



# SEND Policy



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## Special Educational Needs and Disabilities (SEND) Policy

Blackheath Prep is committed to providing a broad and balanced curriculum and promoting our School Values. It is our aim that all pupils should have equal access to the curriculum, supported through an adaptive curriculum as appropriate to their individual needs. The school is firmly committed to treating every pupil as an individual, providing a rich, varied and broad education that develops the diverse talents of all pupils.

### Guiding principles

This policy is a whole school policy and applies to all children in Blackheath Prep, including the Pre-Prep and EYFS (Early Years Foundation Stage).

The purpose of this document is to provide information about our approach, identification and procedure that will enable all partners to work together for the benefit of children with SEND.

This policy is drawn up in accordance with the Children and Families Act 2014; the Special Educational Needs and Disability Code of Practice 0-25 years 2014 and SCHEDULE 10 of the 2010 Equality Act. Blackheath Prep recognises its duty under the Equality Act 2010 not to discriminate against disability.

Our approach to the recognition and management of specific learning difficulties will be guided by the SEND Code of Practice, January 2015, or any substituting or amending code of practice issued from time to time by the Department for Education (DfE).

### Definition of Special Educational Needs and Disabilities

The Code sets out the following definitions:

**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. A child of compulsory school age or a young person has a learning difficulty or disability if he or she:**

- a) has significantly greater difficulty in learning than the majority of others of the same age, or**
- b) 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.**

Special provision means educational provision which is different from or additional to the provision made for children of their age in schools other than special schools.

A child must not be regarded as having a learning difficulty solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been spoken at home (section 20 (4) Children and Families Act 2014).

The support that we offer often spans more than one of the four broad areas of need identified in the SEND Code of Practice (2015): Communication and Interaction, Cognition and Learning, Social, Emotional, and Mental Health Difficulties, and Sensory and Physical Needs.

Cognition and Learning: this category includes pupils with specific learning difficulties, for example dyslexia, dyscalculia, dyspraxia and Attention Deficit (Hyperactivity) Disorder.

Communication and Interaction: this category includes pupils on the autistic spectrum as well as pupils with, for example, expressive and receptive language difficulties.

Social, Emotional and Mental Health: this category includes pupils who experience for example, anxiety.

Physical and Sensory Needs: this category includes pupils with a physical disability, visual, hearing or sensory impairment.

### **SEND Aims of the School**

- To ensure all pupils have access to a broad and balanced curriculum that is adapted for those who need it
- To identify and support pupils with specific educational needs
- To prevent, close, or reduce any skill gaps so as to reduce barriers to achievement
- To ensure that parents and carers of pupils with SEND are kept informed of the child's progress and attainment
- To ensure that pupils with SEND are involved in their own learning

### **Graduated Inclusive Approach: Assess, Plan, Do, Review**

#### a) Inclusion

The school uses a graduated response to meet the needs of pupils, following the Assess, Plan, Do and Review Cycle. Teachers review assessment data, use high-quality teaching methods, and use adaptive teaching and resources for different levels of needs in their class. Parents are informed when lessons and resources are consistently adapted to meet the needs of the child. Parents are encouraged and informed about how to support the child at home. Extra provision at school may be in the form of small group or even 1:1 lessons. If, after at least two terms of adapted teaching and extra provision, children are not making expected progress, the SENDCO and class teacher will meet with parents to discuss external assessments related to the child's needs. This might be an educational psychology assessment (Ed-psych), a neurodiversity assessment (such as for ADHD or ASD), an occupational therapy assessment (such as for suspected Dyspraxia), or social emotional assessment with a psychologist.

#### b) Assessment and Identification

It is in the pupil's interests for the school to identify those with specific educational needs at the earliest possible time. We record all academic or pastoral concerns onto our safeguarding software and records system, CPOMS.

Assessments used to support the identification of a specific educational need include monitoring by the teacher as part of the school's ongoing observation. Assessment procedures include:

- Baseline testing
- EYFS profile
- Internal Assessment
- Annual standardised reading and spelling tests from Year 1 to Year 6
- Annual standardised tests in English and Mathematics from Year 1 to Year 6
- Cognitive Ability Tests (CAT tests) in Years 2, 3, 4, 5 and 6
- Records about parent consultation with regards to the child's development, behaviour at home, and other contributing factors
- SEND Referral Form
- CPOMS
- The child's view of their own learning
- Monitoring of adaptive teaching and extra provision for two terms

Assessment scores are tracked throughout the child's time in school and are analysed by English and Maths Subject Leads, SENDCO and/or Assistant Head Academic and discussed with the relevant teachers to review progress and ascertain specific areas of need.

