



Bassingbourn
Community Primary School

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Special Education Needs and Disability Policy

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Signed by the Headteacher: _____

Signed by the Chair of Governors: _____

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1. Introduction and Purpose

1.1 This policy sets out the vision, principles and expectations for children with SEND at Bassingbourn Community Primary School.

The offer in our curriculum and wider activities can be found in the SEND Information Report, which is published on our school website.

1.2 These expectations will ensure we are compliant with both the requirements and the ethos of the previous and future SEND reforms and serve to improve outcomes for all learners. This policy refers to the Special Educational Needs and Disability Code of Practice: 0-25 years (July 2014).

1.3 Inclusion is a term used to describe the process of ensuring equity of learning opportunities for all children and young people. It is a process of identifying, understanding, and breaking down barriers to participation and belonging. Inclusion is about the quality of their experience; how children are helped to learn, achieve, and participate fully in the life of the school. Inclusion focuses particularly on those groups of children who have historically been marginalised or who have underachieved. Inclusion does not mean that all learners necessarily learn in the same way or together, but that practices are adapted to take account of all learners' needs – this is equity in learning.

1.4 Educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment, and background. All children, including those identified as having special educational needs and / or disabilities have the same common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, delivered by well qualified staff and enables them to be fully included in all aspects of school life.

1.5 All schools in England must have regard to the Code of Practice (2014) as it provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations. Schools must fulfil their statutory duties towards children and young people with SEN (Special Educational Needs) or disabilities as set out in guidance and law.

1.6 Under the Equality Act (2010) all schools have duties towards individual disabled children and young people. They must make reasonable adjustments, including the provision of auxiliary aids and services required by disabled children and young people to prevent them being put at a substantial disadvantage.

1.7 The Teachers' Standards (2012) makes clear the expectation for all teachers to "adapt teaching to respond to the strengths and needs of all learners." Teachers must "have a clear understanding of the needs of all learners, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them." (Teachers' Standard 5)

2. Scope

2.1 This policy applies to all staff at Bassingbourn Community Primary School as well as professional services staff when considering reasonable adjustments, funding, and provision for learners with SEND.

3. Legislation and Regulation

3.1 This policy is compliant with the following legislation and regulation:

- (a) The Special Educational Needs and Disability Code of Practice 2015.
- (b) The Equality Act 2010.
- (c) The Children and Families Act 2014, Part 33.
- (d) The Special Educational Needs and Disability Regulations 2014.

4. Definitions within this Policy

4.1 Definition of SEND (Special Educational Needs and Disabilities)

There is a clear distinction between 'underachievement', often caused by a poor early experience of learning, and 'special educational needs'. Some learners may be underachieving but will not necessarily have a special educational need; it is our responsibility to identify this quickly and ensure that appropriate support is put in place to help these learners 'catch up'.

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 if they:

- (a) Have a significantly greater difficulty in learning than the majority of others of the same age; or;
- (b) Have a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

For children aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children and young people of the same age by mainstream schools and early years settings.

4.2 Definition of Disability

Many children and young people with SEND may also have a disability. A disability is described in law (the Equality Act 2010) as ‘a physical or mental impairment, which has a long-term (a year or more) and substantial adverse effect on their ability to carry out normal day-to-day activities.’ This includes, for example, sensory impairments such as those that affect sight and hearing, and long-term health conditions such as asthma, diabetes, or epilepsy.

The Equality Act requires early years providers, schools, colleges, other educational settings, and local authorities to:

(a) Not directly or indirectly discriminate against, harass, or victimise disabled children and young people.

(b) Make reasonable adjustments, including the provision of extra aid services (for example, tactile signage or induction loops), so that disabled children and young people are not disadvantaged. This duty is known as ‘anticipatory.’

