

# **John Perry Primary School**

## **Special Educational Needs and Disability (SEND) Policy**

**May 2015**



At John Perry Primary School we are proud to provide a safe, stimulating and inclusive learning environment where every member of our community is valued and respected.

Date Completed: May 2015

Completed by: Annette Rose

Review Date: May 2016

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

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (June 2014)
- School SEN Information Report Regulations 2014
- Statutory Guidance on Supporting Pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Safeguarding Policy
- Accessibility Policy
- Teachers Standards 2012
- This policy was created by the school Inclusion Manager/Senco in liaison with the SLT, school staff and parents of pupils with SEND

## **Equal Opportunities and Inclusion Statement**

At John Perry we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. The school endeavours to meet the diverse needs of all pupils to ensure inclusion for all and that all pupils are prepared to fully participate in a multi-ethnic society.

## Introduction

John Perry Primary School is an inclusive school.

The school has a named Inclusion Manager/Senco, Mrs Rose who has undertaken the Government Senco qualification and is a member of the Senior Management Team. Mrs Rose can be contacted via the school office 0208 270 4622

A governor holds responsibility for SEN, this position is held by Stacy Collins. The governor ensures that the Special Educational Needs and Disability policy works within the guidelines and inclusion policies of the Code of Practice (2014), the Local Education Authority and other policies current within the school.

At John Perry we believe every child has the right to a good education. They should learn the basic skills of reading, writing and mathematics through good quality teaching which meets their individual needs. However a good primary education is more than this.

John Perry Primary School believes that children learn most effectively in a happy, fun and stimulating environment. We aim to provide an environment in which children feel safe and secure, so that they come to school eager to learn about and take part in new experiences.

We believe that self-confidence is important. We teach children to develop a sense of self-worth, to be able to express their own views and opinions and to be proud of who they are and what they have achieved. We want children to understand the values of respect, responsibility, care and the importance of community and belonging.

We aim for children to leave us well prepared for the next stage of their education; happy, able pupils with a sense of right and wrong, a belief in themselves and their ability to achieve all they hope for.

At John Perry, teachers make the education of pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

Teachers act with honesty and integrity, having strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical, forge positive relationships and work with parents in the best interest of the pupil

Extract from Teachers Standards full version can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/301107/Teachers\\_Standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf)

## Aims and Objectives

The aims of the policy are:

- To work within the guidance provided in the SEND Code of Practice 0 - 25 (2014) (Section 1)
- To identify at the earliest opportunity, barriers to learning and participation for pupils with SEND (Section 2)
- To ensure that every child experiences success in their learning and achieves to the highest possible standard (Section 3)
- To enable all children to participate in lessons fully and effectively (Section 3)
- To value and encourage the contribution of all children to the life of the school (Section 3)
- To work in partnership with parents (Section 3)
- To ensure support for pupils with medical conditions to enable them to fully participate in school life (Section 4)
- To work closely with external agencies, where appropriate, to support the needs of individual pupils (Section 6)
- To ensure that all staff have access to training and advice to support quality teaching and learning for all pupils (Section 6)
- To work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the Policy Statement for SEND (Section 7)

## Section 1 – Identifying Special Educational Needs

At John Perry we believe that all children have an equal right to a full and rounded education which will enable them to achieve their full potential. We use our best endeavours to secure special educational needs provision for pupils for whom this is required, that is ‘additional and different from’ provided within the differentiated curriculum to better respond to the four areas of the need identified in the new Code of Practice.

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health needs
- Sensory/physical

The school operates procedures as stated in the current Code of Practice, this consists of two levels of Special Educational Needs - SEN Support and SEN with an Education and Health Care Plan previously known as a Statement. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. The school produces a SEN Information Report, which can be view on the school website [www.johnperryprimary.co.uk](http://www.johnperryprimary.co.uk). The school works in partnership with parents/carers to address the needs of their children. Identified pupils are then recorded on the SEN register and the school’s provision map. These documents are held by the Inclusion Manager.

