



## Special Educational Needs and Disability (SEND) Policy

### Whole School and EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds

Date reviewed: August 2024

Date of next review: August 2025

#### 1. Introduction

Parsons Green Prep is an outstanding school with clear aims and expectations for all children and staff. Our ethos is to respect and value each child as an individual, with their own unique needs. We recognise that each child has their own personal talents, experiences, learning styles and needs. Most children with Special Educational Needs or disabilities (SEND) should be able to reach their full potential in our school.

We recognise that at different times during their school life a child or young person may have a special need or disability. In implementing this policy, we believe pupils will be helped to overcome their difficulties. Whilst many factors contribute to the range of difficulties experienced by some children, we believe that much can be done to overcome them with parents, teachers and pupils working together.

We have staff experienced in identifying a range of barriers to learning, skilled in differentiating the curriculum and adapting teaching strategies to meet children's diverse needs and styles.

#### 2. Legislation and Regulation

This Special Educational Needs and Disabilities (SEND) policy has regard to:

- The Education Act 2010
- The SEN and Disabilities Code of Practice, 0-25 years 2014 (SEND Code 2015) DfE
- The General Data Protection Regulation 2016 (GDPR)
- SEND code of practice: 0 to 25 years - GOV.UK (<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>). See also <https://www.gov.uk/government/publications/send-and-alternative-provision-improvement-plan>
- Children and Families Act 2014 (legislation.gov.uk) Part/Section 3
- The Special Educational Needs and Disability Regulations 2014 (legislation.gov.uk)
- Equality\_Act\_Advice\_Final.pdf (publishing.service.gov.uk)

This policy should be read also in conjunction with the school's Accessibility Plan, Curriculum Policy, Safeguarding Policy, Behaviour Policy, Health and Safety Policy and Admissions Policy.



### 3. The SEND aims of the school

- To provide a broad and balanced curriculum with access to all whilst acknowledging that some children may need help in progressing towards common goals.
- To ensure early identification of SEND.
- To address needs that the school are able to support.
- To promote effective liaison with outside agencies.
- To work in partnership with parents and children when addressing and reviewing children's needs.
- To develop staff awareness of issues regarding SEND and the Code of Practice.
- To ensure regular liaison between staff to assist in addressing children's needs.
- To encourage children to reach their full potential and be involved in rewarding, motivating activities.
- To be aware that children need to experience success.
- To make reasonable adjustments to adapt provision to meet the needs of individuals.
- To encourage a positive self-image for all our children by recording strengths and successes.

### 4. Definition of Special Educational Needs and Disability (Code of Practice 2014)

'A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Children and young people who have SEND 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'. 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. Where a disabled child or young person requires special educational provision, they will also be covered by the SEN definition.' (Code of Practice).

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 facilities of a kind generally provided for others of the same age in mainstream schools.

### 5. Identifying Special Educational Needs

We are committed to an inclusive culture where all children, including those with special educational needs and/or disabilities, are enabled to have equal access to the curriculum in a welcoming, valuing and respectful environment. We understand that sometimes pupils need additional support to enhance development or learning performance and that this in turn is likely to strengthen self-esteem. We always strive to make additional support a positive experience.

#### Aims

We aim to provide tailored support for pupils experiencing difficulties with any aspects of school life linked to the four broad areas of need detailed in the SEND Code of Practice:

#### Cognition and Learning

- Communication and Interaction



- Social, Emotional and / or Mental Health Needs
- Sensory and / or physical

Although these four areas of primary need are identified as detailed below, it is recognised at Parsons Green Prep that many children do not easily fit into one area, may have more than one area of need and/or may have needs that change over time. There are other areas that are not SEN but which may impact on progress and achievement, which form an important part in the identification process in terms of determining whether a child has SEN, as follows:

- Disabilities (it is the duty of all schools to make ‘reasonable adjustments’ to their setting to include children with disabilities as described in the Equality Act 2010 – this alone does not constitute SEND).
- Attendance and punctuality.
- Health and welfare.
- EAL (English as an Additional Language).
- Being a Post Looked After Child (PLAC) i.e. adopted
- Behaviour - no longer a way of describing SEND but a sign that a child has an unmet need.

