

St. Thomas of Canterbury Catholic Academies Trust



**Thomas Becket
Secondary**



**St. Gregory's
Primary**



**St. Mary's
Primary**



**The Good
Shepherd
Primary**

**POLICY AND PROCEDURES FOR INCLUSION
FOR THE SCHOOLS IN THE TRUST
Incorporating
Special Educational Needs Information Report**

in compliance with
Statutory Instrument: Special Educational Needs (Information)
Regulations
(Clause 65)
and
Special Educational Needs and Disability Code of Practice (2014)

Named staff and initial contacts

Staff responsible for Inclusion/SEND

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Trust Chaplin

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Nominated Inclusion Director:

Legislative Compliance

This policy complies with the guidance given in **Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 65)**. It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014

Ofsted Section 5 Inspection Framework April 2014

Ofsted SEN Review 2010 "A Statement is not enough"

Equality Act 2010

Children and Families Act 2014

Inclusion Statement

Introduction

- St Thomas of Canterbury Catholic Academies Trust fully recognises the contribution to endeavour to achieve maximum inclusion of all our Learners (including vulnerable learners) whilst meeting their individual needs in all our schools.
- Teachers provide differentiated learning opportunities for all the learners within our schools and provide materials appropriate to learner's interests and abilities. This ensures that all learners have a full access to the curriculum.
- Special Educational Needs might be an explanation for delayed or slower progress but is not an excuse, and we make every effort to narrow the gap in attainment between vulnerable groups of learners and others.
- English as an Additional Language (EAL) is not considered a Special Education Need. Differentiated work and individual learning opportunities are provided for learner who are EAL as part of our provision for vulnerable learners.
- We focus on individual progress as the main indicator of success.

We strive to make a clear distinction between "underachievement" - often caused by a poor early experience of learning - and special educational needs. Some pupils in our schools may be underachieving but will not necessarily have a special educational need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put into place to help these pupils catch up. Other pupils will genuinely have special educational needs and this **may** lead to lower-attainment (though not necessarily to under-achievement). It is our responsibility to ensure that pupils with special educational needs have the maximum opportunity to attain and make progress in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulty, are essential ingredients of success for these pupils. These will be provided, initially, through additional support funded from the devolved schools budget.

Aims and Objectives of this Policy

The aims of our inclusion policy and practice are:

- To provide curriculum access for all
- To secure high levels of achievement for all
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To carefully map provision for all vulnerable learners to ensure that staffing deployment, resource allocation and choice of intervention is leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.

- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.
- To “promote children’s self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others”. (National Curriculum, 2014).

The head teachers and the local school committees have delegated the responsibility for the ongoing implementation of this Inclusion Policy to the Inclusion managers.

The Inclusion managers are responsible for reporting regularly to the headteachers and the local school committee with responsibility for Inclusion on the ongoing effectiveness of this inclusion policy.

The inclusion manager also has strategic responsibility for the inclusion of children who have EAL and the achievement of vulnerable ethnic minority groups and Looked After Children who are adopted or in local authority care.

All staff in our schools have a responsibility for maximising achievement and opportunity of vulnerable learners - specifically, all teachers are teachers of pupils with special educational needs and EAL. Staff are aware of their responsibilities towards all vulnerable learners and a positive and sensitive attitude is shown towards all pupils at all times.

SEND INFORMATION REPORT

The kinds of Special Educational Needs which are provided for in our schools:

As a Trust we do not seek to closely define the special educational needs for which we will make provision. Historically we have had success in providing for a wide range of different needs, when budget, resources and availability of expertise has allowed. This has included learners with:

- Dyslexia
- Autistic Spectrum Disorders
- Dyspraxia
- Visual Impairment
- Hearing difficulties
- ADHD
- Global Development Delay
- Speech and Language Delay

In admitting learners with special educational needs we would expect to have informative discussions with both the learner’s family and the local authority to ascertain the suitability of our provision. We understand that it is initially our responsibility to make provision for a learner with special educational needs through the school’s devolved Inclusion budget. Thereafter we are aware of the process of applying for High Needs Funding if the learner’s and the school’s needs make that a necessity. As mainstream schools, it would clearly be difficult for us to make provision for pupils whose needs and/or demands are significant, severe or profound - to the extent that it could be argued that they would be most appropriately placed in a special school. However, we do not rule this out and would make a careful assessment of the needs of each pupil in constructive conversation with other agencies.