### Definition of Special Educational Needs and Disability

(June 2014 Special Educational Needs and Disability code of practice: 0 to 25 years)

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 or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.

Disabled Children and Young People – many children and young people who have SEN may 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’. ‘Long-Term’ is defined as a ‘year or more’

and 'substantial' is defined as 'more than minor or trivial'. The definition includes sensory impairments such as those affecting sight or hearing, and long term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN.

Special Educational Needs and Disability code of practice: 0 – 25 years June 2014 –

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## **Section 2 - A Graduated Approach to SEN Support Identification of Needs**

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion Manager. The outcome of the meeting will be discussed with the parents and if required, a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle. The class teacher with the aid of the inclusion manager will plan support and review progress at the end of the time related specified support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register. The child's name will be removed when they have made sufficient progress or the need no longer exists.

Teachers follow procedures for identifying pupils with additional needs which include:

1. Monitoring and reviewing progress.
2. Discussion with the Inclusion Manager, Deputy Head or Head Teacher.
3. Discussion with Parents/Carers - gaining signed consent from Parents/Carers to commence profile.
4. Collecting evidence to produce a Pupil Profile (Complete Profile Sheet).
5. Meeting with Inclusion Manager to discuss Profile and plan support.
6. Meeting with Parents in the presence of Inclusion Manager to discuss next steps. Work with Inclusion Manager to plan timed intervention/support and set review dates. If necessary discuss the involvement with outside agencies and gain signed permission from parents/carers.
7. Inclusion Manager to review timed intervention/support assess progress and analyse the suitability of the intervention/support.
8. Inclusion Manager and Class Teacher to meet parents to discuss the next steps.

## **Identification of Needs by Year Group**

### ***Nursery***

The Class Teacher and Nursery Assistant visit children in their home setting at the start of the Autumn Term.

Some pupils entering the Nursery have special or additional needs that have already been identified. In this case parents and services involved with the child will be invited to a meeting to discuss the child's specific needs.

All pupils receiving a place at the school are invited to attend an open morning/afternoon during the Summer Term.

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion Manager. The outcome of the meeting will be discussed with the parents and if required a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle. The class teacher with the aid of the Inclusion Manager will plan support and review progress at the end of the specified time related support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register.

### ***Reception***

Some pupils entering Reception Classes have already been identified as having special or additional needs. When a school place has been confirmed the Inclusion Manager and the Early Years Foundation Stage Leader or the Class Teacher will attend a transition meeting with the current education provider. Parents will also be invited to attend the meeting. At the meeting the child's needs, likes and dislikes will be discussed. An informal observation of the child will also take place.

All pupils receiving a place at the school are invited to attend an open morning during the Summer Term. The aim of the meeting is to introduce both the child and the parents/carers to the school. This gives the opportunity for parents to ask questions and discuss any concerns they might have regarding the child's education.

Teachers also have the opportunity to observe the children and discuss any issues with the parents. The parents are given a starter pack containing essential information for starting school including the child's starting date. Entry into the Reception Year is staggered to initially allow a higher ratio of staff to pupils.

After the open mornings, the Foundation Stage Coordinator, Inclusion Manager and Head Teacher will discuss the needs of the pupils. A provisional class will then be allocated. The class teacher will be finalised after the transition period into the Reception Classes has taken place.

All pupils entering Reception are assessed using an on-line speech and language programme (Speech Link). The assessment covers receptive language. Children scoring within the Red and Blue level are given additional Wave 1 and Wave 2 support. These pupils are retested in the summer term of the reception year.

If pupils are still not working at an age appropriate level a further time related intervention will be administered. At the end of the intervention progress will be discussed and the provision for the next step. This may include continued school level support or a referral to the speech and language service.

The school are also part of a speech and language project with the Nuffield College. Nuffield Study Group consists of eight reception children who receive a daily speech intervention small group/1:1.

