

# **NEWBOLD SCHOOL**

## **Special Educational Needs & Disabilities Policy**

*Reviewed December 2021, by J Crissey.  
Ratified by Newbold School Board of Governors, January 2022*

### **DEFINITION**

Children have special educational needs (SEND) when they have a learning difficulty which calls for special educational provision to be made for them, or if their needs differ in any way from those of the 'average' child.

Children have a learning difficulty if they have a significantly greater difficulty in learning than the majority of children of the same age or have a disability that prevents or hinders them from making use of the educational facilities provided for children of the same age at Newbold School. Gifted and talented children are also classed as having special needs, as they may need additional lessons.

### **PRINCIPLES**

At Newbold, we will endeavour to make reasonable adjustments to meet the needs of children with SEND within the constraints of the school's resources. Newbold School is a small, independent school that charges low fees. We operate a "whole-school" approach to pupils with SEND, if our facilities and resources can provide for them. Any additional support needed by children of statutory school age with mild SEND (such as short-term one-to-one support) may be provided at an additional cost to the pupil's basic fees. In F1 - Bracknell Forest Borough Council (BFBC) may provide funding for support. Children entering KS1 and KS2, must sit an entrance assessment.

For those pupils in our school with mild or temporary SEND, we believe that:

- All of our pupils have the right to a broad, balanced, differentiated and relevant curriculum that demonstrates progress.
- Those pupils with mild SEND should have an enhanced level of resourcing to meet their needs e.g. a booster group to help them secure new learning skills (provided free of charge) or one-to-one targeted help at an additional cost to their basic fees.
- Parents of children with SEND have a vital role to play in supporting their child's education.
- All our pupils have the capacity to learn and make progress.
- The views of the child should be sought and taken into account.

### **OBJECTIVES**

- 1 All pupils with SEND in our school have access to resources to help them meet their needs.
- 2 All pupils have an equal opportunity to contribute to the life of the school.
- 3 All pupils have access to a broad and balanced curriculum.

- 4 All pupils are encouraged to develop an awareness of, and respect for, individual differences.
- 5 All teachers have access to advice and support in dealing with all Special Educational needs that are within the school's ability to support.

## **ROLE OF THE GOVERNORS**

Newbold School's governors will hold the school to account on its provision of SEND by monitoring and promoting high standards of education for all Newbold School's children, including those with SEND.

Newbold School Board of Governors will ensure that:

- The needs of children with SEND are identified and assessed before entrance to the school in Key Stage 1 and Key Stage 2. If the assessment shows we are able to help the child, the school will endeavour to meet his/her needs through appropriate provision, where possible, at the parents' expense. If we cannot provide adequate support for the child's needs, or the parents are unwilling to fund the support needed, we will advise the parents accordingly. The SEND pupils that we do admit must be able to work independently with only minor support, such as short-term one-one sessions on a targeted problem.
- If an SEND child needs external provision to meet his/her needs, we will endeavour to purchase external expertise, again at an additional cost to basic fees for pupils of statutory school age. If we are unable to meet the child's needs, we will inform the parents immediately so they can find a more suitable school.
- Children can benefit from co-ordinated provision by developing close partnerships with parents, teachers, health and social services.
- Strategic planning for SEND is carried out in consultation with Newbold School and others to develop systems for monitoring and accountability for SEND.
- Arrangements for SEND provision are kept under review as required under section 315 of the Education Act 1996 and SEND Code of Practice 2014.
- Teachers in the school are aware of the importance of identifying, and providing for, those pupils who have SEND in partnership with the parents.
- Parents are notified of any decision by the school that SEND provision is needed for their child and the amount of additional cost it will incur.
- If parents refuse SEND support for their child when the professional team of staff at Newbold School have assessed that it is needed, we will be unable to accept further responsibility for the child's education and in such instances we maintain our right to withdraw the offer of a place in the school.
- That the quality of SEND provision is an integral part of the school development plan and that the quality of provision is continually monitored.

## **ROLE OF THE HEADTEACHER**

The Headteacher has the responsibility for day-to-day management of all aspects of the school's work, including provision for children with SEND and decisions on whether or not the school can provide the particular SEND required.

The Headteacher and Newbold School Board of Governors will determine the strategic development of the SEND policy and provision in the school in order to raise the achievement of children with SEND.

The SEND support worker, through consultation with headteacher and class teacher, will take day-to-day responsibility for the operation of the SEND policy. Teachers and the SEND LSA will coordinate provision made for individual children in partnership with SEN, working closely with staff, parents and other agencies.

