



Special Educational Needs and Disability Policy

Puddletown first school

Adopted By: **Board of Trustees**

Date: **June 2025**

Review Date: **June 2026**

Special Educational Needs and Disability Policy

Date of Issue:	June 2024
Policy applies to:	All staff employed by the Wessex Multi-Academy Trust.
Policy Version Number:	4
Purpose of the document:	This policy outlines the framework the Trust and its schools will use in meeting their duties, obligations and principal equality values in providing an appropriate high-education for pupils with SEND.
Summary of the main points:	The document provides: 1. Aims and Objectives 2. Roles and Responsibilities 3. Admission Arrangements 4. Identifying Special Educational Needs 5. Managing SEND in our Schools
Approved by:	This policy has been approved by the Wessex MAT Board of Trustees
Reviewer:	Karen Weir
Summary of amendments:	No amendments
Next review due:	June 2026

1. This policy complies with the statutory requirement laid out in the SEND Code of Practice: 0 to 25(July 2014), and has been written with reference to the following guidance and documents:

- 1.1. Equality Act 2010: Advice for schools – (*DfE May 2014*)

- 1.2. SEND Code of Practice 0 to 25 (July 2014)

- 1.3. Schools SEN Information Report Regulations (2014)

2. **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) – SCHOOL INFORMATION**

- 2.1. The Head of school Mrs A.Seal has overall responsibility for SEND at Puddletown First school.

- 2.2. The designated teacher responsible for coordinating SEND provision for children/children/young people is: Ms J Cutler email: jcutler@puddletownfirst.dorset.sch.uk tel office: 01305 848206

- 2.3. The person co-ordinating the day to day SEND provision for children/young people in our school is Ms J Cutler

- 2.4. They can be contacted as above

- 2.5. The Governor with oversight of the arrangements for SEN and disability is: Mrs L.Evans
She can be contacted via the school office as above

- 2.6. This policy was developed in conjunction with parents and carers, students, governors, teachers, teaching assistants and the leadership team.

- 2.7. The terms **“children/young people”** and **“child/young person”** refer to anyone under the age of 18.

3. AIMS AND OBJECTIVES

3.1. SEND support is used to enable and empower our children/children/young people so that they develop confidence and growing independence. We consider this culture of inclusion to be everyone's responsibility and it exists throughout the school. It is driven by the high aspiration we have for all children/young people in our school to make successful transitions throughout their education/a successful transition into adulthood, whether into employment, further or higher education or training, leading to a happy, fulfilled and productive life.

3.2. AIMS:

- To create an atmosphere of encouragement, acceptance, respect of achievements and sensitivity to individual needs, in which all children/young people can thrive;
- To identify individuals who need extra help and support;
- To enable each child/young person to take part and contribute fully to school life;
- To develop each individual's self-esteem and positive view of him or herself as a learner;
- To provide access to and progression within the curriculum;
- To involve children/young people in planning to address and monitor their special educational needs and / or disability;
- To work in partnership with parents to support their child/young person's learning and health needs;
- To provide quality training for staff in special educational needs and disability.

3.3. OBJECTIVES:

- To identify and provide for children/young people who have special educational needs and additional needs;
- To work within the guidance provided in the SEND Code of Practice, 2014;
- To operate a person-centred, whole school approach in the management and provision of support for children/young people with special educational needs or disability;
- To employ a Special Educational Needs Co-ordinator(SENCO) who will work within the bounds of the SEND Policy;
- To provide support and advice to all staff who work with children/young people with SEND.

4. ROLES AND RESPONSIBILITIES

4.1. The Governing Body will exercise their duty and have regard to the Children and Families Act 2014 and the Equality Act 2010. This will include ensuring that our school's arrangements supporting disability and medical conditions, equality, school and SEND information pertinent to the SEND Policy are published on the school website.

4.2.

