SEND Support Plans will be reviewed in line with the school's systems of assessing, planning and reviewing progress. All children who have a SEND Support Plan will also complete a One Page Pupil Profile. This is a child centred approach that endeavours to obtain as much information about the child in question and is outcome driven. It provides an opportunity for the child to discuss their ambitions and prepare them for adulthood.

This graduated response recognises that there is a continuum of Special Educational Needs and Disabilities and that the majority of children will lie at the SEND Support Stage.

Stage 2 Indicators:

- Makes little or no progress even when teaching approaches are targeted particularly in a child's identified area of weakness.
- Shows signs of difficulty in developing literacy or numeracy skills that result in poor attainment in some curriculum areas.
- Presents persistent social, emotional or mental health difficulties, which are not ameliorated by the behaviour management policy employed by the school.
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment where appropriate.
- Has communication and/or interaction difficulties and continues to make little or no progress despite the provision of an adapted curriculum.

The class teacher, having already completed a cause for concern, will gather relevant evidence and meet with the SENDCO and a decision will be made whether to place a child on the SEND Support Record. The class teacher and SENDCO will arrange to meet the pupil's parents/carers to discuss the areas of concern; strengths; home support; targets and review timescale. At the review parents/carers contributions will be recorded. Children placed on the SEND Record will have an Individual Education Plan (IEP). These consist of specific targets that are monitored closely and updated as and when the child has met the targets set. A child's IEP is agreed with the Parents or Guardians and can also require the child to be in agreement also.

SEND Support Plan

The indicators for a pupil receiving SEND Support to have a SEND Support Plan may be:

- continues to make little or no progress in specific areas over a long period.
- continues working below at age-related expected.
- continues to have difficulty in developing literacy and numeracy skills.
- have social, emotional and or mental health difficulties which substantially and regularly interfere with the child's own learning or that of a class group, despite having an individualised plan.
- has sensory or physical needs and requires additional specialist equipment or advice or visits by a specialist service.
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

A pupil with a SEND Support Plan will have had the involvement of external support services, both those provided by the LA and by outside agencies. These will be consulted to provide more specialist assessments

and to advise teachers about strategies including more personalised targets to address individual needs where required. Parents are always consulted before an external agency is involved and parental consent is required.

Stage 3

If a pupil, despite the school having taken relevant and purposeful actions to identify, assess and meet the SEN of the child or young person, has not made expected progress, the school will consider requesting an Education, Health and Care needs assessment. The school will provide evidence of the action it has taken in the form of an SEND Support Plan to inform the Local Authority's decision. The LA considers the need for an EHCP and arranges, monitors and reviews provision. For more information please visit:

[Gov.Uk Website](https://www.gov.uk)

Please note that from September 2026 we are moving away from IEPs to One page profiles.

Organisation of Support and Access to the Curriculum

Brookside strives to be an inclusive school engendering a sense of community and belonging through its:

- Inclusive ethos
- Broad and balanced curriculum for all pupils
- Systems for early identification of barriers to learning and participation.
- High expectations and suitable targets for all children

All pupils are taught in classes arranged by age. Teachers provide learning opportunities for all children within this environment and provide resources appropriate to pupils' interests and abilities.

The structures and systems in place are:

- Classroom support to increase curriculum access and pupil achievement.
- Scaffolded provision within a mixed ability setting.
- Intervention programmes guided by a pupil needs audit and a 'Provision Map'
- Well differentiated and scaffolded curriculum planning which incorporates a variety of learning styles to deliver Quality First Teaching.
- Clear guidelines on behaviour with a structured reward and sanction system.
- Specialist training for adults working alongside children with SEN, for example; the hearing-impaired service and Autism Outreach.

Target Reviews

All children on the SEND Support Record have a termly review. This review will include progress towards the achievement of layered targets set for their class, intervention targets from SEND support and any personal targets set for pupils with more individual needs through their Individual Education Plan (IEP). A copy is retained by the class teacher. Copies are given to parents/carers, the SENDCO and any support staff working with the pupil. All targets are reviewed each term in conjunction with pupils, parents, LSAs and class teachers and new ones prepared in advance in preparation for new staff.

Involving Pupils and Parents

It is the policy at Brookside to actively seek to work with parents/carers and value the contribution they make through their unique strengths, knowledge and experience.

Parents/carers are invited and pupils are involved, where appropriate, in all relevant discussions and Individual Education Plans. Parents/carers will always be informed of any action taken by the school and are encouraged to take part in their child's learning.

Brookside aims to provide a variety of information and support for families and children with SEN by working in collaboration with other agencies, and also signposting parents and carers to relevant advice. Furthermore, please visit the following websites for information.

[SEND local offer | LCC Family Hub](#) (Residents of Leicester City)

[What Is The Local Offer](#) (Residents of Leicestershire)

All children should be involved in making decisions where possible right from the start of their education. The ways in which children are encouraged to participate should reflect the child's evolving maturity. Participation in education is a process that will necessitate all children being given the opportunity to make choices and understand that their views matter.

At Brookside School we encourage pupils to contribute individually to determining the direction of their learning by recognising their own strengths and weaknesses and where appropriate to take an active part in setting and monitoring their own targets. At Brookside we highly value the voice of the child. This is reflected by participation in compiling their own one-page profile. This is updated at least yearly and reflects the emerging needs, wants and beliefs of the young person in addition to their aspirations.