The SEND support worker, with support of the headteacher/SENCO and teachers, seeks to develop ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of children's needs by monitoring the quality of teaching and standard of pupil achievements, and by setting targets for improvement.

The key responsibilities of the headteacher are:

- Liaising with the teachers on how they coordinate provision for children with SEND
- Overseeing the records of all children with SEND
- Liaising with parents of children with SEND and their teachers, when required.
- Contributing to the in-service training of staff
- Liaising with the BUC team, health and social services

### **ROLE OF THE CLASS TEACHER**

All staff should be involved in the development of the school's SEND policy and be fully aware of the school's procedures for identifying, assessing and making provisions for pupils with SEND.

All teachers should work alongside the headteacher and parents to implement and work with an SEND support plan; target setting, assessment and planning for children with SEND. SEND support plans detail a graduated approach to identifying and meeting SEND, with schools involving parents in identifying needs, deciding outcomes, planning provision and seeking expertise at whatever point it is needed.

All staff should plan and teach a differentiated curriculum to ensure all children with SEND have access to the full range of the curriculum. Good self esteem should be promoted through the school's growth mindset ethos.

### **ROLE OF EY SENCO**

All EY staff are involved in monitoring the development of EY children. The EY SENCO works closely with the parents of children receiving extra support. A variety of targeted support is provided in-house for children with communication and language delay (following ecac strategies, using colourful semantics and PECs, as required.) If a child's needs are more significant, then along with the parent's permission, BFBC inclusion team will be contacted and a referral process will be followed. Their panel will then decide if funding is provided to provide one-to-one support for that child. A more relevant progress tracking tool may be used to document the child's progress using smaller steps which is then used to identify SMART targets for the child. Termly update meetings will be held with the parent(s).

### **ADMISSION ARRANGEMENTS**

New children to KS2 must complete entrance assessments in maths and English during their taster day visit. Their learning behaviour will also be discretely observed as part of their day's assessments. We are able to accept some pupils with minor SEND, if parents are willing to pay for the additional costs their child's SEND may incur. Details of the school's ability to meet the needs of pupils with SEND will be explained to the parents prior to the child starting at Newbold School. We will only offer a place to a child if we believe we are able to meet their needs.

## **ADDITIONAL CHARGES FOR SEND SUPPORT**

Unfortunately, since Newbold School charges such low fees, we cannot offer SEND support inclusive in the basic fees, as these would not cover the cost of additional staffing required. Therefore, any SEND support will be at an additional cost to the child's basic fees. One-to-one sessions will be charged at a rate of at least £12 per hour. If we need to hire a support worker specifically for one or two children, the cost could be more. If an SEND support worker is able to support 2 children effectively, an agreement between parents to split the cost may be arranged. This arrangement can only be made if both children's needs are met with one support worker.

Any fees incurred through liaison with external agencies will also have to be paid by the child's parents or guardians (e.g. Educational Psychologists' fees, Behaviour Analysts, Speech and Language Therapists, assessment tests etc...). Bracknell Forest Council provides no funds for these services for children of statutory school age in independent schools.

## **ALLOCATION OF RESOURCES**

The SEND support worker is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, with guidance and direction from the class teacher and the headteacher. SEND School Support Plans (SSP), will be created by the class teacher and parent(s) in partnership with the SEND support worker.

The headteacher will inform the school board of the numbers of SEND pupils within the school and their educational progress. There should be no more than 5% throughout the school for children of statutory school age (although exceptions may be made to this percentage if funding for resources are available for the child and the class is able manage the number of SEND children it has).

## **IDENTIFICATION, ASSESSMENT AND PROVISION**

Initially, any SEND issues that become evident in F1 and F2 children will be monitored by class teachers and the Early Years SENCO, Mrs Jennings. Such issues will be discussed with the parents as soon as they arise. It is possible to receive financial help from Bracknell Forest Borough Council for the assessment of children in F1 only, if the council believes an assessment is needed and agrees to provide the funding. However, there are no guarantees that funding will be provided even in F1. We will endeavour to the best of our ability to liaise with Bracknell Forest Borough Council to secure funds for F1 children who we believe are in need but we have no part in the decision process; we can only make recommendations. No financial help is provided by the council for children with SEND beyond F1. The Headteacher will be guided by any advice provided by BFBC, the South England Conference and class teachers regarding a child's SEND. If we are unable to provide the level of specialist care required and recommended, we will inform parents and discuss the options together. We cannot guarantee continued places at Newbold School for children for whose needs we are unable to meet.

Factors that will help teachers and parents identify children who potentially have SEND are as follows: low attainment in specific subjects, performance below level descriptors in the national curriculum or test results and patterns of behaviour.