#### c) Provision

Pupils are supported in a graduated approach where each step follows the process of Assess, Plan, Do, and Review:

Monitoring: Children who are not making expected progress are monitored and supported through appropriate adaptive teaching.

In-class learning support: The additional adult supports children who require help beyond the adaptations made in lessons.

Small group intervention and support: Where the school is able to, provision may be made by the teacher, teaching assistant, learning support staff, or SENDCo to provide small group support on the same topic/lesson or through extra evidence-based interventions. This may occur outside of the whole class lesson. At this stage, the teacher will complete a SEND referral form outlining the needs of the child and strategies implemented to date. The SENDCo reviews this and adds them to the SEND register in order to monitor their progress. Staff will keep parents informed of their child's progress and needs.

External assessment and support: If after levels 1-3 have been implemented for at least two terms and the child is still not making expected progress, the SENDCo and class teacher will readdress the child's needs by meeting with parents to recommend an external assessment, such as Speech and Language therapy, Occupational therapy, an Educational Psychologist's Assessment, a neurodiversity assessment (ASD or ADHD), CAMHS (Child and Mental Health Services). If a timely external assessment is not possible, an Individual Education Plan (IEP) will be written to support that child. Additional external support in the form of a tutor may be discussed. Any such arrangement is organised between the parents and the tutor and is provided at the parents' choice and expense. The parent may wish to communicate with the SENDCo about what kind of tutoring their child receives, for it to make the most impact to the child. Partnership with parents plays a key role in enabling children and young people with SEND to achieve their potential. We recognise that parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.

Education Health Care Plan (EHCP, formerly called a Statement of Special Needs): In some cases, a child's needs are so significant that they cannot be effectively met with the resources normally available to the school. This is based on the evidence of implementing the provision recommended in an external assessment for two terms. In these cases, the SENDCo, with the support of the parents, the child (where possible) and relevant staff, will apply to the local council for an EHCP. If the application is successful, the local authority will send relevant external professionals to assess the pupil. They will draft their report to the local authority who will then decide if an EHCP is granted. The EHCP is a legal document that outlines the provision required to support the child. Where a pupil has an EHCP, the school must review the EHCP annually in the Annual Review.

### **Individual Education Plan (IEP)**

For pupils who've had an external assessment, a termly individual education plan (IEP) is written. The SENDCo and class teacher summarise the external assessment report's recommendations and write SMART (specific, measurable, achievable, reasonable, and time-bound) targets and relevant strategies to support the child; these are compiled into the IEP. The IEP will be shared with parents and their input and collaboration will be taken into account. The child will be informed about their targets in child-friendly language; their input and collaboration will be taken into account. The IEP is reviewed termly and updated as necessary by SENDCo and class teachers. The information is communicated to all relevant staff. IEP information per class is gathered in a provision map. This allows all staff, including subject specialists, to see the needs in each class and access information for all pupils with additional needs.

### **Roles and Responsibilities**

Blackheath Prep has a SENDCo and Inclusion Manager and an Early Years SEND coordinator.

The SENDCo is responsible for the day-to-day operation of the school's SEND policy and ensuring it is in line with the 2014 SEND Code of Practice. The SENDCo:

- Revises and updates the policy
- Keeps up to date with developments in SEND and disseminates information to staff
- Updates and maintains the SEND register
- Liaises with SLT, class teachers, teaching assistants, parents and external professionals to provide appropriate support to each child
- Supports assessment, planning, provision, and review for each SEND child
- Works with the class teacher to supports the creation and revision of IEPs and Provision Maps
- Reports to governors
- Implements recommendations of inspections or external reviews
- Takes into account the views, strengths and weaknesses of the child
- Contributes to a school culture focused on neurodiversity differences rather than ability judgements through assemblies, Insets, and staff meetings

The role of the Early Years SEND coordinator:

- Responsible to the SENDCo for meeting the needs of EYFS children who need additional support in accessing the curriculum effectively
- Reviews SEND referral forms of EYFS pupils
- Implements provision for children who need support, which might be adaptive teaching or small group intervention according to the Assess, Plan, Do, Review cycle
- Liaises with SENDCo, key persons, teachers, parents as appropriate

The role of the Class teacher:

