

SEND & Inclusion Policy

**Antingham & Southrepps Primary
School and Nursery**



Ratified	Next Review Date
January 2024	November 2024

This policy should be read in conjunction with the school SEND Information Report/Norfolk Local Offer.

Contents

1. Aims and objectives

Our special educational needs and disabilities (SEND) policy aims to:

- Make sure our school fully implements national legislation and guidance regarding children with SEND
- Set out how our school will:
 - Support and make provision for children with special educational needs and disabilities
 - Provide children with SEND access to all aspects of school life, so they can engage in the activities of the school alongside children who do not have SEND
 - Help children with SEND fulfil their aspirations and achieve their best
 - Communicate with children with SEND and their parents or carers and involve them in discussions and decisions about support and provision for the child
- Explain the roles and responsibilities of everyone involved in providing for children with SEND
- Communicate with, and involve, children with SEND and their parents or carers in discussions and decisions about support and provision for the child
- Make sure the SEND policy is understood and implemented consistently by all staff and governors.

2. Vision and values

At Antingham and Southrepps Primary School and Nursery we aim to:

- Develop highly motivated, independent children, who have high hopes and aspirations, and are confident, outgoing, resilient and respectful of others
- Provide a safe, secure and stimulating learning environment, that recognises the importance of learning outside the classroom
- Recognise and foster individual talents and skills
- Build a learning environment where thinking, questioning, problem solving and challenge happen every day
- Provide a broad, balanced and enriched curriculum that offers excellent provision for the academic, aesthetic, artistic, creative, physical, social, emotional and spiritual learning entitlements of all children
- Focus on creating an inclusive environment, where provision is adapted to the needs and abilities of children, no matter how varied
- Promote the best possible health and well-being for all members of the school community by ensuring a culture of mutual respect and support
- Establish effective links between home, school and the wider community

3. Legislation and guidance

This is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for children with SEND

[The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHCP)

plans, SEND co-ordinators (SENDCOs) and the special educational needs (SEND) information report.

- The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for children with disabilities
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- The [Governance Handbook](#), which sets out governors' responsibilities for children with SEND
- The [School Admissions Code](#), which sets out the school's obligation to admit all children whose education, health and care (EHCP) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

4. Inclusion and equal opportunities

At our school we strive to create an inclusive teaching environment that offers all children, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all children the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that children with SEND are included in all aspects of school life.

5. Definitions

5.1 Special educational needs (SEND)

A child has SEND if they have a learning difficulty or disability that requires special educational provision to be made for them.

They have a **learning difficulty or disability** if they have:

- A significantly greater difficulty in learning than most others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

5.2 Disability (D)

Children are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

We will make reasonable adjustments for children with disabilities, so that they are not at a substantial disadvantage compared with their peers.

5.3 The 4 areas of need

The needs of children with SEND are grouped into 4 broad areas. Children can have needs that cut across more than 1 area, and their needs may change over time.

Interventions will be selected that are appropriate for the child's particular area(s) of need, at the relevant time.

AREA OF NEED	
Communication and interaction	<p>Children with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication.</p> <p>Children who are on the autism spectrum often have needs that fall in this category.</p>
Cognition and learning	<p>Children with learning difficulties usually learn at a slower pace than their peers.</p> <p>A wide range of needs are grouped in this area, including:</p> <ul style="list-style-type: none"> • Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia • Moderate learning difficulties • Severe learning difficulties • Profound and multiple learning difficulties, which is where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment
Social, emotional and mental health	<p>These needs may reflect a wide range of underlying difficulties or disorders. Children may have:</p> <ul style="list-style-type: none"> • Mental health difficulties such as anxiety, depression or an eating disorder • Attention deficit disorder, attention deficit hyperactive disorder or attachment disorder • Suffered adverse childhood experiences <p>These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the child becoming withdrawn or isolated.</p>
SENDSory and/or physical	<p>Children with these needs have a disability that hinders them from accessing the educational facilities generally provided.</p> <p>Children may have:</p> <ul style="list-style-type: none"> • A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment • A physical impairment <p>These children may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

N.B. SEND stands for Special Educational Need and/or Disability.