- Initially the class teacher will highlight areas for early action to support the child within the class, assessing what the child knows, understands and can do - as well as identifying any learning difficulties. A regular booster group may be all that is needed to help embed new skills.
- Through continuous assessment, underpinned by evidence, relating to the progress of the child, a teacher may prepare an SEND action plan, which includes parental consultation.

- If any of the following statements apply to a child, these could indicate a need to intervene through an SEND action plan.
  - The child makes little or no progress even when the teaching approaches target the identified area of weakness
  - The child has difficulty developing literacy and/or numeracy skills thus affecting attainment in some curriculum areas
  - The child presents persistent emotional and/or behavioural difficulties that do not respond to the behaviour management strategies of the school
  - The child has sensory or physical problems and makes little or no progress despite provision of specialist equipment
  - The child has communication and/or interaction difficulties and makes little or no progress despite provision of a differentiated curriculum.

Interventions will then be put into place that are in addition to or different from those provided as part of the school's differentiated curriculum and parents will be informed.

The class teacher, together with the SEND support worker and headteacher should consider the teacher's reasons for concern alongside any information about the child already available in the school.

To help inform the decision on the nature of help required, the class teacher, together with the SEND support worker and headteacher, should seek additional information from the parents.

- The Headteacher and teacher should take the lead in further assessment, planning future support for the child, monitoring and subsequently reviewing the action taken. The class teacher remains responsible for work done with the child on a day to day basis and for planning and delivering an individual programme. Parents should always be consulted and kept informed of the action taken to help the child, and of the outcome of this action. If the child is not thriving within the support system that we can offer, then parents should be informed that more is needed and they may be advised to seek that from another school if it is in the child's best interests.
- An SEND action plan will then be drawn up.

The SEND action plan should include:

- short term SMART targets set for the child following a graduated approach
- teaching strategies to be used
- provision to be put in place
- plan to be reviewed termly
- outcome of action taken
- Parental input
- Staff and parent(s) signatures along with the date.

The SEND action plan should only include what is additional to or different from provision made for all pupils.

Strategies may be cross-curricular or subject specific.

An SEND action plan should be written with the parents and discussed with the pupil.

Where a pupil identified as having SEND is at serious risk of disaffection or exclusion, the SEND action plan should reflect strategies to meet their needs. A Pastoral Support Plan should be in addition to the SEND Support Plan.

In putting the SEND action plan into action, any additional teaching that requires additional staff will be done so at additional cost to the parents. Parents will be informed in advance when the need for the SEN action plan is discussed with them.

**Review** A SEND School Support Plan should be reviewed, ideally, per term.

A School Support Plan may be introduced if one or more of the following applies:

- The child continues to make little or no progress in specific areas over a long period
- The pupil continues working substantially below 'expected' for children of a similar age
- The pupil continues to have difficulty in developing literacy and mathematical skills
- The pupil has emotional or behavioural difficulties that substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management programme
- The pupil has sensory or physical needs, and requires additional specialist equipment or regular advice or visits by a specialist services
- The pupil has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

A request for help from external services may be made. These outside agencies will:

- Advise staff on new plans and targets
- Provide more specialist assessments
- Give advice on the use of new or specialist strategies or materials
- Provide support for particular activities

The delivery of the School Support Plan continues to be the responsibility of the class teacher aided by the SEND support worker.

If the headteacher and external specialist consider the information gathered as insufficient, then the consent of the child's parents must be sought to investigate further. Records should be kept of what further advice is being sought and what support is to be provided for the child, pending receipt of the advice.

### *Education, Health and Care Plan (EHCP) assessments and plans*

EHCPs will extend from birth to 25, where necessary, replacing the Learning Difficulties Assessment for young people

For very few pupils, the help given through a School Support Plan may not be sufficient to enable the pupil to make adequate progress. It will then be necessary for Newbold School, in consultation with parents and any external agencies involved, to consider applying for an Education Health Care Plan (EHCP) through the Local Authority. Newbold School will need to provide written evidence of, or information about:

- The school's action through a School Support Plans for the pupil
- Records of regular reviews and their outcome
- The pupil's health

- Attainments in literacy and numeracy
- Education and other assessments, for example: advisory specialist or educational psychologist
- View of parents and pupil
- Involvement of other professionals
- Involvement of Social Services or Education Welfare Service.

While decisions are being made the pupil will continue to be supported through a School Support Plan. All pupils with EHCPs will have short-term targets set and a School Support Plan that records strategies that are in addition to, or different from, the differentiated curriculum plan.

