



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## **Special Educational Needs Policy**

Date of Policy: September 2021

Date of Next Review: September 2022

SENCo : Mrs Suzanne Elmore  
B Ed (Hons) 1997  
NASENCO Award June 2019

Contact details: Hopelands Preparatory School  
38/40 Regent Street  
Stonehouse  
Glos  
GL10 2AD  
Telephone: 01453 822164  
E-mail:senco@hopelands.org.uk

### **Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (July 2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (July 2014)
- Schools SEN Information Report Regulations (2014)
- Gloucestershire Guidance for Professionals Working with Children and Young People (0-25 yrs) with Additional Needs including Special Educational Needs and Disabilities.

### **Aims**

Hopelands Preparatory School values the contribution that every child and young person can make and welcomes the diversity of culture, religion, and intellectual style. The school seeks to raise achievement, remove barriers to learning and increase physical and curricular access for all. All children and young people are valued, respected and equal members of the school.

As such, provision for children with SEN is a matter for the school. The Governing Body, Headteacher, SENCo, teachers, teaching assistants and all other members of staff have shared responsibilities in ensuring all children have access to the curriculum.

### **Objectives**

1. To work within the guidance provide in the SEND Code of Practice, 2014
2. To identify barriers to learning and to provide appropriate support and differentiation and quality first teaching to meet a diversity of needs
3. To operate a “whole pupil, whole school” approach to the management and provision of support for special educational needs ensuring all pupils can access an appropriately differentiated curriculum.
4. To provide support and advice for all staff working with pupils with special educational needs
5. To work in partnership with parents / carers in supporting their child’s education

6. To recognise, value and celebrate pupils' achievements, however small

### **Identifying Special Educational Needs**

*A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.* (SEND Code of Practice 2014)

At Hopelands, we recognise the importance of early identification of SEN. Early intervention and response improve the long term outcomes for pupils. We informally assess each pupil's current skills and levels of attainment on entry, building on information from previous settings and key stages where appropriate. At the same time, we consider evidence that a pupil may have a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made for them.

Class teachers, supported by the SENCo and senior leadership team, make regular assessments of progress for all pupils. These identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap

This can include progress in areas other than attainment – for instance where a pupil needs to make additional progress with wider development or social needs to make a successful transition to adult life.

The first response to such progress should be high quality teaching targeted at their areas of weakness. Where progress continues to be less than expected the class teacher, working with the SENCo, will assess whether the child has SEN and the best possible approach to support.

### **Safeguarding**

Hopelands School acknowledges that children with special educational needs and disabilities (SEN/D) can face additional safeguarding challenges as they may have impaired capacity to resist to avoid abuse and therefore be more vulnerable. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

Hopelands School will ensure that children with SEN and disabilities specifically, those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

### **Broad Areas of Need**

#### **Communication and interaction**

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have difficulties with social interaction.

#### **Cognition and learning**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation.

#### **Social, emotional and mental health difficulties**

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. Other children may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

### **Sensory and/or physical needs**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided.

It should be noted that the following criteria are not SEN, but have an impact on progress and attainment:

- Disability (the Code of Practice outlines the 'reasonable adjustment' duty for all settings and school provided under current Disability Equality legislation – these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

### **A Graduated Approach to SEN Support**

At Hopelands School we support a graduated approach to both recording and monitoring progress of children and young people with SEN and/or disabilities so that knowledge and understanding of what is working and not working to help a child is gathered and built upon. This information also helps to inform other agencies when additional input is required from them.

All teachers at Hopelands Preparatory school are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.

The Code of Practice is clear in stressing that special educational provision is underpinned by high quality teaching. Personalised and differentiated approaches are available to all children at Hopelands School and those with special educational needs will also benefit from these approaches. These are referred to as **Universal** approaches throughout the document. For some children, these approaches will not be sufficient to meet their special educational needs and they will require more focussed and targeted support and intervention. These are referred to as **Targeted** approaches. Relatively few children will need a much higher level of support and intervention. These are referred to as **Specialist** approaches.

Provision at a Targeted or Specialist level for children who have been identified as having special educational needs should not be a substitute for high quality teaching.

We follow the Assess, Plan, Do, Review cycle as described in the SEND identification flow chart in Appendix 1.