"The SENCO is a qualified teacher who has completed the National Accredited SENCO

4.3. The SENCO liaise closely with key staff including the Head of school,

5. ADMISSION ARRANGEMENTS

5.1. Our school uses the local authority arrangement for School Admissions. The agreement is mindful of national requirements supporting all children/young people including those who are disabled, in a fair and non-discriminatory way, when securing admission to school.

5.2. In addition to this the school makes appropriate reasonable adjustments to accommodate those who are disabled. Where adaptations are required to support physical or medical needs, we liaise with the local authority education services, health services and parents / carers to ensure that appropriate arrangements are made to meet individual medical conditions. More information can be found in the Local Offer information held on the local authority's website at www.dorsetforyou.com/local-offer.

6. FACILITIES FOR THOSE WITH SPECIAL EDUCATIONAL NEEDS / DISABILITY

6.1. The school has an Accessibility Plan that is monitored, reviewed and reported upon annually to the Governing Body in compliance with legal requirements. We are mindful of the duties under the Equality Act 2010 as amended in September 2012 to provide Auxiliary Aids and Services where appropriate as detailed in 'The Equality Act 2010 and schools – (May 2014)'. We comply with the requirement to support children/young people with disability as defined by the Act.

6.2. At this school we might use the following to support children with SEN:

programmes we are able to deliver are:

Fischer Family Trust reading scheme

Learn to Move programme

Hamish and Milo programme

'I Can Problem Solve'

Trick Box

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7. SEN INFORMATION AND LOCAL OFFER

7.1. The school website holds information about SEND and specific information about how children/young people with SEND are supported in the curriculum and around the school.

<https://www.puddletownfirst.dorset.sch.uk>

7.2.

7.3.

We comply with the statutory requirement to publish SEND information as specified in paragraphs 6.79 to 6.83 of the SEND Code of Practice: 0 to 25. This information is kept under review and updated regularly in liaison with parents / carers, governors and staff.

7.4. We publish further information about our arrangements for identifying, assessing and making provision for children/young people with SEND on the local authority's website. This can be found at www.dorsetforyou.com/local-offer using the search engine to find our school or other Dorset schools. The local offer website holds a directory of facilities and resources available from many services within Dorset.

8. IDENTIFYING SPECIAL EDUCATIONAL NEEDS

8.1. The SEND Code of Practice: 0 to 25 (*July 2014*) identifies SEND under four broad areas of need (sections 6.28 to 6.35):

- Communication and Interaction.
- Cognition and learning.
- Social, emotional and mental health difficulties.
- Sensory and/or physical needs.

8.2. Children/young people may have needs in more than one category and we aim to ensure that individual plans match personal learning requirements.

8.3. Teachers work closely with the SENCO to identify and assess need. External agencies are called upon where required to support identification.

8.4. In addition, all staff strive to listen to the concerns of parents and carers and appreciate that they have a unique insight into their children/young people. The views of parents/carers will be taken into consideration for any decisions respecting their children/young people.

8.5 Once at our school there is a whole school approach to identifying needs. Teachers are responsible and accountable for the progress and development of all pupils in their class including pupils with SEND. Teachers take account of these requirements and make provision to support individuals or groups of children to ensure their rate of progress is in line with expectations.

The National Curriculum is our starting point for planning. From here learning is planned which meets the specific needs of individuals and groups of children.

Teachers respond to children's needs by:

- having high expectations for all children
- ensuring children are supported appropriately and any barriers to learning are removed or catered for
- providing support for children who need help with communication, language and literacy
- planning and developing children's understanding through the use of all available senses and experiences
- planning for children's full participation in learning, and in physical and practical activities

Managing SEND children in our school – A graduated response

Most pupils with SEND will receive the majority of their learning through high quality class teaching appropriately differentiated to meet their needs. The teacher plans for the activities to be given to the pupils at the appropriate level of need for success and progress to be achieved. The class teacher and the SENCO will be responsible for tracking the progress of SEND pupils and Pupil Progress meetings will include discussion around the progress of SEND pupils.