SEND INFORMATION REPORT

- **Our school's policies for identifying learners and young people with SEND and assessing their needs**
- **Our school’s arrangements for assessing and reviewing learners and young people’s**

progress towards outcomes.

- Our approach to teaching learners and young people with SEN
- How adaptations are made to the curriculum and learning environment of learners and young people with SEND
- How our schools evaluate the effectiveness of its provision for our learners and young people with SEND

In agreeing our staged arrangements, our schools have taken into account the following statements and definitions:

“Defining achievement in terms of the number of targets on an individual education plan achieved across a given time rarely ensured rigorous evaluation of provision or pupils’ progress. What made the difference to higher outcomes was effective target-setting within the curriculum or personalised programme as part of a whole-school policy on assessment.”

‘Inclusion: does it matter where pupils are taught?’ (Ofsted, 2006a)

“High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014. ”

SEN Code Of Practice (2014 : Para 1.24)

This is not necessarily “more literacy” or “more maths” but would be interventions which address the underlying learning needs of the pupil in order to improve his or her access to the curriculum.”

“Achievement for All” (National Strategies : 2009)

Across all the education providers visited, the keys to good outcomes were good teaching and learning, close tracking, rigorous monitoring of progress with intervention quickly put in place, and a thorough evaluation of the impact of additional provision.

***Ofsted SEN Review
2010***

“Ensuring that schools are clear about their provision that is normally available for all children, including targeted help routinely provided for those falling behind and the additional provision they make for those with SEN, should simplify the process of planning the right help at school level” (p68)

***SEN Code of Practice
2014***

STAGE 1 Well-differentiated, quality first teaching, including, where appropriate, the use of small group interventions. All vulnerable learners to be included on a whole-school provision map.

- All learners will have access to quality first teaching.
- Some vulnerable learners will have access to carefully differentiated activities or approaches directly related to the school curriculum which are part of our good practice in making teaching

and learning accessible to pupils learning at different rates. These will probably be learners who are underachieving and have been identified by the school as needing to make accelerated progress but will not necessarily be learners with special educational needs. This is considered to be a differentiation of the usual school curriculum - not a special intervention for pupils with SEND

- All vulnerable learners will be included on a detailed whole-school provision map which outlines and monitors all additional intervention across the school. The whole school provision map enables the school to:
- Plan strategically to meet learners' identified needs and track their provision.
- Audit how well provision matches need
- Recognise gaps in provision
- Highlight repetitive or ineffective use of resources
- Cost provision effectively
- Demonstrate accountability for financial efficiency
- Demonstrate to all staff how support is deployed
- Inform parents, LEA, external agencies and Ofsted about resource deployment
- Focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation.

Identification and Assessment at Stage 1

Learner's needs should be identified and met as early as possible through:

- The analysis of data including entry profiles / baseline data, whole-school pupil progress data
- Classroom-based assessment and monitoring arrangements. (Cycle of planning, action and review.)
- Following up parental concerns
- Tracking individual learner's progress over time,
- Liaison with feeder nurseries/ schools on transition
- Information from previous schools
- Information from other services
- Maintaining a provision map for all vulnerable learners but which clearly identifies pupils receiving additional SEN Support from the school's devolved budget or in receipt of High Needs funding. This provision map is updated termly through meetings between the teachers and inclusion manager
- Undertaking, when necessary, a more in depth individual assessment - this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a pupil's needs. It may include a bilingual assessment where English is not the first language.
- Involving an external agency where it is suspected that a special educational need is significant.

Curriculum Access and Provision for vulnerable learners

Where learners are underachieving and/or identified as having special educational needs, our schools provide for these additional needs in a variety of ways and might use a combination of these approaches to address targets identified for individual pupils.