Links with other Schools

A common system of record keeping and communication is established with our feeder settings and their subsequent high school to ensure that pupils with SEND are known to us at transfer and known to schools to which they will later transfer.

- In the term before transfer the Brookside SENDCO meets with the Year 6 teacher, Year 6 children with SEND and next school's SENDCO to discuss and prepare for transition.
- PLB children's final Annual Review will be held in the Autumn term of their final year and parents/carer's preferred school will be named. Individual transition arrangements will be made in the summer term or as appropriate.
- The SENDCOs and Head of PLB attend termly SENDCO-net which are facilitated by Forest Way Teaching Alliance.
- In addition, the Head of PLB attends LA run Head of Unit sessions.

Links with external Agencies

Brookside has a healthy Together practitioner within the Health Authority. If a referral is made a care navigator will follow up on that referral and direct to the appropriate service. Similarly, contact is made with the Social Services Department and Educational Welfare Service as appropriate. Referrals are made to organisations such as 'Early Help' when deemed appropriate. School may also work with the following services:

- Educational Psychology Service
- CAMHS
- Speech and Language Therapy (SALT)
- Vision Support Team
- Assistive Technology for Education Team
- Autism and Learning Support Team (Previously Autism Outreach Service)
- Hearing Support Team
- Physiotherapy
- Occupational Therapy,
- Area Special School outreach team

This is not an exhaustive list of services that Brookside works with to support the needs of the children.

Staffing and The Role of the Head of PLB and Special Educational Needs Co-ordinator

These staff are the professional leaders in the area of Special Educational Needs and Disabilities and as such are responsible for:

- the day-to-day operation of the school's Special Educational Needs Policy.
- assisting staff in the identification and assessment of pupils with SEND.
- advising on classroom and other appropriate strategies.
- liaising with parents, support staff and other external agencies.
- maintaining the school's SEND files and records.
- informing and advising the governors.
- continuing their professional development in SEND.
- contributing to staff INSET.
- managing the budget for SEN in conjunction with the Head teacher.

SEND issues are regularly discussed at staff meetings. All staff are made aware of their responsibilities towards pupils with SEND and clear communication lines between teachers, support staff and specialist staff are established. A programme of staff development, to be included in the school development plan, is implemented for both SEN support staff and class teachers.

Resources for SEN

The budget for SEND at the SEND Support Stage is delegated to the school, and currently includes the budget for all mainstream EHCP's. The LA currently provides some notional funding for pupils with EHC Plans where these are in excess of 25 hrs support. Where pupils require a SEND Support Plan and the resources required to meet their levels of need are in excess of the school's allocation of funding, the school can use the Support Plan to bid for additional funding from the LA to support the pupil's needs. It is at the discretion of the school how the funding is delegated to pupils as the hours allocated need to include a variety of time allocation (eg teacher time to plan, SENDCo time and so forth)

Funding for PLB children is delegated from the LA. school takes part in moderated banding sessions annually with the LA to determine the level of funding for each individual child.

The Head teacher /Head of PLB/SENDCo and School Leadership Team manage the SEND budget.

The SEND budget and budgets within other curriculum areas provide the following resources:

- LSA support for those children with an EHCP.
- LSA support in class to increase curriculum access and pupil achievement.
- LSA support to run intervention programmes.
- Head of PLB/ SENDCo non-contact time for liaison with external agencies, assessment, record keeping, monitoring and review.
- Attendance of In-Service courses by staff to increase knowledge and development.
- Purchasing specialist's assessments for individual children and assessment resources.
- Purchasing a range of books, basic skills resources and materials, IT software to suit pupils of with a variety of needs.

Complaints

Parents/carers are encouraged to discuss any problems or concerns with the school. These should be raised initially with the pupil's class teacher. Most problems can be resolved in this way, but if this does not happen, parents may raise the concern with the Head of PLB, SENDCO's or Head Teacher. If necessary, the parents may complain to the governors and, if they are still dissatisfied, may take their complaint to the LA's statutory SEND disagreement resolution process.

Monitoring and Evaluation

This policy has been drawn up in accordance with the 2015 Code of Practice and in consultation with the staff and governors. It will be monitored through discussion with the governor responsible for Special Educational Needs and Disabilities. The following criteria will help the governors, Head teacher, Head of PLB, and SENDCo's to evaluate the success of the education we provide:

- The existence of accurate, up to date record keeping.
- The percentage of attendance by parents at review meetings.
- Feedback from parent, pupil and staff questionnaires.
- Parental requests for the school to be named on the pupil's EHCP.

- The number of pupils for whom an EHCP is no longer necessary, or the number of pupils remaining at a stage of assessment or reverting to the previous one.
- OFSTED inspection reports and LA SEND audit processes.
- Inclusion of SEND issues in development planning.
- Feedback from pupils and parents.
- Attendance/involvement/leadership of INSET courses by all staff.
- Analysis of pupil attainment (e.g. Progress over time, tracking progress)
- Evaluations of monitoring carried out as part of a Monitoring and Evaluation Action Plan.
- Classroom observations by SENDCo/Head teacher
- Adjustments in budget allocation to reflect changing needs.

Data will always be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.