Early identification of pupils’ needs is the key to unlocking the potential of pupils who may have special educational needs. We adopt a graduated approach to ensure that pupils who do not develop age appropriate knowledge and skills, or who fall behind their peers, are identified as early as possible.

Communication and interaction needs	Cognition and learning needs	Social, emotional and mental health needs	Sensory and/or physical needs
Children who experience difficulty with speech, language and communication, which make it difficult for them to make sense of language or to understand how to communicate effectively and appropriately with others.	Children who learn at a slower pace than their peers, or who have difficulties acquiring skills in a specific area such as literacy or numeracy. This includes children with moderate learning difficulties and severe learning difficulties, requiring support in all areas of the curriculum and participation in school life in general.	Children’s needs may be manifested in different ways, such as becoming withdrawn or displaying challenging behaviour. These may include being disruptive or self-harming children who have difficulty paying attention or forming attachments with adults.	Children who require special educational provision because they have a disability that prevents them from accessing the educational facilities that are generally available.

## 6. Roles and responsibilities

In line with the Code of Practice 2014, responsibility and accountability for the progress of children on the SEND support register rests with the class teacher.

The responsibility of the management of the SEND policy falls to the Head and the Special Educational Needs and Disability Coordinator (SENDCo). Our SENDCo is Melanie Bell.



**The key areas of responsibility for the Head are to:**

- Have a SEND policy and Accessibility Plan in place at Parsons Green Prep.
- Ensure that our policy takes into account National Legislation and current initiatives and strategies.
- Ensure that the SEND policy is followed by all members of staff.
- Provide training for teachers in SEND awareness and provision.
- Provide training for the SENDCo to ensure that the School is informed about initiatives and best practice.
- Review the SEND policy and the Accessibility Plan.

**The key areas of responsibility for the SENDCo are to:**

- Oversee the day-to-day operation of the School's SEND policy.
- Draw up, update and distribute the School's SEND support register.
- Coordinate provision for children with SEND.
- Liaise with and advise fellow teachers regarding concerns and the content of SEND support plans.
- Oversee the records of all children with special educational needs, including relevant SEND support plans.
- Ensure EHCP Annual Reviews take place effectively and within appropriate timescales.
- Review the progress of children for whom a concern has been raised or are on the SEND support register.
- Keep teachers up to date with SEND issues and resources.
- Liaise with parents of children with SEND.
- Contribute to in-service training of staff.
- Act as a key point of contact for external agencies, including the Local Education Authority (LEA) support and educational psychology services, speech and language, occupational health, health and social services and voluntary bodies.
- Develop a program of provision tailored to the child's needs.
- Collaborate with relevant teachers in writing and reviewing a SEND Support plan as part of the 'assess, plan, do, review' process for each child in the SEND register.

## **7. Additional Support for Children**

Some children may just need short term support to 'catch up' with their peers. They may not have a specific SEND need. Other children may need a more tailored approach to address a specific SEND need that is impacting on their ability to learn. Where support additional to that of usual class provision is required the pupil will be placed on the SEND Register and a SEND support plan will be written. In consultation with the school, the parents and the school may agree that additional support will involve one-to-one support in the classroom delivered by a supply agency or through recruitment of a suitable person paid for by the parents. The adult supporting the child in school will be interviewed by both the parents and school, should have the qualifications and/or experience to meet the needs of the individual child, have successfully completed the school's safer recruitment checks in line with the latest statutory regulations and guidance before commencing work at the school, comply with all school policies and sign a confidentiality and GDPR agreement to protect and safeguard the child and his/her parents. If



one-to-one in-class support is required, the school may recommend the parents apply for an Education, Health and Care Plan (EHCP) Assessment from the Local Authority.

For all children/pupils, if, after further consideration, a more sustained level of support is needed, the school will suggest that the parents apply for an Education, Health and Care Plan (EHCP) Assessment from the Local Authority.

