

## ST MARGARET'S CE PRIMARY SCHOOL

### SPECIAL EDUCATIONAL NEEDS AND DISABILITY INFORMATION REPORT (SIR)

#### INTRODUCTION

At St Margaret's CE Primary School we welcome everybody into our community. The Staff, Governors, pupils and parents work together to make St Margaret's CE Primary School a happy, welcoming place where children and adults can achieve their full potential and develop as confident individuals. This means that equality of opportunity must be a reality for our children. We make this a reality through the attention we pay to the different groups of children within our school family, thus providing a learning environment that enables all pupils to make the greatest possible progress and achieve their full potential in a caring, supportive and fully inclusive environment.

Our SEND provision allows pupils with learning difficulties the opportunity to follow a curriculum specifically tailored to develop life skills and to give pupils self-confidence through their learning thus enabling them to maximize their potential and to work independently.

We are committed to narrowing the attainment gap between SEND and non-SEND pupils. This starts with quality first teaching and then extends in a range of interventions and skills/nurture groups both within the school day and at lunchtime and afterschool. Through this we develop personalised learning.

We aim for the highest possible attendance. All children and young people are entitled to an education that enables them to make progress so that they:

- achieve their best
- become confident individuals living fulfilling lives
- make a successful transition into adulthood.

#### WHO SHOULD I TALK TO?

If your child has special educational needs and/or a disability and you would like to know more about what we offer at St Margaret's CE Primary School please contact us on **01925 634207** or e-mail us at **[inclusion@st-margarets.warrington.sch.uk](mailto:inclusion@st-margarets.warrington.sch.uk)**

As all teachers are teachers of SEN pupils, and all leaders are leaders of SEN, however the following have specific additional responsibilities:

SEND Coordinator:	Mrs C Simpson (Inclusion Manager)
Closing the Gap Co-ordinator:	Miss E Fleming
SEN Case Worker:	Miss L Waring

#### WHAT DO WE MEAN BY CERTAIN TERMS?

We refer to the term "Special Educational Needs" if a child:

- a. Has significantly greater difficulty in learning than the majority of children of his or her age in one or more areas of learning. Academic criteria are adhered to when making a decision. The threshold for each year group varies. **(See SEND Register)**
- b. Has a disability which either prevents or hinders him or her from making use of educational facilities of a kind generally provided in schools within the area of the Local Authority concerned for children of similar age.

The difficulty or disability may relate to:

- communication and interaction
- cognition and learning
- behavioural emotional and social development
- sensory or physical conditions.

**Special Educational Provision** is that which is additional to or different from that which is made generally for most children in school.

**Assessment** is an ongoing core process throughout the school. It is a check that each child is making **adequate progress** against norms for age related expectations; these may be against the national curriculum or against other age expectations.

If a child is not making the expected progress, then we identify a need and try to determine the reasons why.

**Adequate progress** is defined as that which:

- closes the attainment gap between the child and children of a similar age
- prevents the attainment gap growing wider
- is similar to that of peers starting from the same attainment baseline, but less than the majority of their peers
- matches or is better than the previous rate of progress
- ensures that a child has full access to the curriculum in line with their peers
- demonstrates an improvement in self-help, social or personal skills
- demonstrates improvement in a child's behaviour allowing them to be receptive to learning.

## ASSESSMENT AND IDENTIFICATION

The school promotes a graduated approach to assessing, identifying and providing for pupils' special educational needs. This approach follows a model of action and intervention to help children make progress and successfully access the curriculum. It recognizes that there is a continuum of SEN and that, where necessary, increasing specialist expertise should be involved to address any difficulties a child may be experiencing.

Throughout the Early Years Foundation Stage, Key Stage 1 and Key Stage 2 the children are assessed against nationally set curriculum expectations to check their progress across all areas of learning / subjects. It is through this process that children who are not making expected progress are highlighted. In addition the school uses other assessments in Year 3 – 6 to support our screening identification. These include cognitive assessments in verbal and non-verbal reasoning, specific learning assessments such as dyslexia screening and communication assessments. Teachers and Support Staff play a vital role in raising concerns about other barriers to learning, such as behavioural, social and emotional matters.