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion Manager. The outcome of the meeting will be discussed with the parents and if required a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle. The class teacher with the aid of the Inclusion Manager will plan support and review progress at the end of the specified time related support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register.

### **Year 1**

Pupils entering Year 1 are assessed using standardised materials from the Reading Recovery Programme. The pupils are assessed in Letter Knowledge, Reading HFWs, Concepts about Print and Hearing Sounds in Words. A reading age is also gained by using the Hertfordshire Reading Test.

Children are then grouped by their needs and target group sessions are put in place. The pupils are reassessed at the end of the 10 week programme.

Additional programmes can then be used if required.

A small group of children in Year 1 are receiving level 1 & 2 phonics in the afternoon. Speech Link – Reception pupils remaining at Blue Level are given Talk Boost (Wave 2). The pupils are assessed prior to the intervention and at the end of the intervention.

Pupils remaining at Red level are discussed with the School's speech and language therapist. Consideration is given to the need for a referral to the Speech and Language Service or whether an in school intervention could be used.

All Year 1 pupils are administered the Mid Infant Screening Test in the Spring Term.



All Year 1 pupils are tested on Phonic Knowledge in the Summer Term.

Pupils are discussed in the Summer Term and some pupils are retested using the Reading Recovery materials.

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion Manager. The outcome of the meeting will be discussed with the parents and if required a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle. The class teacher with the aid of the Inclusion Manager will plan support and review progress at the end of the time related specified support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register.

### **Year 2**

Pupils with low scores in the Reading Recovery tests are given additional literacy support based on their needs.

Maths – pupils working at a 1B in the Autumn term will be considered for 1<sup>st</sup> Class@ Number support programme. Pupils working at lower than this level will be considered in the Spring and Summer Terms.

Interventions will be delivered based on the children's needs.

In the Spring and Summer Terms pupils are taught in attainment groups for Literacy and Maths.

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion Manager. The outcome of the meeting will be discussed with the parents and if required a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle.

The class teacher with the aid of the Inclusion Manager will plan support and review progress at the end of the specified time related support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register.

### **Year 3 – 5**

All classes have a teaching assistant for the morning session.

If a potential special educational need is identified by the class teacher they will assess and collect evidence to support their concerns. During evidence collection or when the final evidence is collated a discussion will take place with the Inclusion

Manager. The outcome of the meeting will be discussed with the parents and if required a plan would be put in place to address the identified needs. This forms part of the - assess, plan, do and review cycle. The class teacher with the aid of the Inclusion Manager will plan support and review progress at the end of the specified time related support programme. During the review a decision will be made as to how future support, if required, will be provided. If required the child's name will be added to the SEN Register.

The class teacher will continue to use to cycle of assess, plan, do and review to update pupil progress and ensure that the pupils Special Educational Needs are met. The Inclusion Manager gives clear guidance to teaching staff and support staff on implementing learning and behaviour programmes. Interventions will be delivered based on the individual pupil's needs.

### **Year 6**

Four teachers teach in the Year group plus a teaching assistant. Year 6 pupils are grouped by ability for English and Maths.

The class teacher will continue to use to cycle of assess, plan, do and review to update pupil progress and ensure that the pupils Special Educational Needs are met. Interventions will be delivered based on the individual pupil's needs.

The Inclusion Manager gives clear guidance to teaching staff and support staff on implementing learning and behaviour programmes.

In the Summer Term the Inclusion Manager and Class Teacher hold a transition meeting, with the receiving secondary school. The needs of the pupil are discussed allowing provision to be planned for the new school year. Arrangements are also made for the pupil to visit their new school and in some cases summer school placements can be arranged.

### **New Pupils**

Parents/Carers of new pupils starting at the school complete a pupil information form. The forms are given to the Inclusion Manager to monitor for special educational needs, medical needs and spoken language. If additional needs are indicated the Inclusion Manager will contact the previous school for additional information. Previous school records and computerised records are also viewed when they are received.