6. Roles and responsibilities

6.1 The SENDCO

The SENDCO at our school is Karen Nice who is a holder of the National Award for SEND Coordination (NASENDCo). She can be contacted by telephone on 01263 833282 and by email at knice@antinghamsouthrepps.org.uk

She will:

- Inform any parents or carers that their child may have SEND and then liaise with them about the child's needs and any provision made
- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual children with SEND, including those who have EHCP plans
- Provide professional guidance to colleagues and liaise and work with staff, parents or carers, and other agencies to make sure that children with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support and differentiated teaching methods appropriate for individual children
- Advise on the deployment of the school's delegated budget and other resources to meet children's needs effectively
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided
- Liaise with potential next providers of education to make sure that the child and their parents or carers are informed about options and that a smooth transition is planned
- When a child moves to a different school or institution: Make sure that all relevant information about a child's SEND and the provision for them are sent to the appropriate authority, school or institution in a timely manner
- Work with the headteacher and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Make sure the school keeps its records of all children with SEND up to date and accurate
- With the headteacher, monitor to identify any staff who have specific training needs regarding SEND, and incorporate this into the school's plan for continuous professional development
- With the headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- Prepare and review information for inclusion in the school's SEND information report and any updates to this policy
- With the headteacher and teaching staff, identify any patterns in the school's identification of SEND, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching

6.2 The local governing board

The local governing board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

- Do all it can to make sure that every child with SEND gets the support they need
- Make sure that children with SEND engage in the activities of the school alongside children who don't have SEND
- Make sure that the school has arrangements in place to support any children with medical conditions
- Provide access to a broad and balanced curriculum
- Have a clear approach to identifying and responding to SEND
- Record accurately and keep up to date the provision made for children with SEND
- Publish information on the school website about how the school is implementing its SEND policy, in a SEND information report
- Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plans
- Make sure that there is a qualified teacher designated as SENDCO for the school and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out
- Determine their approach to using their resources to support the progress of children with SEND

6.3 The SEND link governor

The SEND link governor is Sia Vare; email: svare@antinghamssouthrepps.org.uk
The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this
- Work with the headteacher and SENDCO to determine the strategic development of the SEND policy and provision in the school
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6.4 The headteacher

The headteacher will:

- Work with the SENDCO and SEND link governor to determine the strategic development of the SEND policy and provision within the school
- Work with the SENDCO and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Have overall responsibility for, and awareness of, the provision for children with SEND, and their progress
- Have responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the LA to support individual children
- Make sure that the SENDCO has enough time to carry out their duties
- Have an overview of the needs of the current cohort of children on the SEND register

- Advise the LA when a child needs an EHCP needs assessment, or when an EHCP plan needs an early review
- With the SENDCO, monitor to identify any staff who have specific training needs regarding SEND, and incorporate this into the school's plan for continuous professional development
- With the SENDCO, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- With the SENDCO and teaching staff, identify any patterns in the school's identification of SEND, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching

6.5 Class teachers

Each class teacher is responsible for:

- Planning and providing high-quality teaching that is adapted to meet the child's needs through a graduated approach
- The progress and development of every child in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching
- Working with the SENDCO to review each child's progress and development, and decide on any changes to provision
- Ensuring they follow this SEND policy and the SEND information report
- Communicating with parents or carers regularly to:
 - Set clear outcomes and review progress towards them
 - Discuss the activities and support that will help achieve the set outcomes
 - Identify the responsibilities of the parents or carers, the child and the school
 - Listen to the parents or carers' concerns and agree their aspirations for the child

6.6 Parents or carers

Parents or carers should inform the school if they have any concerns about their child's progress or development.

We will always give parents or carers of a child on the SEND register the opportunity to provide information and their views about the child's SEND and the support provided. We will invite them to participate in discussions and decisions about this support. We will:

- Invite them to termly meetings to review the provision that is in place for their child
- Ask them to provide information about the impact of SEND support outside school and any changes in the child's needs
- Give them the opportunity to share their concerns and, with school staff, agree their aspirations for the child
- Give an annual report on the child's progress

We will take into account the views of the parent or carer in any decisions made about the child.

6.7 The child

We will always give children the opportunity to provide information and express their views about their SEND and the support provided. We will invite them to participate in discussions and decisions about this support. This might involve the child:

- Explaining what their strengths and difficulties are
- Contributing to setting targets or outcomes
- Attending review meetings
- Giving feedback on the effectiveness of interventions

We will take the child's views into account in making decisions that affect them, whenever possible.