- Teachers differentiate work as part of quality first teaching
- Small group withdrawal time (limited and carefully monitored to ensure curriculum entitlement is not compromised)
- Individual class support / individual withdrawal
- Bilingual support/access to materials in translation
- Further differentiation of resources,
- IEP meeting

Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- Classroom observation by the inclusion manager and senior leaders.
- Ongoing assessment of progress made by intervention groups
- Work sampling on a termly basis.
- Scrutiny of planning.
- Pupil Progress Reports with Head of Teaching and Learning, Deputy Head
- Informal feedback from all staff.
- Pupil interviews when setting new IEP targets or reviewing existing targets (age dependent)
- Pupil progress tracking using assessment data (whole-school processes)
- Monitoring IEPs and IEP targets, evaluating the impact of IEPs on pupils' progress.
- Attendance records and liaison with Education Entitlement Service.
- Regular meetings about Learners' progress between the inclusion manager/SENCo and the Head Teacher
- Head Teacher's report to parents and local school committee

Stage 2 Additional SEND Support

- Learners will be offered additional SEND support when it is clear that their needs require intervention which is "additional to" or "different from" the well-differentiated curriculum offer for all learners in our schools ie they have a special educational need as defined by the SEND Code of Practice 2014.
- Under-achieving learners and pupils with **EAL** who do not have SEND will **not** be placed on the list of pupils being offered additional SEND support (but will be on the school's provision map).
- In keeping with all vulnerable learners, intervention for learners on the SEND list will be identified and tracked using the whole-school provision map.
- It may be decided that a very small number (but not all) of the learners on the SEND list will require additional High Needs funding, for which an application needs to be made to the Local Authority, to ensure their underlying special educational need is being addressed. This may particularly be the case where outside agencies have been involved in assessing the learner or contributing to their provision. Where the school can evidence that more than £6,000 above the Average Weighted Pupil Unit has, or will need to be, spent on a learner within any one financial year, in order to meet his or her special educational needs, an application will be made to the Local Authority, with particular regard to the success criteria and SEND Descriptors published as part of the Local Offer.
- Where a learner has a significant, severe and sustained need, it may be necessary to enter a multi-disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan.
- Where a learner is in receipt of High Needs Funding and/or an Education Health and Care Plan, a decision will be made as to whether a short-term Individual Education Plan is required.
- Our approach to **IEPs/pupil passports** , which we recognise are no longer prescribed in the SEND Code of Practice 2014, is as follows:
- Our IEPs/pupil passports are a planning, teaching and reviewing tool which enables us to focus on particular areas of development for learners with special educational needs. They are seen as working document which can be constantly refined and amended.
- Our IEPs/pupil passports will only record that which is *additional to* or *different from* the differentiated curriculum plan which is in place as part of provision for all children. Targets will address the underlying reasons why a learner is having difficulty with learning - they will not simply be more ' literacy or more maths'.

- Our IEPs/pupil passports will be accessible to all those involved in their implementation - learners should have an understanding and “ownership of the targets”.
 - Our IEPs/ pupil passports will be based on informed assessment and will include the input of outside agencies,
 - Our IEPs/ pupil passports have been devised so that they are manageable and easily monitored and therefore will be monitored and evaluated regularly.
 - Our IEPs/ pupil passports will be time-limited - at (at least) termly review, there will be an agreed “where to next?”
 - Our IEPs / pupil passports will have a maximum of four short / medium term targets set for or by the pupil.
 - Our IEPs / pupil passports will specify how often the target(s) will be covered
 - Our IEPs / pupil passports will state what the learner is going to learn - not what the teacher is going to teach and will be clear about what the learner should be able to do at the end of the given period.
 - Targets for an IEP / pupil passports will be arrived at through :
 - Discussion between teacher and Inclusion manager/SENCO
 - Discussion, wherever possible, with parents/carers and learner
 - Discussion with another professional
- (after long discussion it has been decided not to prescribe an order of events - the precise order for this will vary from pupil to pupil).
- Our IEPs/ pupil passports will be reviewed at least three times a year by class teachers in consultation with the Inclusion manager.