Reading age and the Spelling ability is assessed using tests currently used in the school in the first two days of starting school.

In the first two weeks of starting at the school, all new pupils are assessed for receptive language needs using the on-line Speech Link assessment tool. Pupils identified with a need are discussed with the Inclusion Manager.

## Section 3 – Supporting Pupils and Families

### Interventions

The New Code of Practice describes four broad categories of need. These four categories give an overview of the range of some of the needs that are planned for pupils attending John Perry School.

- Communication and Interaction - Autistic spectrum and language disorders
- Cognition and Learning - Dyslexia, dyspraxia, moderate learning difficulties, global developmental delay
- Social, Emotional and Mental Health - ADHD, ADD, attachment disorders, emotional difficulties, mental health difficulties
- Physical and Sensory (including medical needs) - Hearing impaired, physical disability, epilepsy, bowel disorders and diabetes

Importantly it should be acknowledged that behaviour is not an acceptable way of describing a child's SEN needs. Any concerns relating to a child or young person's behaviour should be described as an underlying response to a need as identified in the above categories.

It is also recognised that if a child has a disability the school has a duty to provide under the current Disability Equality legislation 'reasonable adjustments' and that this alone does not constitute SEN.

It is also recognised that other non-SEN issues impact on progress and attainment, such as attendance and punctuality, health and welfare, EAL, being a Looked After Child, a child of a serviceman/women or being in receipt of a Pupil Premium Grant.

John Perry Primary School is an inclusive school and may offer a range of interventions/provision to support children with SEND, over and above Quality First Teaching for all. A full range of interventions can be found in the SEN Information Report, this can be viewed on the school website or in school.

Interventions/provision offered may include:

- Social Skills Programmes - support including strategies to enhance self-esteem,
- Access to supportive environment – ICT facilities/equipment/resources,
- Speech and Language –support strategies/programmes,
- Emotional well-being - strategies to reduce anxiety/promote emotional well-being, including communication with parents,
- Behaviour Support - strategies to support/modify behaviour
- Literacy Support - strategies to support/develop literacy

- Numeracy Support - strategies to support and develop numeracy
- Physical Education - provision to facilitate physical education
- Independent Learning - strategies/support to develop independent learning

All interventions are assessed prior and post intervention to measure pupil progress and the effectiveness of the intervention. Teaching assistants are observed teaching the intervention and given written feedback and targets if required.

The school provides provision to facilitate access to the wider curriculum including unstructured activities:

- All Reception and Year 1 classes have a full time Teaching Assistant
- All Year 2 and Key Stage 2 classes have a dedicated Teaching Assistant for the morning sessions.
- In class small group support from Teaching Assistants
- One to one support in class from additional Support Assistants to support or facilitate use of modified resources
- Specialist support equipment such as furniture adaptations (eg support cushions, desk top writing support device), sound systems
- Use of personalised curriculum
- Support/supervision at unstructured times of the day
- Social stories to support personal care/playtime social interaction
- Support with personal care from Teaching Assistant
- Named teaching assistant at playtimes to support play and interactions
- Trained lunch time supervisors to support play and interactions

### **Physical Environment and Medical Needs**

- Wheelchair accessible building – ramped entrances
- Lift in new build
- Staff trained in First Aid and specialise paediatric care
- Liaison with and training from external medical professionals
- Development of independent strategies for the use of self-help therapy and exercise
- Individual protocols (Care Plans) for children with significant medical needs and allergies
- Provision of aids and resources to support learning
- Access to advice/assessment for external school nursing team.
- One to one support from trained school staff for life saving interventions (e.g. use of Epi-pen)