7. SEND information report

The school publishes a SEND information report on its website, which sets out how this policy is implemented in the school.

The information report will be updated annually and as soon as possible after any changes to the information it contains.

8. Our approach to SEND support

8.1 Identifying children with SEND and assessing their needs

At different times in their school career, a child or young person may have a special educational need. The Code of Practice defines SEND as:

“A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a. have a significantly greater difficulty in learning than the majority of others of the same age: or**
- b. have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.”**

If a learner is identified as having SEND, we will provide provision that is 'additional to or different from' the normal differentiated curriculum, intended to overcome the barrier to their learning.

Learners can fall behind in school for many reasons. They may have been absent from school, they may have attended many different schools and not had a consistent opportunity to learn. They may have been affected by lockdown due to Covid and home learning. There may be many other reasons that they find learning difficult. At Antingham and Southrepps Primary School and Nursery we are committed to ensuring that all learners have access to learning opportunities, and, for those who find more challenges with their learning, we will intervene. If we feel

that a child needs additional provision, they are placed on our SEND Record and a Personal Learning Plan is written.

In a few exceptional cases, we will make a referral for an education, health and care plan (EHCP). An EHCP supports children and young people aged up to 25 who have complex special educational needs and disabilities and who need more support than is available through special educational needs support.

We will assess each child's current skills and levels of attainment when they start at the school. This will build on information from previous settings and Key Stages, where appropriate. We will also consider any evidence that the child may have a disability and if so, what reasonable adjustments the school may need to make. Class teachers will regularly assess the progress of all children and identify any whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better their previous rate of progress
- Fails to close the attainment gap between them and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, wider development or social needs.

When teachers identify an area where a child is making slow progress, they will target the child's area of weakness with differentiated, high-quality teaching. If progress does not improve, the teacher will raise the issue with the SENDCO to have an initial discussion about whether this lack of progress may be due to a special educational need. Where necessary they will, in consultation with the child's parents or carers or carers, consider consulting an external specialist.

Slow progress and low attainment will not automatically mean a child is recorded as having SEND.

We will consider potential short-term causes of impact on behaviour or performance, such as bullying or bereavement. Staff will also take particular care in identifying and assessing SEND for children whose first language is not English.

When deciding whether the child needs special educational provision, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the child and their parents or carers. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

If a child is joining the school, and:

Their previous setting has already identified that they have SEND

They are known to external agencies

They have an education, health and care plan (EHCP)

then we will work in a multi-agency way to make sure we get relevant information before the child starts at school, so support can be put in place as early as possible.

8.2 Consulting and involving children and parents or carers

We will put the child and their parents or carers at the heart of all decisions made about special educational provision.

When we are aiming to identify whether a child needs special education provision, we will have an early discussion with the child and their parents or carers. These conversations will make sure that:

- Everyone develops a good understanding of the child's areas of strength and difficulty
- We take into account any concerns the parents or carers have
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the child's record and given to their parents or carers.

We will formally notify parents or carers if it is decided that a child will receive special educational provision.

8.3 The graduated approach to SEND support

Once a child has been identified as having SEND, we will take action to remove any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle known as the graduated approach.

1. Assess

The child's class teacher and the SENDCO will carry out a clear analysis of the child's needs. The views of the child and their parents or carers will be taken into account. The school may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the child's need. For many children, the most reliable way to identify needs is to observe the way they respond to an intervention.

2. Plan

In consultation with the parents or carers and the child, the teacher and the SENDCO will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the child will be made aware of the child's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. This information will be recorded on our management information system, Child Asset, and will be made accessible to staff in a child passport and personal learning plan.

Parents or carers will be made fully aware of the planned support and interventions and may be asked to reinforce or contribute to progress at home.

3. Do

The child's class or subject teacher retains overall responsibility for their progress. Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the child. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENDCO will support the teacher in further assessing the child's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

4. Review

The effectiveness of the support and interventions and their impact on the child's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents or carers and children

- The level of progress the child has made towards their outcomes
- The views of teaching staff who work with the child

The teacher and the SENDCO will revise the outcomes and support in light of the child's progress and development, and in consultation with the child and their parents or carers.