- Plan, prepare and deliver high quality, lessons (including remote lessons) that are appropriately paced, stimulating and challenging, in line with the school's schemes of work and curriculum.
- Support all pupils' needs so every child achieves their full potential by:
  - providing for the educational needs of the children in their class with appropriate adaptive teaching, through the Assess, Plan, Do, Review model, with the support of relevant staff (SLT, teaching assistants, and SENCO)
  - liaising with parents/guardians regarding the children's specific achievements and extra learning support
  - assessing the pupil's work and progress
  - collaborating with and deploying TA and additional adults during in-class support

The role of Teaching Assistants and In-class Learning Support:

- Liaise with class teacher and SENDCo about the children's needs, including participating in IEP meetings as appropriate
- Implement the strategies in the IEP and provision map
- Implement lesson adaptations as directed by the class teacher
- Implement evidence-based intervention as directed by the SENDCo, SLT, or class teacher

### **EYFS – Nursery and Reception (see Appendix A)**

We operate an early-intervention policy which begins in the EYFS, so children are given the support they require.

### **Pre-Prep and Prep Departments (see Appendix B)**

## **Appendix A**

### **EYFS learning support**

At Blackheath Prep, the Early Years Foundation Stage (EYFS) is the starting point for meeting children's diverse learning needs. Where a child's progress gives cause for concern, steps are taken to support them.

In the EYFS we are committed to:

- Identifying/planning to meet individual needs
- Providing carefully planned activities and resources to support children to make progress
- Evaluating, recording and monitoring individual learning/progress

The Early Years Learning Support (EYLS) Co-ordinator works closely with the school's SENDCO and Inclusion Manager and the staff working with children in the EYFS to ensure that the individual needs of children are met.

### **Identification of specific needs**

- Initial observations to determine children's starting points / determine needs
- Individual observations of children in the Prime and Specific Areas of learning checked against developmental guidance (using Tapestry in the Nursery)
- Dominance and Development Assessment (if we have a particular concern)
- Baseline Assessment at the beginning and end of Reception
- Internal Assessment
- EYFS profile

### **Nursery procedure**

- Using Tapestry Online Learning Journal, observations and reflections of children's learning and development are regularly monitored and reviewed by Key Persons
- Regular and ongoing discussion around progress and provision, necessary to support children's individual progress
- Home-school link established and information gathered to support children's individual progress / Parents Meetings (NB/NP Autumn Term and optional Summer Term and NA Spring Term)
- Learning Support meeting led by the EYLS Support Co-ordinator where initial concerns raised by Key Persons are discussed and recorded. This will include information gathered, necessary strategies and next steps (NB/NP November and NA)
- Concerns are recorded on CPOMS, for those children where it is felt that the developmental difference is significant in relation to that of their peers
- If initial concerns raised continue to cause concern, a follow up meeting will be arranged with the parents
- At the end of the Summer Term, Learning Support Transition meetings are held with all Nursery and Reception staff to support children whose progress continues to be cause for concern. The aim of the meeting is to support the successful transition into the following year group. If necessary, we support transition for some children with a transition booklet that includes visuals of the new classroom and staff.

### **Reception procedure**

- Information gained at the Learning Support Transition meeting prior to the children starting in Reception is used to support children in making a successful transition into Reception. Children highlighted in this meeting are monitored by Reception staff and the EYFS Learning Support Co-ordinator
- Ongoing observations of children's learning and development to monitor progress

