



# CAGE GREEN PRIMARY SCHOOL

AND THE PHOENIX CENTRE FOR AUTISM

## SEN & Disability Policy

**Date Agreed:** September 2018

**Date of Next Review:** September 2019

**Signed by:**

  
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Graeme Garthwaite

Headteacher

  
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Antonia Balaam

Chair of Governors

This policy is written in line with the requirements of:-

Children and Families Act 2014

- SEN Code of Practice 2014
- SI 2014 1530 Special Educational Needs and Disability Regulations 2014
- Part 3 Duties on Schools – Special Educational Needs Co-ordinators
- Schedule 1 regulation 51– Information to be included in the SEN information report
- Schedule 2 regulation 53 – Information to be published by a local authority in its local offer
- Equality Act 2010
- Schools Admissions Code, DfE 1 Feb 2012
- SI 2012 1124 The School Information (England) (Amendment) Regulations 2012
- SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies Behaviour Policy, Equalities Policy, Safeguarding Policy, Homework Policy, and Complaints Policy

This policy was developed with parent/carers representatives from the governing body and PTA and parents of pupils with Special Educational Needs. This policy will be reviewed annually.

### **Definition of SEN**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. *SEN Code of Practice (2014, p 4)*

### **Definition of disability**

Many children and young people who have SEN may also have a disability under the Equality Act 2010 – that is'...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. This definition provides a relatively low threshold and includes more children than many realise: 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial' *SEN Code of Practice (2014, p5)*

### **1 The kinds of special educational need for which provision is made at the school**

At **Cage Green Primary School and the Phoenix Centre for Autism** we can make provision for every kind of frequently occurring special educational need without an Education, Health and Care Plan (EHCP), for instance dyslexia, Developmental Coordinator Disorder (which includes dyspraxia), speech and language needs, Autism Spectrum Disorders, learning difficulties and Social, Emotional and Mental Health (SEMH) difficulties. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

The school also currently meets the needs of pupils with an Education, Health and Care Plan (EHCP) with the following kinds of special educational need: Speech Language and Communication Needs, Cognition and Learning difficulties, Physical and Sensory difficulties and complex medical needs. Decisions on the admission of pupils with an Education, Health and Care Plan are made by the Local Authority. This is specifically true for those pupils requesting a place at the Phoenix Centre for Autism, a Specialist Resource Provision (SRP).

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

## 2 Information about the policy for identification and assessment of pupils with SEN

At **Cage Green Primary School and the Phoenix Centre for Autism** we monitor the progress of all pupils five times a year to review their academic progress. We also use a range of assessments with all the pupils at various points e.g. Infant Language Link, Junior Language Link, Speech Link, Phonics Screening, Test based assessment, NFER, Phonics Screening. The following assessments are used as deemed necessary; Language for Learning, The Boxall Profile and Leuven Scale.

Where progress is not sufficient, even if a special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are focus groups in class, more frequent individual reading, intervention from a Speech and Language Therapist and Speech and Language Teaching Assistants, Numicon, Sensory Circuits, Homet Literacy Primer, BEAM, Clever Fingers, English Type Junior, Memory Magic and the use of specific software to support learning such as Clicker6 and InPrint3. Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness.

The *SEN Code of Practice (2014, 6.17)* describes inadequate progress thus:

- 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 rate of progress
- Widens the attainment gap

Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range assessment tools to determine the cause of the learning difficulty. At **Cage Green Primary School and the Phoenix Centre for Autism** we are experienced in using the following assessment tools: Lucid Rapid dyslexia screening, Lucid CoPs and Lucid LASS cognitive profile screening, Wide Range Intelligence Test (WRIT), Wide Range Achievement Test (WRAT4), Test of Auditory Processing Skills (TAPS), The British Picture Vocabulary Scales (BPVS), Test of Visual Perceptual Skills (TVPS), Test of Visual Perceptual Skills (TVPS) and Phonological Assessment Battery (PhAB). We also have access to external advisors who are able to use the following assessment tools: The Wechsler intelligence Scale and Children's Inferential Thinking Modifiability test (used by the Educational Psychologists).

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a SEN support plan (personalised plan or provision map) and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

### 3 Information about the school's policies for making provision for pupils with special educational needs and disabilities whether or not they have EHC Plans, including:

#### 3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

For pupils with or without a statement of special educational needs / Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

#### 3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the school has their progress tracked five times per year. For those pupils in the Phoenix Centre for Autism and those assessed at pre-key stage levels, B squared assessment system is used in conjunction with Pupil Asset to track small step progress.

If these assessments do not show adequate progress is being made the SEN support/provision plan will be reviewed and adjusted.

#### 3c the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2014, 6.37)*

In **Cage Green Primary School and the Phoenix Centre for Autism**, the quality of teaching is judged to be requires improvement in our last Ofsted inspection and the school is working closely with the Local Authority to improve this to good.

