



St Bernadette's Catholic Primary School

This guidance complies with the statutory duty described in **Special Educational Needs (Information) Regulations (Clause 64)** and takes account of:

- **SEN Code of Practice** (which takes account of the SEN provisions of the SEN and Disability Act 2001) (June 2014)
- **Equality Act 2010**
- **Children and Families Act 2014**
- Advice provided to Staffordshire schools on producing their **school's local/core offer**

What is the 'Local Offer'?

The LA Local Offer

The Children and Families Bill states that Local Authorities and schools are required to publish and keep under review information about services they expect to be available for the children and young people with SEND aged between 0-25. This is the 'Local Offer'.

The intention of the Local Offer is to improve choice and transparency for families. It will also be an important resource for parents in understanding the range of services and provision in the local area.

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

Aims of this SEND policy

The aims of our special educational need and disability policy and practice at St. Bernadette's are:

- To make reasonable adjustments for those with a disability by ensuring increased access to the curriculum, the environment and to printed information for all
- To ensure that children and young people with SEN engage in the activities of the school alongside pupils who do not have SEN
- To reduce barriers to progress by embedding the principles in the National Curriculum Inclusion statement
<https://www.gov.uk/government/collections/national-curriculum>
- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is "additional to and different from" that provided within the differentiated curriculum to better respond to the four areas of need:

- 1. Communication and interaction**
- 2. Cognition and learning**
- 3. Social, mental and emotional health**
- 4. Sensory/physical**

- To request, monitor and respond to parent/carers' and pupils' views in order to evidence high levels of confidence and partnership
- To ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development.
- To support pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals
- 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.

What are special educational needs?	How does our school know if children need extra help?	What should I do if I think my child may have special educational needs?
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How will you help me to support my child's learning?	What support will there be for my child's overall well-being?	Pupils with medical needs
What training do the staff supporting children and young people with SEND undertake?	How will my child be included in activities outside the classroom including school trips?	How accessible is the school environment?
How will the school prepare and support my child when joining or transferring to a new school?	Transition to the next school	How are the school's resources allocated and matched to children's special educational needs?
How is the decision made about how much support my child will receive?	How will I be involved in discussions about and planning for my child's education?	Who can I contact for further information or if I have any concerns?

What are special educational needs? [\(Click to go back to the top\)](#)

A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.... Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision. Code of Practice 2014

How does our school know if children need extra help? [\(Click to go back to the top\)](#)

We know when pupils need help if:

- Concerns are raised by parents/carers, teachers, or the pupil's previous school
- Tracking of attainment outcomes indicate a lack of progress
- Pupil observation indicates that they have additional needs in one of the four areas
 1. **Communication and interaction**
 2. **Cognition and learning**
 3. **Social, mental and emotional health**
 4. **Sensory/physical**
- A pupil asks for help
- Conversations with pupils about progress and learning

What should I do if I think my child may have special educational needs? [\(Click to go back to the top\)](#)

- If you have concerns then please firstly discuss these with your child's teacher. This then may result in a referral to the school SENCo whose name is **Mrs K Gitsham** and whose contact details are **KGitsham@st-bernadettes.staffs.sch.uk, (01902) 894787.**
- All parents will be listened to. Their views and their aspirations for their child will be central to the assessment and provision that is provided by the school.

How will I know how the school supports my child? [\(Click to go back to the top\)](#)

- All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners.
- Pupils with a disability will be provided with "reasonable adjustments" in order to increase their access to the taught curriculum.
- The quality of teaching is monitored through a number of processes that includes:
 1. classroom observation by the senior leadership team, the SENCo and external verifiers
 2. ongoing assessment of progress made by pupil in specific intervention groups
 3. work sampling on a termly basis.
 4. scrutiny of planning.
 5. teacher meetings with the SENCo

6. pupil and parent feedback when reviewing target attainment
 7. whole school pupil progress tracking
 8. attendance and behaviour records
- Information on the quality of teaching will be collated in a report to governors and shared with parents in the SEN Information Report
 - All pupils have individual curriculum targets set in line with national outcomes to ensure ambition. These are discussed with parents and children at events such as Parents' Evenings and pupils' attainments to meet these targets are tracked using the whole school tracking system.
 - Pupils who are failing to make expected levels of progress are identified very quickly and are discussed in termly meetings that are undertaken between the class/subject teacher and a member of the Senior Leadership team.
 - Where it is decided that action is required to support increased rates of progress, this will follow an assess, plan, do and review model
 - An individual assessment of the pupil will be undertaken in order to make an accurate assessment of their needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.
 - Additional action to increase the rate of progress will be then identified and recorded that will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil.
 - If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class teacher with advice from the SENCo.
 - Parents will be informed that the school considers their child may require SEN support and their partnership sought in order to improve attainments.
 - SEN support will be recorded on a plan that will identify a clear set of expected outcomes, which will include stretching and relevant academic and developmental targets. Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.
 - If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:
 1. Special Educational Needs Support Service (SENSS)
 2. Behaviour Support Service
 3. Specialist Support Centres
 4. Autism Outreach Team
 5. Hearing Impairment team
 6. Visual Impairment team
 7. Educational Psychologist Service
 8. Educational Welfare Officers
 9. Physical and disability support service
 10. Social Services
 11. School Nurse

12. CAMHS (Child & Adolescent Mental Health Service)

- For a very small percentage of pupils, whose needs are significant and complex and the special educational provision required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.
- For pupils who despite relevant and purposeful action taken to meet their special needs, fail to make expected levels of progress, the school or parents may consider requesting an Education, Health and Care assessment that will be undertaken by the Local Authority.