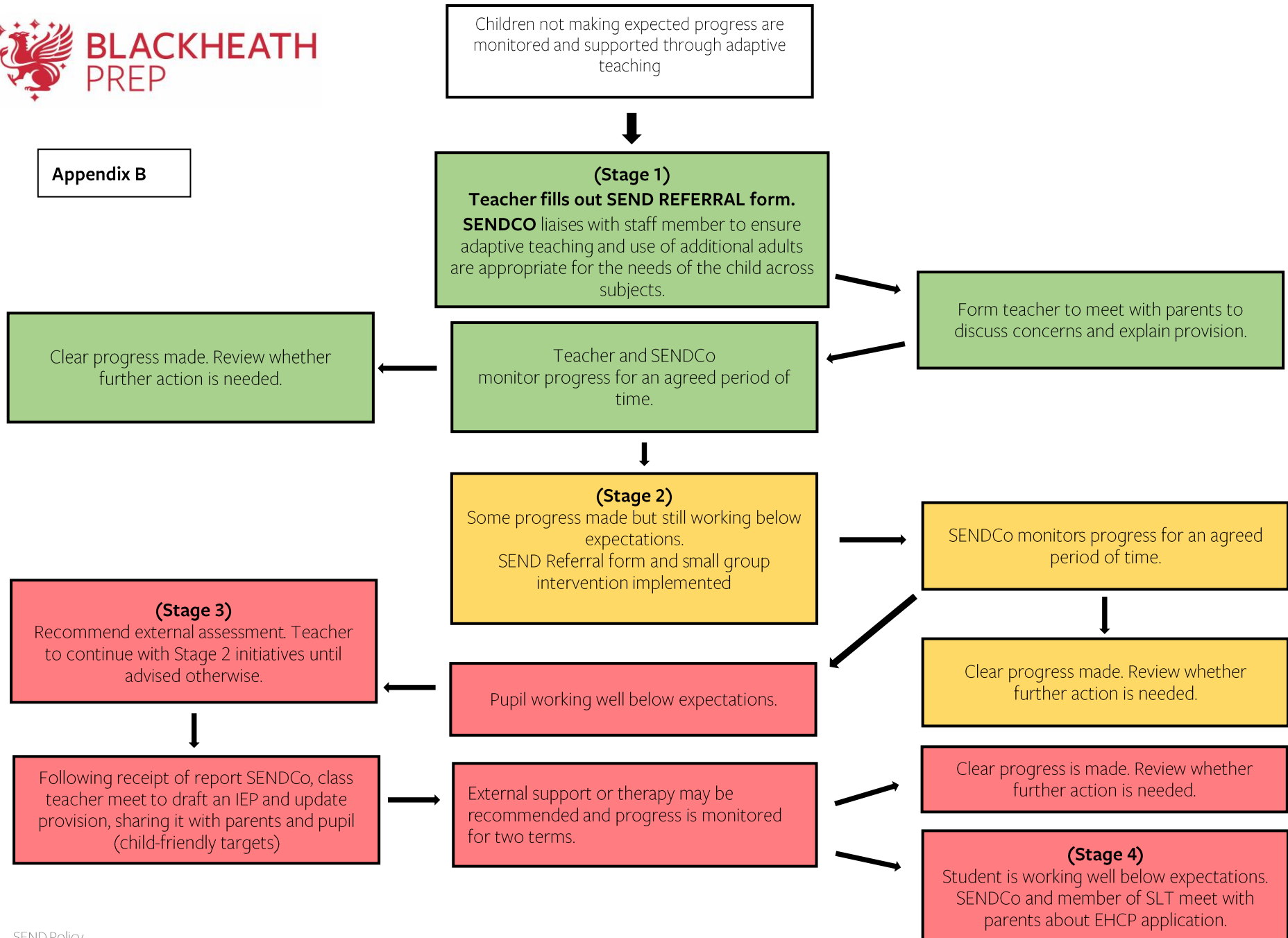
- Significant developmental difference in relation to their peers are highlighted as part of the Baseline and Internal Assessments
- Concerns are regularly raised within weekly planning meetings and any significant concerns are recorded on CPOMS and overseen by the Head of Pre-Prep
- Children who have transitioned from Nursery that have been raised on CPOMS are reviewed by the class teachers after Autumn Half-Term in Reception. Concerns are updated by the form teacher, or the child may no longer be of concern. All children raised are discussed in Learning Support meetings.
- In the case of ongoing concerns, a meeting with parents will be arranged to discuss strategies to support their child in making progress. Regular follow up meetings will continue as appropriate for the child
- At the end of Reception, a handover meeting is held to discuss the progress of all children prior to starting in Year 1. This meeting will include all information gathered during Reception, with particular reference to the Early Years Profile, strategies put in place and next steps discussed
- In cases where children have an outcome at the 'emerging' level, teachers provide additional information to help the Year 1 teacher plan an effective curriculum. This includes information about any specific assessment or provision in place.