We follow the Mainstream Core Standards which can be found on <http://www.Kelsi.org.uk>

This is advice developed by Kent County Council to ensure that our teaching conforms to best practice.

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. mentoring, small group teaching, and use of ICT software learning packages.

These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding' (Please refer to 3e).

### 3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At **Cage Green Primary School** we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the accessibility plan details identified developments needed/in place and can be found on the School website.

### 3e additional support for learning that is available to pupils with special educational needs

As part of our budget we receive 'notional SEN funding' for the Cage Green main school. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs, and 'above that amount the Local Authority should provide top up funding to the school where the cost of SEN provision required to meet the needs of an individual pupil exceeds the nationally prescribed threshold (£6000)' (SEN Code of Practice 6.99)

### 3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs

All clubs, trips and activities offered to pupils at **Cage Green Primary School and the Phoenix Centre for Autism** are available to pupils with special educational needs either with or without an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity

### 3g support that is available for improving the emotional and social development of pupils with special educational needs

At **Cage Green Primary School and the Phoenix Centre for Autism** we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance e.g. PSHE, circle times social skills groups, Class and whole school assemblies and indirectly with every conversation adults have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following e.g. access to the School counsellor, time with member of the Pastoral Team, SENCo or Senior Leadership Team, a time-out space for pupil to use when upset or agitated including 'Soft Space' in the Phoenix Centre for Autism, access to a TLG volunteer and Fegan's and external agencies including the Specialist Teaching and Learning Service, Early Help and Preventative Services and Child and Adolescent Mental Health Services (CAMHS).

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

#### 4 The name and contact details of the SEN Co-ordinator

Mrs C Wickham is the Interim Centre Leader for the Phoenix Centre for Autism. The main school SENCo at Cage Green is Mrs K Middleton, Both members of staff are qualified teachers and have been accredited by the National Award for SEN Co-ordination and also hold the following qualifications **Post graduate Certificate in SEN Co-ordination**.

Mrs Wickham is available on 01732 354325 or cwickham@cage-green.kent.sch.uk

Mrs Middleton is available on 01732 354325 or kmiddleton@cage-green.kent.sch.uk.

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

All teachers and teaching assistants have had access to the following awareness training ASD, Sensory needs, InPrint3, Supporting children with memory difficulties, Dyslexia awareness, EAL and SCIP.

A number of teachers and TA's hold the ASD level 2 qualification and TA Mrs K Phillips is trained in Braille.

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are, Nexus Specialist Teaching and Learning Service, Educational Psychologist Service, Speech and language Therapist, occupational therapists, physiotherapist, dyslexia specialists, Virtual School Kent. The cost of training is covered by the notional SEN funding.

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

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team. Pupils with specialist equipment or intervention stated on the Provision Plan/EHCP will have this provided through the funding school receives for them.

#### 7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at **Cage Green Primary School and the Phoenix Centre for Autism** are invited to discuss the progress of their children on three occasions a year and receive a written report two times per year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map and Provision/Personalised Plan which will be shared and updated with parents at minimum three times per year.

If following this normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent

will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

#### 8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

#### 9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at **Cage Green Primary School and the Phoenix Centre for Autism** are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the class teacher and/or SENCo, or Head teacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an EHCP where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

#### 10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The governing body have engaged with the following bodies:-

- Free membership of LIFT for access to specialist teaching and learning service
- A Service Level Agreement with Educational Psychology service dependent on the number of days allocated and agreed between the service and School.
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / for pupils with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team
- School Nursing Team
- Community Paediatrician

- Early Help and Preventative Services

11 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 (Parent Partnership Services)

Information, Advice and Support Kent (IASK) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on:

**HELPLINE:** 03000 41 3000. Monday to Friday, 9am - 5pm.

**Office:** 03000 412 412

**E-mail:** [iask@kent.gov.uk](mailto:iask@kent.gov.uk)

12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At Cage Green we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible. EYFS teacher(s) and SENCo visit preschool settings for a face to face handover where this is possible. Transition meetings with preschool staff, parents and Early Years STLS teacher are held where this is appropriate.

For pupils transferring into **Cage Green Primary School and the Phoenix Centre for Autism**, a face to face handover takes place wherever possible and telephone handover for schools outside of the Tonbridge and Malling area.

We also contribute information to a pupils' onward destination by providing information to the next setting. Face to face handover meetings are held with the receiving secondary school where this is possible. Individual arrangements are made for pupils with special educational needs and disabilities, which may include accompanied visits to their receiving school. For in year transfers or transfers to secondary schools outside of the Tonbridge and Malling area, telephone handover meetings take place.

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

The local authority's local offer is published on <http://www.kent.gov.uk> and parents without internet access should make an appointment with the SENCo for support to gain the information they require.