### **Additional Resources**

- A Speech and Language Therapist works at the school for the first half of each term which is in addition to a speech and language assistant who works under the guidance of the therapist for two half terms a year. Parents are invited to attend their child's speech and language assessment. The Inclusion Manager and Speech and Language staff have regular meetings with the therapist to discuss the needs, targets and progress of the children.
- The school has the opportunity to engage the services of an educational psychologist and the service of a range of advisory teachers.
- For a child with complex SEND, the frequency of such provision may result in the school applying for additional funding to support them.
- The school has an additional resource provision for pupils with autistic spectrum disorder (ASD) or complex language and social skills needs. Full details are attached as an appendix.
- The school partners Trinity School in an exchange programme, this allows selected Trinity pupils to experience a mainstream setting and selected John Perry pupils to experience a specialist setting.

### **Communication - Liaison and Communication with Professionals/Parents, Attendance at Meetings and Preparation of Reports**

The school works closely with parents, giving support when required. This can take the form of explaining professional reports, educational processes or related school provision plans.

Parents have the opportunity to formally discuss their children's progress at parents' evenings and additional review meetings. The Inclusion Manager is also available at parents' evenings. Staff are always available to talk to parents after school. The Parent Support Teacher is available daily to meet parents. The Inclusion Manager is available to discuss children's needs with parents on a daily basis.

The Inclusion Manager arranges formal meetings with parents of pupils on SEN Support. Pupils with EHC Plans/Statements are reviewed termly. An annual review of the child's plan/statement will be held and the class teacher, Inclusion Manager, and additional agencies involved will meet with the Parent/Carer and review the child's progress. The EHCP/Statement will also be reviewed and amendments made if necessary. The Inclusion Manager will record the meeting and distribute the Annual Review paperwork to all parties present and to the Borough SEN

Department. An IEP will reflect the current targets. Support provided will be recorded on the provision map by the Inclusion Manager. Pupils' views will be recorded and contribute towards the review of progress and inform further targets.

School staff attend meetings with professionals at child's previous setting, future setting or current setting if placed in a specialist unit.

The school hosts Team Around the Family meetings (TAF) to support the implementation of Common Assessment Framework (CAF)

The school liaises with a wide range of external professionals including: The Child Development Team, Educational Psychology Service, Child and Adolescent Mental Health Team (CAMHS), Schools Counselling Service, Education Inclusion Team, Children's Services, Common Assessment Framework (CAF) Practice Advisers, Family/Universal Support Workers, Intervention Workers, Carers of Barking and Dagenham, The Heathway Centre, The Sycamore Trust (formerly PACT) and Trinity Special School. The school utilises its links with the on-site Children's Centre.

Information can also be found in the school's SEN Information Report is available to view in school or on the school's website and the borough's SEN Information Report is available to view on the borough website.

## **Section 4 – Supporting Pupils at School with Medical Conditions**

- The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.
- Some pupils with a medical condition may also have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.
- Class teachers are issued with a list of medical needs for their class.
- Care Plans for pupils with significant needs are held centrally and reviewed yearly. All staff are aware of the pupil's medical needs and procedures are followed by a qualified first aider.
- All medicines are securely centrally stored.

## Section 5 - Planning and Assessment

The school uses a continuous form of assessment and planning in the form of the 'assess, plan, do, review' cycle.

Planning and assessment for pupils with identified special educational needs may involve the use of the following:

- Use of P levels where appropriate.
- Use of Early Years and Foundation Stage (EYFS) in Year 1 if required
- Use of P levels at the end of Year 2 if working below National Curriculum levels
- Personalised targets
- Individual Education Plan (IEP)
- Termly review of targets with parents and child
- Statement of Special Educational Needs/EHC Plan
- Annual Statement Review

### Pupil Progress

Regular pupil progress meetings take place termly between the Head Teacher, Class Teacher and Inclusion Manager. Informal meetings between the Inclusion Manager and the class teacher take place regularly. Any persistent concerns are discussed with parents. A Pupil Profile Form will then be completed by the class teacher and signed by the Parent/Carer. Targets will then be identified and recorded by the class teacher.