Again, all of these external liaisons must be done at an additional cost to the child's basic school fees, unless they are of non-statutory school age.

### **ACCESS TO THE CURRICULUM**

Teachers' planning is flexible in order to recognise the needs of all children as individuals and to ensure progression and is based on the National Curriculum. Teachers at Newbold School use auditory, kinaesthetic and visual approaches and strategies to teach the curriculum to maximize the achievement of all pupils, which are based on growth mindset.

Effective management, school ethos and the learning environment, curricular, pastoral and discipline arrangements minimize behavioural special educational needs arising, unless there is an underpinning reason. Observation, assessment, planning and review make provision for increased curriculum differentiation.

We, at Newbold School, recognise the importance of providing effective learning opportunities for all pupils and believe in an inclusive curriculum where pupils' diverse needs are met by being set suitable challenges and being helped to overcome potential barriers to learning.

School Support Plans take the form of a graduated small-steps approach. By breaking down existing levels of attainment into small steps and targets we ensure that children experience success and have a feeling of achievement. All children on the special needs register have a School Support Plan or an EHCP plan.

### **INTEGRATION ARRANGEMENTS**

We support children where possible within the classroom. This will be through whole class teaching and small groups. There are times when one-to-one work will also take place outside the classroom in order to maximise learning.

### **EVALUATING SUCCESS**

The Headteacher monitors the progress made by pupils, as evidenced through our school assessment system (Herts for Learning and termly Pira and Puma tests)

The Headteacher provides staff and governors with regular summaries of the impact of the policy on the practices of the school, through the Academic Standards/Teaching and Learning (ASTL Subcommittee), which in turn presents these findings to the Board of Governors at full board meetings.

The Headteacher supports teachers involved in drawing up School Support Plans for children, where needed. Regular pupil progress meetings also help to monitor progress and next steps for continued progress.

The SEND LSA and class teacher hold regular meetings to review the work in this area.

The EY SENCO monitors progress made by all EY children and shares with the Headteacher.

### **ARRANGEMENTS FOR THE TREATMENT OF COMPLAINTS**

Most complaints can be effectively dealt with in discussion with the headteacher or the teaching staff. If parents feel dissatisfied with the response they receive, they are advised to consult with the Chair of the School Board of Governors

### **SEND IN-SERVICE TRAINING FOR STAFF**

The school will keep abreast of new developments in special needs education and policies. Newbold School will review its own policy annually.

### **PARTNERSHIP WITH PARENTS**

At all stages of the special needs process, Newbold School keeps parents informed and involved, where possible. We take account of the wishes, feelings and knowledge of the parents at all stages. We encourage parents to make an active contribution to their child's education. We have regular meetings each term to share the progress of special needs children with their parents. We inform the parents of any outside intervention needed, seek their permission and discuss the process of decision-making, providing clear information relating to the education of children with special educational needs.

### **LINKS WITH OTHER SCHOOLS**

If a child moves to another school after F1, then the EY SENCO will hold a TAC meeting (Team Around the Child meeting) involving relevant Newbold staff, parents, the next school's relevant teaching and SEN staff and any other professionals that have been involved in the child's learning development (if applicable)..

### **LINKS WITH HEALTH SERVICES, SOCIAL SERVICES AND VOLUNTARY ORGANISATIONS**

The school recognises the need to work collaboratively with outside agencies along with the parents and the child. The objective is to provide integrated, high quality support, based on the needs of the child.

When we are concerned about the educational progress of a child, the school will contact the appropriate organisation to discuss medical conditions or concerns that may be contributing to the child's difficulties in school. All information is confidential to the professional involved. Copies of all paperwork and documentation are kept in the child's file.

In Foundation One class our Early Years Special Educational Needs Co-ordinator (EY SENCO) is Mel Jennings.

Mrs Helen Murphy is the Early Years assistant SENCO and is responsible for providing in-house targeted support and documentation.

- We ensure that the provision for children with special educational needs is the responsibility of all members of the setting.
- We work in partnership with parents of children with special educational needs to create and maintain a positive partnership.

- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education, including working together on the graduated approach, (Assess, Plan, Do, Review) as part of an SEN Action Plan, following the SEND Code of Practice 2014, for identifying, assessing and responding to children's special educational needs.
- We provide parents with information on sources of independent advice and support within Bracknell Forest Borough Council and liaise with multi-agency professionals.
- Bracknell Forest Borough Council is responsible for funding any extra support for children in our Foundation One class, if they deem it necessary.

Signed: Mrs J Crissey

Position: Headteacher