Stage 3 Statement of Special Educational Needs or Education Health and Care Plan

- Learners with a statement of educational needs (pre September 2014) or an Education Health and Care Plan (post September 2014) will have access to all arrangements for pupils on the SEND list (above) and, in addition to this, will have an Annual Review of their statement/plan.
- Our schools will comply with all local arrangements and procedures when applying for High Needs Block Funding
- An Education Health and Care Plan will ensure that all pre-requisites for application have been met through ambitious and pro-active additional SEN Support using our devolved budget at an earlier stage.
- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with local NCC policy and guidance - particularly with regard to the timescales set out within the process.

Roles and Responsibilities

Headteacher

- The head teachers are responsible for monitoring and evaluating the progress of all learners and for making strategic decisions which will maximise their opportunity to learn
- The Head Teachers and the local school committee will delegate the day to day implementation of this policy to the Inclusion manager /SENCO
- The head teachers will be informed of the progress of all vulnerable learners and any issues with regard to the school’s provision through:
 - Analysis of whole-school pupil progress tracking systems
 - Maintenance and analysis of whole-school provision maps for vulnerable learners (could be devolved to another member of the SLT and Inclusion manager/SENCO)
 - Pupil progress meetings with individual teachers
 - Regular meetings with the Inclusion manager /SENCO
 - Discussions and consultations with learners and parents

Inclusion manager / SENCO

In line with the recommendations in the SEN Code of Practice 2014, the Inclusion manager/SENCO will oversee the day- to-day operation of this policy in the following ways:

- Maintenance and analysis of whole-school provision map for vulnerable learners and learners with **Ethnic minority heritage and EAL**
- Identifying on this provision map a staged list of learners with special educational needs - those in receipt of additional SEND support from the schools devolved budget, those in receipt of High Needs funding and those with statements of Special Educational Need or Education Health and Care plans and those with EAL
- Co-ordinating provision for learners with special educational needs and for learners with additional needs relating to Ethnic or linguistic background.
- Liaising with and advising teachers
- Managing other classroom staff involved in supporting vulnerable learners and Ethnic and linguistic minorities .

- Overseeing the records on all learners with Special Educational Needs and EAL.
- Contributing to the in-service training of staff
- Implementing a programme of Annual Review for all learners with a statement of special educational need. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review
- Carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from devolved budget), that a learner may have a special educational need which will require significant support
- Overseeing the smooth running of transition arrangements and transfer of information from nursery/school on the vulnerable learners' provision map
- Monitoring the school's system for ensuring that Individual Education Plans/Pupil passports, where it is agreed they will be useful for a learner with special educational needs, have a high profile in the classroom and with learners (see section below on Individual Education Plans)
- Evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs/EAL)
- Meeting **at least** three times across the academic year with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map (school managers will guarantee planning and preparation time for teachers and inclusion managers/SENCO to ensure that these meetings occur).
- Liaising and consulting sensitively with parents and families of learners on the SEND list and those of Ethnic and linguistic minority, keeping them informed of progress and listening to their views of progress, in conjunction with class teachers
- Attending area inclusion network meetings and training as appropriate.
- Liaising with local school committees and the member with responsibility for Inclusion, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs (nationally, locally and within school) and ethnic linguistic minorities
- Liaising closely with a range of outside agencies to support vulnerable learners and ethnic and linguistic minority learners.

- Supporting the design and delivery of a culturally inclusive curriculum which reflects the ethnic, cultural and linguistic diversity of the school.
- Advising on and sourcing bi lingual and culturally reflective materials to support learners across the curriculum
- Advising on and sourcing interpreters and materials in translation to ensure that bi lingual parents have equality of access to essential information.

Class teachers/Subject Teachers

Liaising with the Inclusion manager/SENCO to agree:

- Which learners in the class are vulnerable.
- Which learners are underachieving and need to have their additional interventions monitored on the vulnerable learners' provision map - but do not have special educational needs.
- Which learners (also on the provision map) require additional support because of a special

educational need and need to go on the school's SEND list. Some of these learners may require advice/support from an outside professional and, therefore, an Individual Education Plan to address a special educational need (this would include pupils with statements/EHC Plans)

Securing good provision and good outcomes for all groups of vulnerable learners by:

- Providing differentiated teaching and learning opportunities, including differentiated work for EAL learners which reduces linguistic difficulty whilst maintaining cognitive challenge
- Ensuring there is adequate opportunity for learners with special educational needs to work on agreed targets which are genuinely "additional to" or "different from" those normally provided as part of the differentiated curriculum offer and strategies". (SEN Code of Practice 2014)
- Ensuring effective deployment of resources - including teaching assistant support - to maximise outcomes for all groups of vulnerable learners.