### **EHCP – Statutory Assessment of Needs**

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the Special Educational Needs and/or Disabilities of the pupil, the child has not made expected progress, the school or parents/carers should consider requesting an Education, Health and Care (EHC) Plan. The evidence gathered through the regular review of interventions will help the Local Authority (LA) in determining when this statutory assessment of needs is required. Where a pupil has an Education Health and Care Plan (EHCP), the Local Authority must review the plan every twelve months as a minimum. We as a school have a duty to co-operate so that we hold the annual review meetings as and when due and complete the appropriate paperwork for this process.

### **Managing Pupils Needs on the SEN Register**

See the Monitoring Flow chart in Appendix 2

### **Criteria for Exiting the SEN Register**

See the Monitoring Flow chart in Appendix 2

**Admission arrangements** – see Admissions Policy

For **access to exams** the relevant teacher, in conjunction with the SENCo, follow current guidelines from the appropriate exam bodies.

**Transition** meetings are held at the end of each academic year within the school following the completion by the existing Classteacher of the Transition Report on needs and concerns.

The school has established and will maintain links with the secondary schools in the area with the Year 6 teacher / SENCo communicating with the respective Year 7 teachers as appropriate to discuss and facilitate children's smooth transition.

The EYFS staff and the SENCo work closely with staff at the feeder pre-schools to ensure that, should it be required, provision for additional needs are set in place ready for any child to start school.

When a child joins Hopelands from another primary school the school office will request transfer details for that child. Any child who is already on the SEN register will continue to be supported in accordance with the previous school's advice until such time as this can be reviewed. When appropriate, the class teacher and/or the SENCo will make contact with the child's previous school in order to meet the child's needs.

### **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 and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

At Hopelands School, pupils with medical needs have an individual Care Plan which is kept in the School Office.

### **Monitoring and Evaluation of SEND**

Please refer to Appendix 2 – SEND Monitoring Flow Chart

### **Training and Resources**

The SENCo attends training courses where appropriate. The school has a programme for all staff, which includes the identification of training needs. Staff attend training organised by the LA and other external agencies such as partnership groups or online webinars.

### **Roles and Responsibilities**

#### **SENCo**

The SENCo works closely with the headteacher and all other staff and is involved in the strategic development of SEN policy and provision. The SENCo has responsibility for the day-to-day operation of the school's SEN policy and for co-ordinating provision for pupils on the SEN register, to raise the achievement of children with SEN.

Key responsibilities are:

- contributing to the strategic development of SEN/D provision.
- overseeing the day to day operation (and periodic review) of the school's SEN/D policy.
- coordinating, tracking progress and evaluating the impact of the provision being made for pupils with SEN/D.
- ensuring the full inclusion of SEN/D pupils within in the school community and access to the school's curriculum, facilities and extra-curricular activities.
- liaising with and advising other teachers the effective deployment and performance management of learning support staff
- maintaining detailed records of the provision made for children and young people with SEN/D
- liaising with parents and carers
- contributing to the professional development of staff

- liaising with external agencies
- reporting on the progress of children and young people with SEN/D

### **Teaching Assistants**

The designated SEN/D TA time is managed by the SENCo. TAs and the SENCo, together with Class teachers, provide support for children with SEN/D across the school. TAs maintain records of the children they work with, in accordance with the school procedures, and attend reviews and meetings as requested.

### **Designated Member of Staff with specific Safeguarding Responsibility**

The headteacher Mrs Sheila Bradburn or in her absence the deputy safeguarding lead Mrs Sonja Jones.

### **Member of Staff responsible for managing Looked After Children**

Miss Lyndsay Cook

### **Member of Staff responsible for managing meeting medical needs of pupils**

Mrs Sam Compton

### **Storing and Managing Information**

All procedures are outlined in The Taking Storing and Using Images of Children Policy

### **Review the policy**

This Policy will be reviewed annually.

### **Accessibility**

Please see the Disability Policy and Accessibility Plan

### **Dealing with complaints**

The school follows the procedures set out in the Complaints Policy which can be found on the school website.