We will have the following information ready:

- Records from past interventions
- Current and past SEND Support Plans
- Records and outcomes of regular reviews undertaken
- Information on the pupil's health and relevant medical history
- National Curriculum levels
- Other relevant assessments from specialists such as support teachers, and Educational Psychologists (EP), Speech and Language Therapists (SaLT), dyslexia support specialists or Occupational Therapists (OT)
- The views of parents
- Where possible, the views of the pupil
- Social Care/Educational Welfare Service reports (if relevant)
- Any other involvement by professionals

## 8. SEND support

- Once it has come to light that a child is performing below their age-related expectations, he/she will be put on the Initial Concerns register and his/ her progress closely monitored. The child will receive differentiated work and additional support in class and the child's progress will be discussed with the parents.
- They might also be advised to arrange an Educational Psychologist (EP) assessment if there are signs of a specific learning difficulty.
- Once an outside agency is involved, the child will be included on the SEND register and a SEND support plan will be written. This plan will be reviewed with parents every term.
- If a child remains a significant cause for concern despite an individualised programme of sustained intervention within SEND Support, we will suggest that the parents apply for a Statutory Assessment from the Local Authority (EHCP).

## 9. Education, Health and Care Plans (EHCP)

An Education, Health and Care Plan (EHC Plan formerly called a Statement of Special Educational Needs), will normally be provided where, after a Statutory Assessment, the LA considers the child requires provision beyond what the school can offer. In these cases, once the school has been consulted and confirmed that they are able to meet the child's needs, the LA will 'name' the School as an appropriate placement in the plan and the School will receive funding from the LA to employ additional support for the child. However, the school recognises that a request for a Statutory Assessment does not inevitably lead to an EHCP.

An EHCP will include details of outcomes. These are used to develop short/medium targets that are:



- Matched to the needs of the child as set out in the EHCP
- Established through parental/pupil consultation
- Linked to targets set out in a child's SEN support plan
- Implemented in the classroom
- Delivered by the class teacher with appropriate additional support where specified

Where children are due to be admitted to the school who are already the subject of an Education, Health and Care Plan the LA will need to satisfy itself that the school is suitable to meet that child's special educational needs.

Where the School is aware of an existing condition, impairment or disability that is likely to require additional support, but where the child is not the subject of an Education, Health and Care Plan the school may:

- Contact the LA to request 'interim' support, whilst further information is sought from the family and any professionals involved.
- In some cases, the School may ask the family to fund additional support, whilst additional information is sought.

#### 10. How children with SEND are included in the school as a whole

We seek to be an inclusive school by:

- Using SEND review procedures to identify any barriers in the way of the child and plan appropriate and reasonable action.
- Ensuring that all children have appropriate SMART (Specific, Measurable, Achievable, Realistic and Timely) targets.
- Valuing the diversity of our children of which SEND are a natural part.
- Ensuring that our reading stock includes stories with positive images of children with SEND.
- Looking for opportunities within the curriculum to raise SEND issues.
- Seeking to make provision for SEND within routine class arrangements wherever possible.
- Seeking opportunities for children with SEND to work with other children.
- Encouraging children with SEND to play/socialise with other children.

#### 11. Management of SEND

Parsons Green Prep School uses a Graduated SEND Approach. The Graduated approach takes the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the child's needs and of what supports the child in making good progress and securing good outcomes. This can be summarised as 'assess, plan, do, review'.

#### ASSESS

Class and subject teachers, supported by the senior leadership team, make regular assessments of progress for all children. These seek to identify children making less than expected progress given their age and individual circumstances. This can be characterised by progress which:





- 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 the child and their peers.
- widens the attainment gap. It can include progress in areas other than attainment – for instance where a pupil needs to make additional progress with wider development or social needs in order to make a successful transition to adult life

We assess through:

- Class teacher's assessment and observation of the pupil.
- Half- termly assessments in maths, English (reading and writing) and science.
- SENDCo observation and analysis of the child's work.
- Tracking the child's development in comparison to their peers and national data.
- Taking into account the views and experience of parents.
- Liaising with outside professionals from health or social services already be involved with the child to help inform the assessments. Where professionals are not already working with school staff the SENDCo will contact them with the parents' permission.

## PLAN

Where it is decided that a child does have SEND, the decision is recorded in the school records and the pupil's parents are informed that special educational provision is being made, although parents will have already been involved in forming the assessment. The class teacher and the SENDCo will agree the adjustments, interventions and support needed, in consultation with the parent and the child, as well as the expected impact on progress, development or behaviour, along with a clear date for review.