8.4 Levels of support

School-based SEND provision

Children receiving SEND provision will be placed on the school's SEND register. These children have needs that can be met by the school through the graduated approach. Where the child's needs cannot be adequately met with in-house expertise, staff will consider involving an external specialist as soon as possible. The provision for these children is funded through the school's notional SEND budget.

On the census these children will be marked with the code K.

Education, health and care (EHCP) plan

Children who need more support than is available through the school's school-based SEND provision may be entitled to an EHCP plan. The plan is a legal document that describes the needs of the child, the provision that will be put in place, and the outcomes sought.

The provision for these children will be funded from the school's notional SEND budget, and potentially from the LA (from the high-level needs funding block of the dedicated schools grant).

On the census these children will be marked with the code E.

8.5 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for children with SEND by:

- Tracking children' progress, including by using provision maps
- Carrying out the review stage of the graduated approach in every cycle of SEND support
- Using child questionnaires
- Monitoring by the SENDCO
- Holding annual reviews for children with EHCP plans
- Getting feedback from the child and their parents or carers

9. Expertise and training of staff

We will provide regular training to teaching and support staff. The headteacher and the SENDCO will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development.

10. Links with external professional agencies

The school recognises that it won't be able to meet all the needs of every child. Whenever necessary the school will work with external support services such as:

- Speech and language therapists
- Specialist teachers or support services
- Educational psychologists

- Occupational therapists, speech and language therapists or physiotherapists
- General practitioners or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services
- Children's Services including Early Help

11. Admission and accessibility arrangements

11.1 Admission arrangements

The school's arrangements for the admission of prospective children with SEND or a disability:

- The arrangements for the admission of children with Special Needs or Disabilities to gain admission as children to Antingham and Southrepps Primary School and Nursery fall within our duties under the Equality Act 2010 and are the same as those applied to all children. Admission is in the first instance arranged by application to the Local Education Authority. If successful, the school then receives notification that a child has been allocated a place at Antingham and Southrepps Primary School and Nursery
- If the School/Trust is named in a Statement of Educational Needs/Education, Health & Care Plan (EHCP), and the Governors and Headteacher feel that the school is able to provide for the child's needs, the child will be admitted to the school as required.
- For admissions please visit the [Norfolk County Council Admissions website](#)

11.2 Accessibility arrangements

We will use our best endeavours to ensure that no child is unable to attend Antingham and Southrepps Primary School and Nursery because of any special need or disability. In order to promote equality of opportunity for disabled children, we will make reasonable adjustments (including the provision of auxiliary aids and services) to prevent them being put under a disadvantage.

In practice, we ensure that classroom and extra-curricular activities encourage the participation of all children, including those categorised as having Special Educational Needs. Staff organise human and physical resources within the school to increase access to learning and participation by all children.

You will find the school's accessibility plan [here](#):

12. Complaints about SEND provision

Where parents or carers have concerns about our school's SEND provision, they should first raise their concerns informally with the class teacher and the SENDCo. We will try to resolve the complaint informally in the first instance. If this does not resolve their concerns, parents or carers are welcome to submit their complaint formally.

Formal complaints about SEND provision in our school should be made to headteacher in the first instance. They will be handled in line with the school's [complaints procedure](#).

If the parent or carer is not satisfied with the school's response, they can escalate the complaint. In some circumstances, this right also applies to the child themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEND Code of Practice](#).

To find out about disagreement resolution and mediation services in our local area, see Norfolk County Council's [Reaching agreement about SEND Support](#) page. You can request mediation by contacting [Kids Mediation](#).

13. Monitoring and evaluation arrangements

13.1 Evaluating the effectiveness of the policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

- All staff's awareness of children with SEND at the start of the autumn term
- How early children are identified as having SEND
- Children' progress and attainment once they have been identified as having SEND
- Whether children with SEND feel safe, valued and included in the school community
- Comments and feedback from children and their parents or carers
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13.2 Monitoring the policy

This policy will be reviewed by the SENDCo **every year**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year. It will be approved by the full governing board.

14. Links with other policies and documents

This policy links to the following documents which can be found [here](#):

- SEND information report
- The local offer

Also, the following documents can be found [here](#):

- Accessibility plan
- Behaviour policy
- Equality information and objectives
- Supporting children with medical conditions policy
- Attendance policy
- Safeguarding / child protection policy
- Complaints policy