The school aims to meet all pupils' needs through quality first teaching (Wave 1). Some pupils may need additional support at a Wave 2 level this is administered by teaching assistants and monitored by the Inclusion Manager. A discussion is held with class teachers as to the child's progress.

Some children require 1:1 (Wave 3) support to address their specific needs. The majority of children receive Wave 3 support for Speech and Language. Other children receive literacy programmes such as Toe by Toe, Better Reading Partners, and Reading Support.

Parents/Carers will have the opportunity to and review their child's progress on at least two formal occasions (parents' evenings) and at additional reviews. Pupils will be encouraged to contribute to progress via a pupil view sheet. Due to the nature of the support it may be relevant for external agencies to meet with the Parents/Carers to review the child's progress. An IEP will reflect the current targets. Support provided will be recorded on the provision map by the Inclusion Manager. Pupils' views will be recorded and contribute towards the review of progress and inform further targets.

## **Section 6 – Staffing, Roles and Responsibility**

The school employs a range of staff to support the pupils' identified needs

Inclusion Manager/Senco: Annette Rose

Safeguarding Lead and Looked After Children: Avril Carnelley (Head Teacher)  
Deputy Safeguarding Lead: Annette Rose (Inclusion Manager/Senco) and Sue Cross (Parent Liaison Teacher)

Pupil Premium Manager: Christine Johnson

Parent Liaison Teacher with responsibility for medical needs: Sue Cross

The school also employs:

- Trained Reading Recovery Teacher
- Specialist Dyslexia Teacher
- Two highly trained SEN Support Teachers
- Two Specialist Speech and Language Teachers
- Three Specialist Speech and Language Teaching Assistants
- Three High Level Teaching Assistants
- 21 Teaching Assistants – qualified and trained in a range of interventions
- Five Trained Special Support Assistants
- Parent Support Teacher.

The school also has an Additional Resource Provision (ARP) for Autism.

Staffing: All ARP staff have been trained in TEACCH (structured teaching methods), Intensive Interaction, PECs, Communication Tables, Social Stories, and Autism awareness.

Staffing:

- Specialist Autism Spectrum Teacher responsible for running the ARP
- Two additional part time specialist teachers
- Five full time ARP teaching assistants

Class teachers are responsible for maintaining their SEN File and filing information received from the Inclusion Manager and any reviews or assessments undertaken. The files are collected by the Inclusion Manager at the end of the school year and passed on to the next teacher.



All pupils are formally assessed termly and their attainment/progress is recorded. Pupils working at a level below Level 1 are assessed using P levels. P level assessments are completed with the assistance of the Inclusion Manager.

Teachers use assessment and observations to identify pupils' additional needs and inform planning for their individual needs as part of day to day practice (Wave 1). At this point teachers start to gather evidence to support their concerns and build a pupil needs profile.

Teaching approaches are varied to ensure all children's needs are planned for.

Teachers aim to address difficulties promptly and effectively.

Teaching and non-teaching staff support pupils within the learning environment.

Teachers deliver a differentiated curriculum that is sensitive to different learning styles, pace of learning, interests and ability and is supported by the Inclusion Manager.

All Foundation and Year 1 classes have a full time teaching assistant. Year 2 and Key Stage 2 classes have a dedicated teaching assistant for the morning sessions. Teaching assistants have their own file which contains relevant information for the groups/individuals they work with. Support staff working with the additional needs pupils keep systematic records recording and monitoring pupil's progress, which inform future planning.

### **Role of the Inclusion Manager/Senco**

The Inclusion Manager has the responsibility to ensure that individual pupils or groups of pupils with a special educational need, disability or medical need throughout the school, receive effective appropriate provision and make at least good progress. The Inclusion Manager monitors this on a daily basis and is available to advise teachers/teaching assistants and meet with parents.