A rigorous assessment procedure to track children's progress is continuously used. If a child fails to make expected progress after classteacher approaches, the next stage would be to move to the use of school intervention and/or outside agency involvement for the identification, assessment and recording of children's learning difficulties. We incorporate these procedures into our normal working practice.

Following assessment and staff/parent consultation a child's special needs are identified and the needs are recorded on the SEND Register.

Whilst it is no longer statutory to have Individual Education Plans, in collaboration with the child and parent, the classteacher continues to plan for additional support through a SEN Closing the Gap Plan. A copy of the SCtGP is sent to parents. Most parents will have a termly meeting to discuss

their child's SCTg plan. Teachers are supported by the school SEND co-ordinator and often other professionals for those with Educational Health Care Plans and Statements.

## PROVISION

**Class Teachers** have responsibility for enabling all pupils to learn. To achieve this they:

- ✓ plan appropriate work / activities for their pupils
- ✓ ensure that support is available for all children (inclusive 'quality first' teaching)
- ✓ differentiate the curriculum to take account of different learning styles, interests, abilities
- ✓ ensure that all children can be included in tasks / activities
- ✓ monitor individual progress
- ✓ celebrate achievement
- ✓ identify those children who require additional or different support in order to make progress
- ✓ set targets on IEPs and discuss these with parents and pupils

Teachers are familiar with the relevant equal opportunities legislation covering the protected characteristics: race, gender, disability, sexual orientation, religion or belief and age. (See Single Equality Scheme)

### **Support Staff**

- ✓ through 'quality first' teaching, support the teachers in enabling all children to have access to the teacher
- ✓ support the teachers in enabling children with SEND to have access to an appropriate curriculum
- ✓ encourage and promote independence in the children
- ✓ liaise with the Class Teacher
- ✓ help to prepare resources and adapt materials
- ✓ lead interventions both in the classroom and outside of the classroom to close the gap for children experiencing difficulty
- ✓ Promote the inclusion of all children in all aspects of life at school.

**Intervention** is carried out by the school and is '**additional to or different from**' the usual differentiated curriculum. It can take the form of:

- ✓ using different learning materials in the classroom
- ✓ making reasonable adjustments within the physical environment
- ✓ making reasonable adjustments to routines
- ✓ Support Staff in the classroom
- ✓ a more focused level of support in a small group withdrawn from the class
- ✓ focused work to be completed at home

### ***Frequency and Timing of Support***

This is arranged and timetabled by the Inclusion Manager/SEND Co-ordinator and Phase Leaders. Provision is sometimes provided for short periods of time or sustained programmes depending upon the needs of the child. Teachers, generally provide the intervention so that they can adapt provision according to need.

### ***Organisation Of Support***

Our inclusive approach to provision means that the majority of pupils have their needs met by accessing appropriate planning that is used across the school to ensure that all lessons are appropriately differentiated. Lessons are structured to provide a range of visual, audiale and kinaesthetic activities. The school adopts a flexible approach to support provision in order that a child's individual needs can be met. The support provided usually falls into one of the following categories:

- ✓ Direct or indirect support in the classroom
- ✓ Focused withdrawal support from the classroom

We encourage emphasis being placed on learning within the normal peer groups. Although the needs of the pupils are considered individually they may not necessarily be supported individually. The physical layout of the school enables us to make provision for small groups of children as well as personal learning areas. This allows us to provide greater differentiation with more quality support.

Bespoke pastoral and learning support is enhanced by our Pastoral Support Manager as well as 'Nurture Groups' arranged during the lunch break helps develop self-confidence and self belief.

## EXTERNAL SERVICES & PARTNERSHIPS

When a child is demonstrating further cause for concern or their learning need is more **complex** and **persistent** than can be met by the school interventions already put in place, **school will engage with relevant external services. This is triggered when:**

- ✓ a child continues not to make adequate progress
- ✓ continues working substantially below that of age related expectations even when teaching approaches have been targeted on an identified area of weakness
- ✓ continues to have difficulty in developing Literacy and Numeracy skills
- ✓ has emotional , social or mental health needs which substantially or regularly interfere with the child's own learning or that of the other learners
- ✓ has sensory or physical needs and require additional specialist equipment or require regular advice or visits by a specialist service
- ✓ has on-going communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning
- ✓ a child's learning needs are manifesting themselves either in a more complex or in a more specific way as they move on through the school. For these children, the difference between their attainment and that of the other children is widening and this needs further investigation.