[How will the curriculum be matched to my child's needs? \(Click to go back to the top\)](#)

- Teachers plan using pupils' achievement levels, differentiating work to better match ability to work provided for all pupils in the classroom. When a pupil has been identified as having special needs, their work will be further differentiated by the class teacher to remove barriers to learning and enable them to access the curriculum more easily. In addition they will be provided with additional support that may include specialised equipment or resources, ICT and/or additional adult help.

[How will I know how my child is doing? \(Click to go back to the top\)](#)

- Attainments towards the identified outcomes will be shared with parents termly through the school reporting system and Parent's Evenings. Parents may also find the home-school diary a useful tool to use to communicate with school staff.
- You will be invited for a meeting half termly to discuss your child's progress and targets.
- Parents may make an appointment at any time to discuss their child's progress with the class teacher, SENCO or Head Teacher

[How will you help me to support my child's learning? \(Click to go back to the top\)](#)

- The class teacher or SENCO may suggest additional ways of supporting your child's learning.
- The school organise a number of parent workshops during the year. These aim to provide useful opportunities for parents to learn more about the curriculum that is being offered to their child.

[What support will there be for my child's overall well-being? \(Click to go back to the top\)](#)

St. Bernadette's offers a wide variety of pastoral support for pupils. These include:

- An evaluated Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.

[Pupils with medical needs \(Click to go back to the top\)](#)

- Pupils with medical needs will be provided with a detailed Health Care Plan, compiled by the school nurse in partnership with parents and if appropriate, the pupil themselves. Staff who administer medicine complete training and are signed off by the school nurse as competent. All medicine administration procedures adhere to the LA policy and DfE guidelines included within **Supporting pupils at school with medical conditions (DfE) 2014**
- All staff are First Aid trained and are made aware of every child in the school with a medical need

- All staff are trained to administer Epi pens

What training do the staff supporting children and young people with SEND undertake? [\(Click to go back to the top\)](#)

In the last two years school staff have received a range of training at three levels; awareness, enhanced and specialist.

Awareness training has been provided to all staff on:

- How to support pupils with a diagnosis of dyslexia.

Enhanced training has been provided to the SENCo on:

- Attendance at the termly SENCo Update
- The school has regular visits from SENSS specialist teachers who provide advice to staff support the success and progress of individual pupils
- The NHS Speech Language Therapist visits termly to assess and plan support for targeted pupils. This is then delivered by a trained TA.

How will my child be included in activities outside the classroom including school trips? [\(Click to go back to the top\)](#)

- Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities.

How accessible is the school environment? [\(Click to go back to the top\)](#)

In the last three years the following adaptations have been made to the school environment:

- Disabled parking spot marked and located next to the school reception
- One toilet has been adapted to ensure accessibility for visitors with a disability
- All new building work meets the disability regulations

How will the school prepare and support my child when joining or transferring to a new school? [\(Click to go back to the top\)](#)

A number of strategies are in place to enable effective pupil's transition. These include:

On entry:-

- A planned programme of visits are provided in the summer term for pupils starting in September.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENCo meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If pupils are transferring from another school, the previous school records will be requested immediately and a meeting will be set up with parents to identify and reduce any concerns.

Transition to the next school [\(Click to go back to the top\)](#)

- The transition programme in place for pupils in Y6 provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEN.

- The annual review in Y5 for pupils with a statement of educational need or an Education, Health and Care plan begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but accessible.
- Parents will be enabled to consider options for the next phase of education and may like to take advantage of the support offered by the independent Staffordshire School Choice. Information on this service is located on the Staffordshire website at <http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/schoolchoice/homepage.aspx>.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCOs of both schools will meet to discuss the needs of pupils with SEN in order to ensure a smooth transition.
- The records of pupils who leave the school mid phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

How are the school's resources allocated and matched to children's special educational needs? [\(Click to go back to the top\)](#)

The school receives funding to respond to the needs of pupils with SEND from a number of sources: A proportion of the funds allocated per pupil to the school to provide for their education (the Age Weighted Pupil Unit); The National SEN budget: The Pupil Premium funding for pupils who meet certain criteria. In addition, for those pupils with the most complex needs, the school may be allocated Additional Educational Needs funding. This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities through:

- In-class support from teaching assistants
- Small group support from teaching assistants e.g. nurture groups, literacy and numeracy support
- Specialist support from teachers e.g. 1:1 tuition
- Bought in support from external agencies e.g. access arrangement assessment, speech and language support.
- Parent workshops
- Provision of specialist resources e.g. assessment software
- CPD relating to SEND for staff

How is the decision made about how much support my child will receive? [\(Click to go back to the top\)](#)

- For pupils with SEN but without an Education Health and Care plan, the decision regarding the support required will be taken at joint meetings with the SENCO, class teacher and parent. For pupils with a statement of educational needs/Education, Health or Care plan, this decision will be reached when the plan is being produced or the annual review.

How will I be involved in discussions about and planning for my child's education? [\(Click to go back to the top\)](#)

This may be through:

- discussions with the class teacher, SENCO or Head Teacher
- during parents evenings

Who can I contact for further information or if I have any concerns? ([Click to go back to the top](#))

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the following:

- Your child's class teacher
- The SENCo
- The Head Teacher
- For complaints please contact the School Governor with responsibility for SEN. Her name is **Judith Pitt.**

Support services for parents of pupils with SEN include:

- **Parent Partnership** <http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/home.aspx>
- If you have a general enquiry, would like to speak to one of the team or a parent wanting to request information and support please telephone **01785 356921** during office hours. Alternatively email on spps@staffordshire.gov.uk.
- **Parent In The Know** newsletters <http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/newsletter/newsletters.aspx>

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

School SENCo: Mrs K Gitsham

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