The Inclusion Manager is responsible for maintaining accurate records for all pupils with additional needs, this includes a school SEN register and provision map. Copies of reports and reviews are stored in a personal file in the SEN office. Files are arranged in colour coded year groups and securely stored.

The Inclusion Manager is responsible for providing class teachers/teaching assistants with all relevant information regarding pupils with additional needs. The Inclusion Manager provides class teachers with an SEN File containing relevant information for their class which is updated termly. The class teacher is responsible for maintaining the SEN File and filing information received from the Inclusion Manager and any reviews or assessments undertaken. The Inclusion Manager monitors all interventions to ensure their effectiveness and suitability for the pupil's

needs. The Inclusion Manager observes Teaching Assistants implementing interventions and is their line manager. The Inclusion Manager observes teaching staff teaching pupils with additional needs in a classroom setting. The Inclusion Manager advises Teachers and Teaching Assistants and provides information on Continuing Professional Development courses.

The Inclusion Manager regularly attends relevant CPD training and the borough's network meetings.

The Inclusion Manager is responsible for data analysis, including the end of term data to ensure the provision is effective for identified pupils. Under achieving pupils are also identified and investigated to eliminate any undiagnosed additional needs or needs related to pupil premium criteria (see separate document).

The Inclusion Manager undertakes risk assessments on pupils and activities they may be involved in.

The Inclusion Manager meets with the SEN Governor, termly, to discuss pupil progress and any relevant issues.

The Inclusion Manager meets with the Borough's Inclusion Officer termly to discuss pupil progress and any relevant issues. The school's Raise on Line report is discussed in the Autumn Term and the school is graded on its SEN profile and future targets are discussed.

The Inclusion Manager is available to discuss issues with the Head Teacher and governing body. The Inclusion Manager prepares a yearly report on the school's SEN profile for the governing body.

The Inclusion Manager is responsible for maintaining accurate records for all pupils with additional needs, this includes a school SEN register and provision map. Copies of reports and reviews are stored in a personal file in the SEN office. Files are arranged in colour coded year groups and securely stored.

The Inclusion Manager is responsible for supporting teachers in delivering a differentiated curriculum that is sensitive to different learning styles, pace of learning, interests and ability.

The Inclusion Manager is responsible for identifying in-service/CPD training for teaching and non-teaching staff.

The Inclusion Manager is responsible for initiating and coordinating Common Assessment Frameworks (CAF), coordinating support from various agencies.

The Inclusion Manager makes effective use of the relevant external agencies including:

- Child Development Team
- Doctors and Hospital Consultants
- School Nursing Team
- Health Visitors
- Occupational and Physiotherapy Services
- Speech and Language Therapy Service
- Educational Psychology Service
- Child and Adolescent Mental Health (CAMHS)
- Schools Counselling Service
- School's SEN Support Officer
- Specialist Physical Education Advisor for Disabled Pupils
- Education Inclusion Team: Speech and Language, Literacy, Numeracy, Autism, Computing, Dyslexia, Early Years and Behaviour Support
- Children's Services
- Social Workers
- Common Assessment Framework (CAF) Practice Advisers
- Family/Universal Support Workers
- Intervention Workers
- Carers of Barking and Dagenham
- The Heathway Centre
- The Sycamore Trust (formerly PACT)
- Trinity Special School
- Professionals in child's previous setting

## **Section 7 - Governors**

School Governors have a responsibility to ensure the provision of all pupils attending the school is effective and pupils make at least good progress.

The governing body has a SEN Link Governor who meets with the Inclusion Manager termly to discuss effective SEN provision within the school.

The Inclusion Manager is available to discuss issues with the governing body and prepares a yearly report on the school's SEN profile.

## **Section 8 – Reviewing the Policy**

In discussion with SMT the policy will be reviewed annually.