A request for support from **external services** is likely to follow a decision taken jointly by school staff in consultation with parents. In seeking the support of external support services, those visiting the school will need to have access to the child's records in order to establish which strategies have already been tried and parental consent is always sought.

### ***The external specialist may:***

- ✓ act in an advisory capacity to refine targets set by the school
- ✓ extend the expertise of the teaching Staff
- ✓ provide additional assessment
- ✓ be involved in supporting the child directly
- ✓ suggest that a statutory assessment is advisable
- ✓ consult with all parties involved with the child

Support Staff, including Teaching Assistants, are assigned across the whole school to support SEND pupils according to need.

Links with outside agencies are well established and transition to and from our feeder and transfer schools is very good due to our close liaison with these nursery and high schools. Some pupils access 'In reach' and 'Out reach' support from other specialist agencies e.g. Alder Hey Hospital.

### ***School Agency Partners***

The school works with an increasing number of different partners and providers. An increasing amount of these are beyond local authority or national health service provision. They may include:

- Education Psychologist

- Child Development Centre
- Child and Adult Mental Health Service
- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Social, Communication Outreach Service
- Hearing Sensory Support
- Visual Sensory Support
- Learning Difficulties and Disabilities

If you would like to know more information about these services contact us on **01925 634207** or e-mail us at [inclusion@st-margarets.warrington.sch.uk](mailto:inclusion@st-margarets.warrington.sch.uk)

### **Parent Partnership**

The partnership between parents and school will play a key role in promoting a culture of positive expectation for SEND pupils. Parent partnership is encouraged through termly consultations, Headteacher's weekly newsletters, curriculum newsletters, annual reports, SEND reviews and informal discussions.

We endeavour to create positive links with our parents by operating an 'Open Door' policy. Pupils and parents are at the heart of decision-making, ensuring high quality individual education pathways are carefully planned around the specific needs of the child. We try to accommodate parental availability when planning meetings.

Initially, when a child's special needs are identified, parents are invited to discuss the matter further in school. Parents are subsequently consulted regularly at the termly parental consultations and review discussions. Phone and email contact is maintained which ensures that difficulties and anxieties can be resolved swiftly. A letter to parents of children on the school's SEN register is sent annually along with guidance.

### **STATUTORY ASSESSMENT: EHC PLAN (EDUCATION, HEALTH CARE PLAN) / STATEMENT**

When a child is demonstrating a **significant** cause for concern or their learning need is more **complex and persistent** than can be met by the interventions already put in place statutory assessment will be considered. The EHC Plan incorporates all information about the child from birth to 25. All parties, including health and other agencies involved with the child contribute to this plan. If a Statutory Assessment is required the school, in consultation with the child, parents and outside agencies, will submit reports for consideration by the Local Authority's panel. Further information on this process is available from Warrington's Family Information Service (<http://warrington.fsd.org.uk/>)

The school can also provide further information.

The views of the parent and child are sought. Parents may also make a request for Statutory Assessment. They will need to contact the SEND department of the local authority for further advice or may contact Parent Partnership Service (<http://www.warringtonsendiass.co.uk>) to be advised of the way forward. If the school makes a Request for Statutory Assessment, parents can still access the Parent Partnership Services at any point in the process. The process is defined by a specific timescale and statutory procedures.

### **TRANSFERRING STATEMENTS TO EHC PLANS**

The legal test of when a child requires an EHC Plan remains the same as that for a statement.

It is expected that all pupils who have a Statement and who would have continued to have one under

the current system, will be transferred to an EHC Plan. No child should lose their Statement and not have it replaced with an EHC Plan simply because the system is changing. The national transition period for transfer to EHC Plans has been extended to 2018 and Warrington LA has its own timelines set within this. Those changing schools at the end of key stages are being prioritised by Warrington LA.