Where a child is identified as having SEN and or disability, the school adopts a process of 'Assess, Plan, Do and Review'. This method is detailed in the SEND Code of Practice. The principle is firmly embedded in working closely with parents and children to agree, action and monitor individual progress over time so that special educational needs for all children are addressed appropriately, effectively and with good outcomes.



Assess - Class teacher and SENDCO will carry out a clear analysis of a pupil's needs, drawing on teacher assessment, experience of the pupil, previous progress and attainment and information from the school's core approach to pupil progress and attainment.

Plan - Relevant strategies and additional support will be put in place e.g. extra reading. Assessments will be reviewed regularly to ensure that support and intervention are matched to needs.

Do - The class teacher will remain responsible for working with the child on a daily basis. Where a teaching assistant works with the pupil either one to one or with a group the class teacher remains responsible for overseeing the planning and assessment of the intervention and feeding back to parents.

Review - The effectiveness of the support and the impact of this support on the pupil's progress will be reviewed alongside the parents and pupil in order to gain their views. This will then feed back into the analysis of the pupil's needs and inform the revised support in light of the pupil's progress. Where a pupil has an EHCP, the local authority and school will review the plan at least once a year.

Levels of support

Monitor - Some pupils, despite high quality teaching, do not make expected progress. At the beginning of each term the SENCO will meet with class teachers to discuss individual children they are concerned about. The progress of this child will be looked at through internal assessments as well. Relevant approaches/interventions which will be planned to support and facilitate progress. These concerns will be shared with parents. The child will be monitored closely over a period of time. A Progress Plan (Individual Education Plan, IEP) may be actioned. The Progress Plan will identify areas of need and how the targets will be achieved..

SEND Support – If a child's progress is significantly below age related expectations or they are requiring a higher level of support either 1:1 or small group, the school will place them at SEND Support. Children under external agencies or those who have potential on-going barriers to learning will also be placed at this stage e.g. hearing or visual impairment. For the majority of children at SEND support, a Progress Plan will be generated that has the child and their needs at the centre. This will be generated in conjunction by the parents, child, school staff and where appropriate, outside agencies. The Progress Plan focuses on outcomes and provision that is needed to support the child. This process will inform short term targets for the child. Class teachers are responsible for the implementation and maintaining of these plans. When outcomes are reviewed, the child is asked to provide feedback on their learning and whether they feel they have met their targets. They are also asked what they feel should be their next steps in learning. These comments are scribed into the appropriate place on the Progress Plan for children lower down the school by the class teacher. Children in Years 2, 3 and 4 are encouraged to write their own comments.

Education and Health Care Plan (EHCP) - A minority of pupils with complex SEND may continue to have significant difficulties accessing their learning despite the involvement of outside professional agencies. Such pupils may require an exceptionally high level of additional support in order to access the mainstream school day. These pupils will require a coordinated assessment of their special needs, undertaken by the Local Authority, who may issue an *Education, Health and Care Plan*. The SENDCO will discuss the possibility of such an assessment with the parents of the pupil with complex SEND and the Educational Psychologist and/or Advisory Teacher.

For those pupils with an *Education, Health and Care Plan* the Local Authority and the school will ensure that the pupil's complex needs are met in accordance with the plan. Annual reviews are held for those children in receipt of an EHCP.

8.5.

8.6. Learning needs are managed either by using additional support or by having an Education, Health & Care Plan (EHCP). The majority of children/young people with special education needs or disability will have their needs met through a whole school approach and be placed on the SEN Register at the level 'SEN Support' in compliance

with the SEND Code of Practice 0 to 25 (July 2014).