All teachers and support staff who work with the child will be made aware of their needs, the outcomes sought, the support required and any teaching strategies or approaches that need to be put in place. This will be recorded on the school's information system, which all staff can access, and a printed copy of the SEND support plan will be created for the parent, class teacher and other relevant staff.

The support and intervention provided will be selected to meet the outcomes identified for the child.

Where appropriate, parents will be made aware of their involvement to reinforce or contribute to progress at home.

## DO

The class teacher and teaching assistants will carry out teaching strategies recommended by the SENDCo. However, support is provided, a clear date for reviewing progress will be agreed and the parent, child and teaching staff should each be clear about how they will help the child reach the expected outcomes. The overriding purpose of this early action is to help the child achieve the identified outcomes and remove any barriers to learning.

The Class Teacher will differentiate work and supply additional work and/or resources where appropriate.

The SENDCo will provide in-class support and teach small groups of children for specific periods of time covering specific areas of maths and English (reading and writing), after liaising with the Class Teachers.

The SENDCo will teach pupils learning strategies.



## REVIEW

The children's progress will be monitored in a number of ways:

- Review of the SEND support plan (termly).
- Whole-school assessments.
- Regular contact between SENDCo and class teachers.

These reviews will inform the SENDCo and other relevant adults on how to plan the next intervention. Parents will be kept informed of the progress made through regular communication, termly meetings and signing of their child's individual education plan.

### 12. Resources for children with SEND

We have a dedicated SEND teaching room at Parsons Green Prep. The SEND room has a range of resources to help children with learning difficulties.

### 13. INSET Days

The school recognises the needs for staff INSET on issues of SEND provision and incorporates this into the plans for full staff INSET. In addition, an awareness of SEND issues is part of all new staff induction and addressed appropriately at regular staff and child assessment meetings.

### 14. Partnership with Parents

At all stages of the Special Educational Needs and Disabilities process, the school will keep parents fully informed and involved with the progress of their daughter or son. We will communicate with parents about test results, additional assessments and outside intervention and provide clear information relating to the child and their particular learning requirements. We take into account the wishes, feelings and knowledge of the parents at all times and aim to share the process of decision making. Regular meetings, to review progress, will take place with parents, class teachers and children. Parents are welcome to contact our SENDCo.

### 15. Funding by the Local Authority

Where a pupil is wholly or partly funded by a local authority and is registered at the school, an annual account of income and expenditure incurred by the school in respect of that pupil will be sent to the local authority and on request to the Secretary of State or school inspectors.

Where a pupil with an EHC plan is wholly or partly funded by a local authority or other body through public funds is registered at the school, such information as may be reasonably required for the purpose of the annual review of the EHC plan is provided to the responsible local authority.

### 16. Complaints about SEND Provision

Any complaints about our SEND provision at Parsons Green Prep will be taken seriously. In the first instance parents are asked to approach the SENDCo, after which our usual complaints procedures apply.







### Useful Links

Dyslexia Action (a national charity that caters for people with dyslexia and literacy difficulties) - Park House, Wick Road, Egham, Surrey, TW20 0HH.  
<http://www.dyslexiaaction.org.uk/>. Telephone 01784 222 300.



 PARSONS GREEN PREP	<b>Record of Initial Concern</b>
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<b>Child's Name:</b>		<b>D.O.B:</b>		<b>Class:</b>	
<b>Staff Involved:</b>					
<b>Strengths &amp; Interests:</b>					
<b>Reason for Concern:</b>					
<b>Evidence:</b>					
<b>Support Planned:</b>					
<b>Parent Comments and agreed support at home:</b>					
<b>Review Date</b>					
<b>Teacher Signature:</b>		<b>Parent Signature:</b>			
<b>SENDCo Signature:</b>		<b>Head Signature:</b>			

 PARSONS GREEN PREP ....	<b>SEND Support Plan</b>		
<b>Name:</b>		<b>Class:</b>	
<b>D.O.B:</b>			
<b>Area of SEND:</b>	...	<b>Term:</b>	
<b>Start Date:</b>		<b>Review Date:</b>	
<b>Baseline</b> What the child can do already	<b>Target(s)</b> What you would like the child to achieve	<b>Strategy</b> What you & the child will do to achieve the target	<b>Review</b> What happened

Signature of Head		Date:	
Signature of SENDCo		Date:	
Signature of parent/s		Date:	