Assessing and Reviewing pupils' progress and the effectiveness of our educational provision for pupils with Special Educational Needs

Depending upon the stage of support as outlined above, the progress of our learners will be assessed and reviewed through

- Our schools generic processes for tracking the progress of all learners
- At least three times a year evaluating the effectiveness of interventions on the provision map (in relation to the progress of each learner)
- Evaluation of whether learners in receipt of High Needs Funding and/or with Education Health and Care Plans are meeting their individual targets which have been written to address their underlying special educational need at least three times a year.
- Annual review of Statements/Education Health and Care Plans are prescribed in the SEND Code of Practice (September 2014)

SEND INFORMATION REPORT

How children and young people with SEND are enabled to engage in activities available with children and young people in the school who do not have SEND

As a Trust, we do everything we can to ensure that learners of all abilities and needs are fully included in the life of the school.

Where appropriate and legitimate, we endeavor to provide different ways for all learners to access the same learning experience, rather than withdrawing pupils and providing an entirely different activity.

Our deployment of additional staffing and resources funded from our devolved additional needs budget through the Local Offer, ensure that all curriculum experiences are available to all learners in the school (eg educational visits, extra-curricular activities), particularly where a voluntary financial contribution from parents is required for the activity to run. This is in compliance with the Equality Act 2010.

All lesson planning seeks to address the learning needs of all learners in the class. Teachers receive regular training and support to ensure they are skilled in differentiating the curriculum for vulnerable learners. When subject coordinators monitor planning, work and progress data and when they or senior leaders carry out observations of teaching and learning in classrooms, particular attention is given to whether the ongoing learning offer is inclusive.

Learners are encouraged to analyse how they themselves learn and there is an ongoing dialogue about this in our classrooms. Learners are given the opportunity and support to develop self-help strategies to ensure their full access to the curriculum.

SEND INFORMATION REPORT

Support for improving emotional and social development, including extra pastoral arrangements for listening to the views of children and young people with SEND and measures to prevent

bullying

Our schools pride themselves on their pastoral care and the levels of communication between schools/parents/carers who will always be contacted if there is a reason for concern or their child is ill. In order to achieve this our schools have in place a family support worker who liaises with parents and outside agencies. The family support worker will also provide on sight help and advice for learners and their families who need pastoral care.

Social and emotional sessions are provided to support those learners who need additional help to develop their social and emotional skills. Each class is taught **PHSE** lessons as part of the social and emotional curriculum as well as providing life skills.

Anti bullying lessons are included in the PHSE curriculum as well as other opportunities to develop friendships.

Support is given for loss and bereavement through the **Rainbows** programme in primary and pastoral support in secondary.

SEN INFORMATION REPORT

Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.

- In accordance with Section 6 of the SEND Code of Practice 2014, if appointed after September 2008, our Special Educational Needs Coordinator will be a qualified teacher working at our school and will have statutory accreditation. If a new Inclusion manager/SENCO is appointed, he/she will gain statutory accreditation within three years of appointment.
- The Inclusion manager/SENCO will regularly attend local network meetings
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of continuous
- Professional development. Specific training needs will be identified and met through the appraisal/performance management process.
- Specialist advice and expertise in relation to assessment and support of individual learners will be commissioned by the trust from the open market, accessing, as far as possible, services available as part of the Local Offer. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the head teachers and senior leaders will be responsible for reporting to local school committee on the efficacy of these arrangements (including value for money). Our schools will, wherever possible, join with other schools in joint commissioning and quality assurance arrangements.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised to ensure our school employs staff of the highest caliber.

SEND INFORMATION REPORT

Information about how equipment and facilities to support children and young people with special educational needs will be secured.