- 8.7. Our teachers are responsible and accountable for the development and progress of the children/young people in their class, including where they access support from Teaching Assistants or specialist staff.
- 8.8. High quality teaching, differentiated for individual learners is the first step in responding to those who have or may have learning needs. This is known as a 'graduated response'. We regularly review the quality of teaching for all children/young people, including those at risk of underachievement. Where it is clear that additional intervention is not resulting in progress, it is possible that a child/young person may have special educational needs. If a child/young person has been identified as having special educational needs, personalised learning profiles will be created and the school will keep careful records in order to monitor progress.
- 8.9. Where it is decided that a child/young person does have SEND, the decision should be recorded in the school records and the parents / carers will be informed in writing that special educational provision is being made.
- 8.10. The SENCO will use in-school tracking and comparative national data and expectations to monitor the level and rate of progress for children/young people identified with SEND.
- 8.11. Staff monitor the progress of all children/young people to identify those at risk of underachievement. We recognise that needs are sometimes affected by other factors which are not educational but nevertheless impact on learning. These are identified as far as possible and addressed appropriately using additional processes and other strategies.
- 8.12. Examples of other influences upon progress may include:
- Attendance and punctuality
 - Health and welfare
 - English as an Additional Language
 - Families on a low income
 - Looked After Children
 - Service children
 - Disability where there is no impact on progress and attainment.
 - Behaviour where there is no underlying SEND
 - Bereavement and family issues.

9. MANAGING SEND CHILDREN IN OUR SCHOOL

- 9.1. Where a young person is identified as having SEND and or a disability, our school adopts a process of "Assess, Plan, Do, Review". This method is detailed in the SEND Code of Practice: 0 to 25 (July 2014) sections 6.45 to 6.56. The principle is firmly embedded in working closely with parents / carers and children/young people to agree, action and monitor individual progress over time so that special educational needs for all children/young people are addressed appropriately, effectively and with good outcomes.
- 9.2. In addition to the normal reporting arrangements, parents are informed about the progress if they are following additional programmes or interventions. For children/young people with Statements or EHC Plans, Person Centred Planning and Review meetings take place so that families and children/young people are involved in deciding next steps and parents / carers are advised on how to help support learning outside of the school.
- 9.3. If the SENCO identifies that the school is unable to fully meet the needs of a child/young person through our own provision arrangements, external advice is gained through our colleagues in education, health or social care. A joint framework for working or Common Assessment Framework process will be used and this will always be in collaboration with parents and carers and the young person's wishes and views will be actively sought.
[SEE sections 6.36 to 6.56 and 6.58 to 6.78 of SEND CoP]

10. MONITORING AND EVALUATION OF SPECIAL EDUCATIONAL NEEDS & DISABILITY

- 10.1. Provision for children/young people is monitored and evaluated through gathering views of individual children/young people, parent / carers feedback, views of staff and by using school data to ascertain effectiveness and value for money. An effort is made to measure qualitative outcomes as well as academic process (such as how prepared a child/young person feels to move onto the next stage of education, or how motivated they are in school).
- 10.2. Sometimes a child/young person fails to make expected progress in spite of our best endeavours and where this is the case the SENCO, in collaboration with the child/young person and family, other staff and / or external services, will look at the case in detail to gain an understanding of what the barrier to learning is so that additional provision can be put in place.

11. COMING OFF THE SEND RECORD

- 11.1. A child/young person will be removed from the SEND Record if it is deemed that they have made sufficient progress over a period of time and are able to access the curriculum successfully. It is possible that some children/young people may require support for particular aspects of their learning which may be due to their underlying learning issues. All children/young people will be monitored and their progress tracked so that staff will be alerted to potential learning issues. For some children/young people it is possible that they will dip in and out of additional support throughout their school experience; parents will be consulted at each stage if support is provided or when it will cease.
- 11.2. Some children/young people with particular needs, usually which are long-lasting, may develop skills and strategies which help to minimise the impact of their difficulty to a level at which the need can be met through quality first teaching. An example of this might be a child/young person with dyslexia, who has had support to work around barriers in order to be a confident and independent learner and as a result is making good progress. In this case, additional support may no longer be necessary, even though the child/young person requires examination Access Arrangements.
- 11.3. EHC Plans are reviewed annually. A child/young person with an EHC Plan will follow the statutory guidance for ceasing an EHC Plan as set out in the Code of Practice. The ceasing of an EHC Plan is determined by the local authority where a child/young person no longer requires the special education provision as specified in the EHC Plan. However, their progress will continue to be monitored by using the school's tracking systems.