#### Scheduled learning support meetings

When	EYFS Learning Support Meeting	Staff Present
Autumn 2	NB/NP Nursery Initial Meeting	Key Person EYFS Learning Support Co-ordinator
Autumn 2	Reception progress meeting	EYFS Learning Support Co-ordinator, Reception teachers, when possible Head of Pre-Prep will join
Spring 2	Nursery A Initial Meeting	Key Person, EYFS Learning Support Co-ordinator
Summer 2	Nursery A Transition to NB and NP Meeting	Key Person, EYFS Learning Support Co-ordinator, Deputy Head of Nursery, Head of Nursery
Summer 2	Nursery B and P Transition to Reception Meeting	Nursery Key Person, Reception Teachers and Teaching Assistants, EYFS Learning Support Co-ordinator, Head of Nursery, Deputy Head of Nursery, Head of Pre-Prep
Autumn 1	Reception Transition to Y1 Meeting	Reception Teachers and Teaching Assistants, Y1 Teachers and Teaching Assistants, EYFS Learning Support Co-ordinator, Head of Pre-Prep



**Appendix B**



### Pre-prep and Prep learning support

Area of Need	Universal – academic (available to all)	Targeted – academic (available to some)	Specialist
Cognition and Learning	<ul style="list-style-type: none"> <li>• Adaptations within the lesson</li> <li>• Targeted teacher support or in class TA support.</li> <li>• Visual aids (e.g. visual timetables, reading rulers, reminders)</li> <li>• Use of writing frames, scaffolding tasks</li> <li>• Clear and explicit modelling of skills by teacher</li> <li>• Team teaching/modelling</li> <li>• Differentiated homework tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted in class support from class teacher/extra adult</li> <li>• Additional reading</li> <li>• Targeted support sessions for specific groups eg for example handwriting, phonics, literacy and numeracy,</li> <li>• Withdrawal for specialist teaching small group or</li> <li>• 1:1 session with Learning Support Dept</li> </ul>	<ul style="list-style-type: none"> <li>• Advice sought from Specialist professionals:               <ul style="list-style-type: none"> <li>- Educational psychologist</li> <li>- Paediatrician (ASD)</li> <li>- Psychiatrist (ADHD)</li> </ul> </li> <li>• Use of ICT/laptop for classwork</li> <li>• Access arrangements in tests and examinations</li> </ul>
Communication and interaction	<ul style="list-style-type: none"> <li>• As above (cognition and learning)</li> <li>• Use of modified language</li> <li>• Use of symbols</li> <li>• Structured School and classroom routines</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted in class support with a focus on speech, language, social skills and motor co-ordination</li> <li>• use of additional ICT</li> <li>• Talking Partners intervention</li> <li>• Lego Therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Small group or one to one support for language.</li> <li>• Advice sought from specialist eg: Speech and language therapist</li> </ul>
Emotional Behavioural and Social	<ul style="list-style-type: none"> <li>• Whole school Positive Relationships and Behaviour policy</li> <li>• Clear system of rewards</li> <li>• Clear expectations and boundaries.</li> <li>• PSHE/Wellbeing programme (e.g. understanding discrimination and stereotypes, coping with emotions, resilience etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• In-class support for supporting behaviour/ access/safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Small group or one to one support for social skills</li> <li>• Individual reward system</li> <li>• Place2Be Counselling</li> <li>• External professional support, e.g. CBT therapist, Psychologist, Psychiatrist</li> </ul>

Sensory and Physical	<ul style="list-style-type: none"> <li>• Writing slopes and pencil grips</li> <li>• Wobble cushion</li> <li>• Ear defenders</li> <li>• Adapted pencils</li> <li>• Fidget tools</li> <li>• Pencil chew toppers</li> <li>• Modified seating</li> <li>• improved access ability of building</li> </ul>	<ul style="list-style-type: none"> <li>• BAL-A VIS - X brain and brain-body integration programme</li> <li>• Use of appropriate resources (eg magnifiers)</li> <li>• Dough Gym</li> </ul>	<ul style="list-style-type: none"> <li>• Individual support for appropriate subjects (eg Science, DT, Art PE, Games)</li> <li>• Advice sought from specialist professional eg occupational therapist, physiotherapist</li> <li>• Adjusted font size for reading materials, to include internal examinations when necessary</li> </ul>
	<b>Universal – pastoral (available to all)</b>	<b>Targeted – pastoral (available to some)</b>	
Medical	<ul style="list-style-type: none"> <li>• Support from Form Tutor (e.g. organisational skills)</li> <li>• Support from school nurse. Encouragement towards extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Time out for medical conditions</li> <li>• Friendship group support</li> </ul>	

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2023.1	Learning support policy renamed as SEND Policy; Graduated Inclusive Approach: Assess, Plan, Do, Review; <b>Roles and responsibilities added;</b> Appendix B graphic map reorganised	September 2023	Assistant Head Academic / SENDCo and Inclusion Manager
<b>Distribution list</b>	BP_Resources: Policies & Teacher_Resources ISI Website		