- When specialist equipment or a high level of staffing support is required to support a learner with special educational needs, our schools will fund this as additional SEND support up to £6,000 per annum for each individual learner. Thereafter, if the cost is higher and the provision of these facilities is likely to be prolonged, the school will apply to the Local Authority for High Needs Block Funding.
- Specialist equipment and expertise in relation to its use will be purchased/hired/ commissioned by the schools from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our schools will, wherever possible, join with other schools in joint purchasing/hire of equipment.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

SEND INFORMATION REPORT

Arrangements for consulting parents of children with special educational needs and involving them in their child's education

Arrangements for consulting young people with SEND and involving them in their education

Partnership with Parents/Carers

The schools aim to work in partnership with parents and carers. We do so by:

- Working effectively with all other agencies supporting learners and their parents
- Giving parents and carers opportunities to play an active and valued role in their child's education
- Making parents and carers feel welcome
- Encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the learner may have which need addressing
- Instilling confidence that the school will listen and act appropriately
- Focusing on the learner's strengths as well as areas of additional need
- Allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- Agreeing targets for all learners, in particular, those not making expected progress and, for some learners identified as having special educational needs, involving parents in the drawing-up and monitoring progress against these targets
- Keeping parents and carers informed and giving support during assessment and any related decision-making process
- Making parents and carers aware of the Parent Partnership services available as part of the Local Offer.
- Providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language.

Involvement of Pupils

The Trust recognizes that all learners have the right to be involved in making decisions and exercising choice. In most lessons, all learners are involved in monitoring and reviewing their progress through the use of layered targets. We endeavor to fully involve all learners by encouraging them to:

- State their views about their education and learning
- Identify their own needs and learn about learning
- Share in individual target setting across the curriculum **so that they know what their targets are and why they have them,**
- Self-review their progress and set new targets

(for some pupils with special educational needs) monitor their success at achieving the targets on their Individual Education Plan.

SEND INFORMATION REPORT

How our schools involve other bodies, including health and social care bodies, local authority support services and voluntary sector organisations in meeting children and young people's special educational needs and supporting their families

Our schools will identify sources of support as they develop and evolve as the Local Offer is defined through Education, Health and Social Care (including the establishment of joint commissioning arrangements). We seek to respond quickly to emerging need and work closely with other agencies including:

- EHA team
- CAMHS
- Educational Psychology Service
- NCC Sensory Impairment team
- Local NHS services
- Education Entitlement Service
- Early Years SEN support service (Inc Portage team)
- Multi-agency safeguarding hub

In accordance with the SEND Code of practice 2014 we invite all relevant agencies to annual review meetings, transition meetings and specific provision planning meetings involving pupils with special educational needs in our schools. For learners with Education, Health and Care Plans, we comply fully with requests from independent facilitators to provide information and cooperate fully with other agencies.

Often at the request of families, we liaise with voluntary bodies in order to be as familiar as possible with best practice when the special educational needs of a learner are very specific (eg autism, visual impairment etc).

We have a clear point of contact within our schools who will coordinate the support from outside agencies for each pupil. Most often this will be the Inclusion manager/SENCO, but in some cases it can be another member of staff who we have identified as a key worker.

SEND INFORMATION REPORT

Arrangements for supporting children and young people in moving between phases of education

and preparing for adulthood (effective transition)

We will ensure smooth transition into our schools from the previous phase of education and into the next phase of education.

We will ensure early and timely planning for transfer to a learner's next phase of education and, in the year before the year in which they leave, will offer transition meetings to all learners in receipt of Additional SEND support and all those with statements of Special Educational Needs. Learners with Education Health and Care Plans will have next phase destinations and transition arrangements discussed at plan review meetings convened by the plan coordinator.

A transition timeline will be produced, with specific responsibilities identified.

Support for the learner in coming to terms with moving on will be carefully considered and will include familiarization visits and counselling if required. Learners will be included in all "class transition days" to the next phase but may also be offered additional transition visits.

Learners and parents will be encouraged to consider all options for the next phase of education and each school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.

Parents will be given a reliable named contact at the next phase provider with whom the inclusion manager/SENCO will liaise

Admission Arrangements

No learner will be refused admission to our schools on the basis of his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision (*see Admission policy for the school, as agreed with the Local Authority*)

SEND INFORMATION REPORT
Arrangements made by the local school committee relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.