Annette Rose Inclusion Manager

May 2015

## Appendix A

### **Additional Resourced Provision (ARP)**

John Perry Primary ARP caters for pupils with autistic spectrum disorder (ASD) or complex language and social skills needs. They may also have difficulties with learning.

All ARP pupils will have a statement of special educational needs or an Education Health Care Plan (EHC). All children are placed within the ARP through consultation with the borough's Special Needs Panel. There is no direct route into the ARP from the main stream school.

The ARP accommodates 12 primary phrase pupils.

Staffing consists of two full time teachers and five full time teaching assistants All staff have been trained in TEACCH structured teaching methods and completed CPD in: Intensive Interaction, PECs, Communication tables, Social Stories, and Autism awareness. All staff are currently engaged in AET on line training. Both teachers are fully qualified with many years' experience. The lead teacher has an MA in Special Educational Needs. All teaching assistants are experienced with pupils with autism and two hold a Level 3 GNVQ. In addition there are five specifically named mid-day assistants.

Physical space consists of three rooms, two outside play areas and access to a shared intervention room.

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### **Aims**

We aim to provide a specialist education setting for EHC and Statemented pupils with autism or complex communication and social skills difficulties.

We aim to support pupils to develop strategies and skills that will enable them to be included within main stream classes through a gradual, supported, integration process.

We aim to offer pupils opportunities to be included into main stream classes wherever suitable. (This may look different for individual pupils).

We aim to deliver the curriculum modified and differentiated for the needs of the specific group of pupils currently within the ARP

We aim to deliver programmes of work as developed by other agencies (SLT /OT)

We aim to provide structured teaching systems and routines to develop individual skills and independence.

We aim to support pupils with transitions to new classes or other placements.

Placement profile: (Drawn from LEA service level agreement)

Pupils are placed at the ARP by the borough's Special Educational Needs Panel this follows consultations involving: Educational Psychology Service, Complex Communication and Social Needs Advisory Team (CCSN), Current settings, Parental choice, and the health service.

Pupils will have needs in the following areas: significant needs relating to the development of social communication skills, social needs, flexibility of thought, behaviours which are linked to their autism or previously listed needs that do not require frequent physical restraint. (The ARP firmly believes in de-escalation, distraction and intervention.)

Other agencies involved:

The ARP has access to a Senior Educational Psychologist specialising in autism

A speech and language therapist visit the ARP fortnightly to assess and plan programmes of work for ARP staff to deliver.

The ARP has strong links with other ARPs within the borough for continuity and moderation

The ARP has links to Trinity special school for advice and moderation

The ARP has access to the CCSN team

The school Inclusion Manager ( Mrs A Rose)

### **Policies and assessments:**

The ARP follows all main stream school policies (available on the school website), suitably adapted as needed.

The ARP conduct risk assessments on pupils and activities which, once approved, are held centrally. Pupils are assessed using the PIVATs assessment tool. This is a continuous assessment tool that provides on going targets for the children's development. These will be shared with parents and children (where suitable) termly. Each pupil will have an annual review of their statement with parents and other agencies involved are also invited to attend (or submit a report). Placement suitability will be discussed at these annual reviews.

All pupils will have an IEP or learning pathway which will be regularly updated.

Pupil progress is monitored and discussed with the Head teacher and Inclusion Manager termly in line with school policy.

Yearly targets are set using Progression guidance (nationally produced assessment tool) and CASPA to analyse data.

### **CPD in the wider setting:**

The ARP has a commitment to supporting other ARPs in the LEA and other schools with ASD pupils. Teaching staff have been involved in LEA borough wide CPD or support network.

ARP teaching staff are available to support and advise other school staff and offer resources etc.

### **Governors:**

The ARP manager produces a yearly report to the governing body regarding progress and development.

The SEN linked governor is able to visit and meet with the ARP manager as needed.

**Director's challenge;**

The Director of Education requires a yearly face to face update meeting to discuss ARP issues and pupil progress within the ARP. A list of the required data is compiled for this meeting as requested.