## RECORDS

Records are kept on each child. They are stored in either of two files: Profile Files (Non SEND) and SEND Files. These files are stored in the bottom drawer of the lockable filing cabinets in the classrooms. Information on this can be found in the Green Information File. Once a child's individual need is identified it is recorded on the school's SEND register. A master copy is stored in the Headteacher's Office and on the school's internal ICT network.

There is also a Medical List to enable staff to be kept informed of any medical information. This is updated by the admin staff in the main office. Care Plans, Pastoral Support Plans and information from outside agencies will also be stored in the above files. General Learning Support and Intervention records are maintained, by Class Teachers, to chart children's progress. The AHTs monitor this process. IEPs are written in October and February annually. The school's flexible approach allows for children to access support and intervention as and when necessary. Names can also be added or removed from the SEND Register following consultation with relevant personnel and agencies.

There are also some general information files, stored in the Headteacher's office which includes master copies of letters and forms which may be required for identification, assessment, monitoring, referral, evaluation and review. They also contain correspondence from outside agencies.

## THE SENDCO

Mrs Simpson, the Inclusion Manager, is the SENDCO. She is responsible for the implementation of the SEND policy and will support and encourage other members of staff where and when necessary. She will liaise with parents and relevant outside agencies. She will attend and cascade appropriate in-service training in order to meet new developments with policy and practice. She will prepare and deliver INSET and assist in the purchase and deployment of resources encouraging their efficient and effective use. The SENDCO will also be responsible for overseeing the maintenance of the Special Needs Register.

Being a large school there is a wide range of expertise available. This is used flexibly to meet the needs of pupils. Whole school, Phase, SLT and / or bespoke individualised training is continuously available from internal and external providers.

When a child is demonstrating a **significant** cause for concern or their learning need is more **complex** and **persistent** than can be met by the interventions already put in place specialist expertise will be secured.

## RESOURCES

A wide range of materials is provided by the school in order to assist in drawing up a programme for a child with learning difficulties. These resources are distributed around the school. We encourage their efficient and effective use by raising awareness of availability of materials and matching resource to need. In some case IT resources are deployed within planning both at whole group or individual level.

## PUPILS

### *Pupils*

- are encouraged to participate fully in the life of the school
- understand the success criteria to enable progress to take place
- are expected to behave in a responsible and respectful way within a learning context
- have a role to play in voicing their suggestions as to how the teachers can help them to learn better.
- comment on how they feel they are progressing when the SCtGP is evaluated

Engagement with pupils will play a key role in promoting a culture of positive expectation . Pupils are involved in the learning process at all levels. Through our Achievement Mentoring approach and thorough marking, using feedback and response, they are aware of their targets and know what they have to do to improve. Support is tailored to their individual needs. Pupils are invited to comment regarding their provision and their IEPs. Mentoring meetings also provide an opportunity for personalised provision.

## COMPLAINTS

We hope that honest, transparent and effective communication prevents complaints. Parents are strongly advised to raise concerns early about their child so that home and school can work together to resolve any issues as early as possible.

Complaints about SEND provision are rare, however, if there should be a concern the process outlined in the school's Complaints policy should be followed.

## TRANSITION

Excellent Links with our feeder and transfer schools is very good due to our close liaison with these schools and academies. Staff from the schools which our pupils are transferring to are invited to all review meetings in the year prior to their end of Key Stage 2 transition. This ensures that all staff are aware of the needs of our pupils and can make adequate arrangements in readiness for the transition of our pupils. Staff from the high school sometimes spend time in our school with our school staff familiarising themselves with individual needs. St Margaret's CE also participates in the transition arrangements of our high schools which varies depending upon the school or academy.

## LOCAL OFFER

The law states that the local authority must provide a SEND Local Offer.

Warrington's SEND Local Offer can be obtained from Warrington Borough Council's Families Information Service website (<http://warrington.fsd.org.uk/kb5/warrington/fsd/localoffer.page>) or 01925 443322.

The school office can also provide further information.