Complaints

If there are any complaints relating to the provision for learners with SEND or EAL these will be dealt with in the first instance by the class teacher and the inclusion manager, then, if unresolved, by head teacher. The member of local school governance committee with specific responsibility for inclusion may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the Trusts complaints procedure (see separate Complaints Policy)

SEND INFORMATION REPORT

The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32.

(Please refer to our school's Safeguarding Policy for details of how we access the EHA team and Multi-

Links with Other Services

Effective working links will also be maintained with:

Educational Psychology Service : Contact Number : 01604 630082

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/sen/EP/Pages/default.aspx>

Education Entitlement Team : Contact number : 0300 126 1000

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/Pages/Entitlement-Service.aspx>

Parent Partnership Service: Contact Number: 01604 636111

<http://www.npps.info/>

Virtual School for Looked After Children : Contact number : 0300 126 1000

<http://www.northamptonshire.gov.uk/en/councilservices/children/virtual-school/Pages/default.aspx>

Primary Behaviour Outreach Support (Kings Meadow Team or Maplefields Team): Contact numbers
Kings Meadow 01604 773730. Maplefields 01536 409040

(See Local Offer website link below for contact details in relation to High Needs Funding Applications and Education Health and Care Plans)

SEND INFORMATION REPORT

- Information on where the local authority's local offer is published.

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/sen/local-offer/Pages/default.aspx>

Inclusion of pupils with English as an additional language

Definition

A pupil who has English as an Additional Language is a pupil whose first language is not English, and who uses that language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need, but are seen to benefit from the ability to live and learn in more than one language.

Ethos

We strive to recognize, welcome and celebrate linguistic and cultural diversity and have a high expectation of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

The routine and prolonged withdrawal from mainstream of learners with EAL is not recognized as good practice and does not promote rapid language acquisition. Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.

Admissions

No learner will be refused admission on the basis of ethnicity or EAL. Learners who have EAL will be admitted under the same criteria as any other learner applying for a school place. Where parents do not speak English, we endeavor to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school. On admission, the learner will have access to a welcome and induction programme which recognizes their linguistic needs and provides a safe and secure start to their learning.

Provision

Learners with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve acquisition of English: this will be provided through Wave 1 and, where appropriate, Wave 2 teaching.

The following provision can be expected:

- Initial assessment of EAL using QCA 'A Language in Common' to record stage of language acquisition where it is below English NC Level 2
- A further mother tongue assessment may be applicable where SEND is known or where further information needs to be gathered in the pupil's first language
- Learners will be placed in sets and groups which match their academic ability. Initially this may be in a middle-ability set until the learner's academic strengths can be more fully assessed. Learners will not be placed with SEND pupils unless SEND is indicated.
- Work in class will be differentiated for the learner to lessen linguistic difficulties without significantly reducing academic challenge. Differentiated homework will be provided to enable the learner to improve their knowledge and use of English and to participate in homework activities on an equal basis with their peers.
- Additional support for learners may be given through: first language resources & translation facilities; teaching support on a 1:1 or small group basis, peer group support; pre-teaching of key concepts and vocabulary.
- Where necessary, catch-up work will be provided for learners arriving from overseas who have experienced a different curriculum or who may have gaps in their schooling. Where learners are ahead of their peer group in terms of learning, differentiation will be made

in order to access learning at an appropriate level.

- Progress of EAL learners will be monitored against both A Language in Common (where below English NC level 2) and against National Curriculum indicators. Where accelerated progress in English is needed for reasons of EAL, targets will be set and provision made on agreement between the class teacher and the Inclusion manager. Provision will be recorded and monitored for effectiveness using the school's provision map, in line with standard practice for all vulnerable learners in the school. The learners will not be placed on the SEND register for reasons of EAL.

Parental support

We recognize that some parents who are learning English may find it difficult to communicate with the school and approach the school regarding any concerns they may have on their child's progress. We endeavor to fully include EAL parents in the life of the school by, wherever possible, providing interpreting facilities at parents' evenings and other school meetings and by providing key school information in translated format.