### **Bullying**

Please see the school Caring and Anti-Bullying Policy on the school website

### **Appendices**

1. SEND Identification Flow Chart – Early Years and KS1/2
2. SEND Monitoring Flow Chart

This policy was adopted at a meeting of  
Held on

Hopelands Preparatory School

Date reviewed  
Date of next review

Sep 2021  
Sep 2022

Signed on behalf of the senior management  
team



Name of signatory

Sheila Bradburn

Role of signatory

Headteacher

Signed on behalf of the Governing Body



Name of signatory

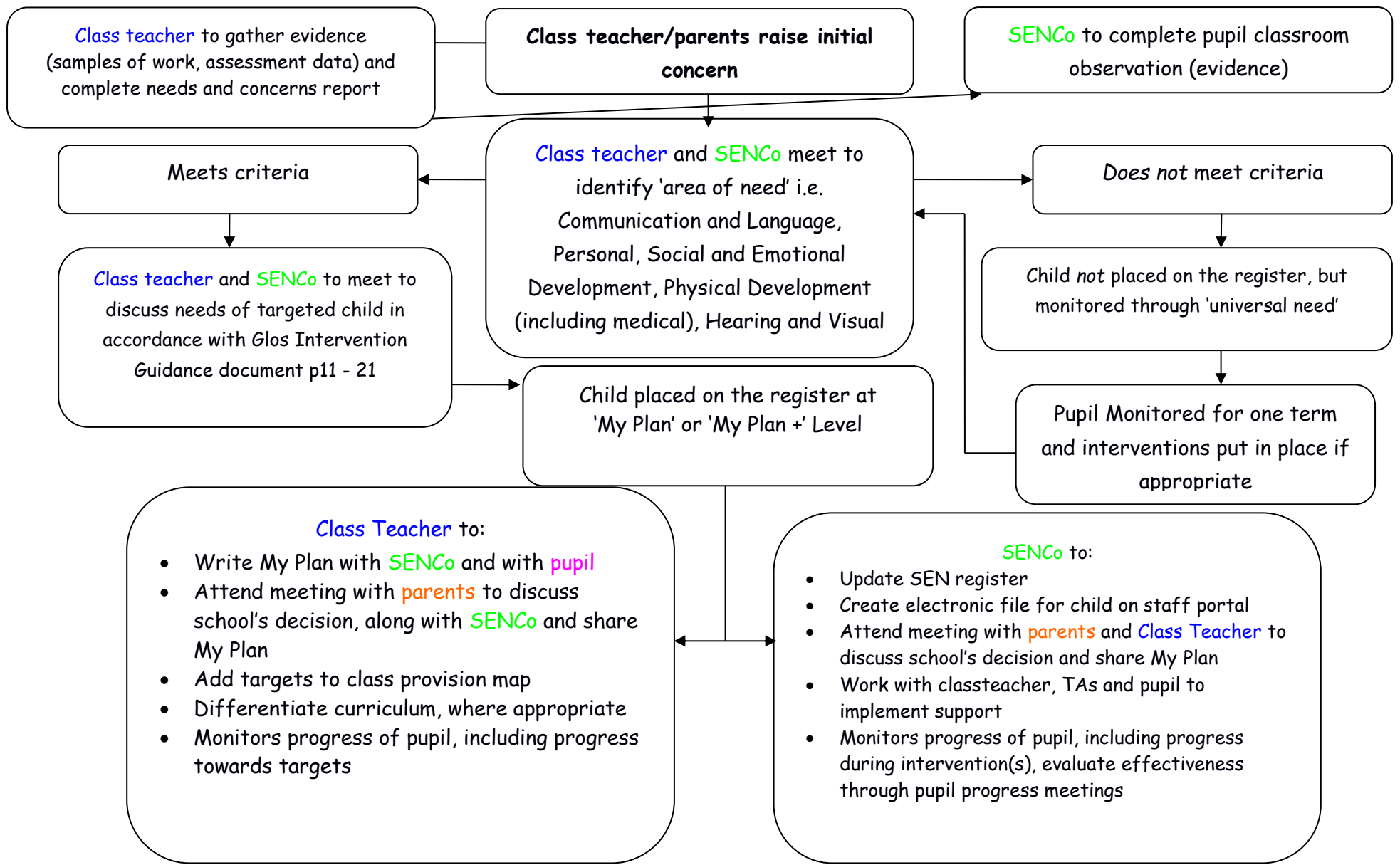
Richard James

Role of signatory

Chair of Governors



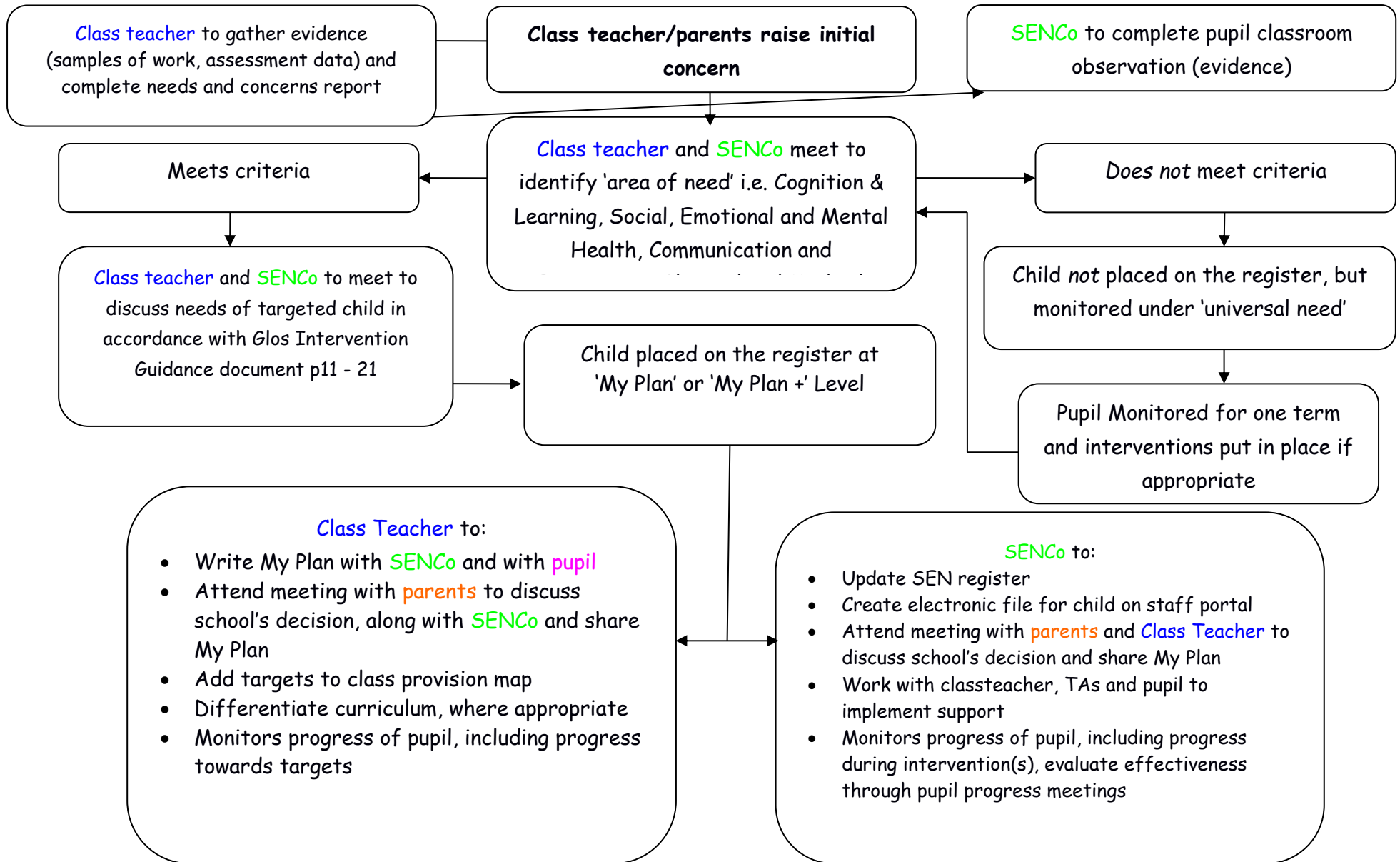
### SEND Identification Flow Chart - Early Years







### SEND Identification Flow Chart







**SEND Monitoring flow chart**