12. STORING AND MANAGING INFORMATION

- 12.1. All data including data stored electronically is subject to Data Protection law.
- 12.2. All paper records will be held in line with the Trust's policy/protocol on security of information. All people working with a particular child/young person will have access to any records or reports but the originals will be kept securely and confidentiality will be maintained.

13. SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

- 13.1. Our school will work within the statutory guidance, Supporting Pupils at School with Medical Conditions – (DfE April 2014). We will comply with the duties specified under

the Equality Act 2010. We recognise that provisions relating to disability must be treated favourably and that our school is expected to make reasonable adjustments in order to accommodate children/young people who are disabled or have medical conditions. (See the school's policy on "Supporting children at school with medical conditions".)

14. TRANSITION ARRANGEMENTS

- 14.1. Our school is committed to ensuring transition is highly effective for our children/young people with SEN.
- 14.2. Prior to starting, there is close liaison between the middle schools and SEN staff. The SENCO attends transition reviews. These students will have extra visits to school. There are additional parents' meetings and individual meetings with the SEN team.
- 14.3. During their time with us, children/young people with EHC Plans are supported to think about their long-term goals and they will have annual Person Centred Reviews with their parents / carers. These help school staff and people at home to think about the 'whole person' and what we need to do to help them get to the next stage in their lives. This process is usually an empowering experience as it gives a degree of control that can sometimes be missing in the life of a child/young person with additional needs.

15. TRAINING AND RESOURCES

- 15.1. Training needs are identified through a process of analysis of need of both staff and children/young people as and when required.
- 15.2. "The SENCO, teachers and TAs meet regularly in order to monitor the progress of children/young people with SEND but also to deliver training to enable TAs to provide high quality support.
- 15.3. The SENCO will provide information on specific needs for new staff and teachers who are training.
- 15.4. The SENCO also maintains up-to-date knowledge by training with other schools in Dorset.
- 15.5. Additional training is also arranged to support specific medical needs and will be arranged in conjunction with medical professionals."

16. SEN INFORMATION

16.1. Our school presents SEN information in three ways:

- by information placed on the school website which can be found on the main school website;
- by following the link to the local authority's Local Offer website;
- through information contained in this policy which is also published on the school website.

16.2. All information can be provided in hard copy and in other formats upon request.

17. ACCESSIBILITY

17.1. Our school publishes its Accessibility Plan on the school website. Further information about our school's accessibility can be found on the local authority's Local Offer website; this can be found at www.dorsetforyou.com/local-offer.

18. COMPLAINTS

18.1. It is hoped that all situations of concern can be resolved quickly through discussion and early action. However, if a parent / carer feels that their concern or complaint regarding the care or welfare of their child/young person has not been dealt with satisfactorily, an appointment can be made by them to speak and explain the issues to the SENCO.

18.2. Wessex Multi-Academy Trust, of which our school is a member, publishes its Complaints Policy on the school website.

19. REVIEWING THE SEND POLICY

19.1. This policy will be reviewed and updated annually. Our school appreciates parents and carers views on all aspects of this policy and will ask for volunteers to help with the review process (please contact the SENCO if you are a parent or carer, or any other stakeholder and wish to make suggestions or comments at any time).

20. LINKS TO OTHER RELATED POLICIES

- Supporting children at school with medical conditions

- Accessibility Plan
- Equality / equality information and objectives
- Child Protection
- Anti-bullying
- Data protection

Amendments

May 19 – First template policy produced
May 20 – Final draft approved