Inclusion of pupils who are Looked After in Local Authority Care

Our schools recognize that:

- Children who are looked after in local authority care have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.
- There are commonly understood reasons (Social Exclusion Unit Report :2003] why children who are looked after in local authority care often fail to make expected progress at school :
 - Placement instability
 - Unsatisfactory educational experiences of many carers
 - Too much time out of school
 - Insufficient help if they fall behind
 - Unmet needs - emotional, mental, physical
- There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children. (The name of the current designated teacher at our school is given at the beginning of this inclusion policy and is usually the inclusion manager/ SENCO). The responsibilities of our designated teacher include:
 - Monitoring the progress of children who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school
 - Ensuring that children who are 'looked after' have access to the appropriate network of support
 - Checking that the statutory Personal Education Plan (ePEP) has been arranged and that it is regularly reviewed, at least every six months
 - Ensuring that information concerning the education of children who are 'looked after' is transferred between agencies and individuals
 - Preparing a report on the child's educational progress to contribute towards the statutory review.

(These are usually held at six monthly intervals or more frequently if there is a concern) discussing feedback from the statutory review (chaired by the Independent Reviewing Officer) with social workers and, where necessary, the carers and a member of the Virtual School team.

- liaising with the child's social worker to ensure that there is effective communication at all times
- celebrating the child's successes and acknowledge the progress they are making.

Our schools will work closely with the county's The Virtual School (VS) for Children which promotes the educational needs of Looked After Children and monitors admissions, ePEP completion, attendance & exclusions.

Inclusion of pupils who are very able and/or talented

In this section the term 'very able' refers to pupils who have a broad range of achievement at a very high level. Those children who are very able have very well-developed learning skills across the curriculum. The term 'talented' refers to pupils who excel in one or more specific fields, such as sport or music, but who may or may not perform at a high level across all areas of learning.

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| ▪ Physical talents | sports, games, skilled, dexterity |
| ▪ Visual/performing abilities | dance, movement, drama |
| ▪ Mechanical ingenuity | construction, object assembly (and disassembly), systematic, working solutions |
| ▪ Outstanding leadership | organiser, outstanding team leader, sound judgements |
| ▪ Social awareness | sensitivity, empathy, |
| ▪ Creativity | artistic, musical, linguistic |

We respect the right of all children in our school, irrespective of differences in ability, to access a number of areas of learning, and to develop the knowledge, skills, understanding and attitudes that are necessary for their self-fulfilment and eventual development into active and responsible adults.

The aims of our schools make specific reference to teaching and learning that takes into account the needs of all children. They also identify the commitment to giving all our children every opportunity to achieve the highest of standards. This policy guides the way in which this happens for our very able and/or talented children.

For primary -Based on DFES guidelines, we monitor the children closely in the FS and at KS1, but we only identify very able and talented children once they are in KS2.

Identification

Before identifying any child 'very able' in a particular area, we aim to ensure that all children have had the opportunity to learn and succeed in this area. This makes the identification process fair. Identification of pupils as 'very able' and/or 'talented' is a judgement which applies to the current class/school context and refers to the current level of performance only. This means that 'at this time this child is showing ability in a particular area'. Identification at our school does not necessarily mean that in another school or context the child would be identified.

A very able or talented pupil should be identified using a variety of methods. The specific procedure will vary according to subject area but will include elements of the following:

- teacher nomination
- assessment results
- specialist teacher identification
- parental nomination

Each year the school will draw up a register of very able and/or talented children, this list will be kept under review. Provision for very able and/or talented children will be tracked on the school's provision map

Provision

Teachers have high expectations and plan carefully to meet the learning needs of all our children. We give all children the opportunity to show what they know, understand and can do, and we achieve this in a variety of ways when planning for children's learning by providing:

- a common activity that allows the children to respond at their own level;

- an enrichment activity that broadens a child's learning in a particular skill or knowledge area;
- an individual activity within a common theme that reflects a greater depth of understanding and higher level of attainment;
- the opportunity for children to progress through their work at their own rate of learning.

Children meet a variety of organisational strategies as they move through the school. Each strategy supports all children in their learning, but gives due regard to the more able and very able learner.

Policy approved and adopted: pending

Policy Review Date: May 2017