5. Learners with SEND

5.1 The Code of Practice (2014, updated May 2015) makes clear the four broad areas of Special Education Need, these are:

- (a) Communication and Interaction (C&I)
- (b) Cognition and Learning (C&L)
- (c) Social, emotional, and mental health difficulties (SEMH)
- (d) Sensory and/or physical needs (S/PD)

5.2 In line with the Code of Practice, Bassingbourn Community Primary School follows the graduated approach to a learner’s special educational needs. This support should take the form of a cycle through which decisions and actions are revisited, refined and revised with a growing understanding of the learner’s needs and of what supports the learner in making good progress and securing good outcomes.” This is referred to as the Assess, Plan, Do, Review (APDR) process.

5.3 The Responsibility and leadership of SEND is well evidenced when there is a clear strategic approach to SEND provision across the school, with key personnel identified and

recognised, and where continuing professional development (CPD) and performance management are successful in improving outcomes for learners with SEND.

5.4 Enjoyment and innovation for learners with SEND is well evidenced through high quality teaching and intervention, which is targeted and appropriate and which enthuses and engages, resulting in consistently high expectations and aspirations and a belief that learning is without limits.

5.5 The aspiration and development of learners with SEND should be scrutinised through robust tracking and monitoring processes, which ensure levels of achievement and attainment are substantial and sustained, based on individual starting points, and where all learners are well-prepared for the next stages of their educational journey.

5.6 Collaboration and inclusion is most successful when the provision for learners with SEND is carefully considered and innovative, with opportunities available for personalisation and flexibility. This may include providing a curriculum offer which is different from and / or additional to that already offered and which secures effective partnership working for all involved – including parents / carers.

5.7 Honesty and integrity are essential to the early identification of learners' needs; where the SEND register is an accurate and regularly updated 'live document' and where specialist support is available 'at the right time' there is greater impact from the intervention.

6. Education and Health

6.1 The school will work jointly with education and health care professionals and agencies to secure the best possible outcomes for children. The school will work with local and national providers to secure the services needed to improve outcomes for children with SEND.

These services might include:

- (a) speech and language therapy
- (b) physiotherapy
- (c) occupational therapy
- (d) educational psychology assessment
- (e) mental health services

6.2 The school will make reasonable adjustments for disabled children and will make arrangements to support those with medical conditions.

6.3 The school will cooperate with the Cambridgeshire Local Authority in developing and reviewing its local offer.

7. What the school will do

7.1 The headteacher will designate a qualified teacher to be responsible for coordinating SEND provision (the designated SENDCo) who will have completed the relevant SENDCo qualification within three years of taking up the position.

7.2 The SENDCo will prepare a SEND Information Report in accordance with paragraphs 6.79 onwards of the DfE (Department for Education) SEND Code of Practice and publish the Information Report on the website. This will be reviewed and updated every September to coincide with the start of the academic year.

7.3 Leaders will ensure that all teachers accept that SEND is their responsibility, and that class and subject teachers take full responsibility for the progress of the children with SEND whom they teach.

7.4 Leaders will ensure that learners with SEND acquire the knowledge and cultural capital they need to succeed in life. They will have the same opportunity to partake in all areas of school life. Reasonable adjustments, where possible, must be made to ensure equal opportunity to participate.

7.5 Leaders will ensure there is high ambition for learners with SEND and ensure they are not provided with a reduced curriculum. It will be broad and balanced and support progression to the next phase of education.

7.6 Leaders will employ a variety of assessment and screening tools to assess a child's skills and attainment to identify and build on information received from previous settings in consultation with their parents and carers. This could lead to learners being placed on 'SEND support.'

7.7 As part of the screening process, the school will consider any evidence that the child may have a disability under the Equality Act 2010 and make reasonable adjustments for them.

7.8 Leaders will ensure that children with SEND engage in all activities alongside those who do not have SEND unless a particular provision or arrangement is agreed with the parents or carers, and the child.

7.9 Class teachers, supported by the SENDCo and school line management system, will make regular assessments of the progress for all learners and identify appropriate actions, particularly those making less than expected progress, given their age and prior attainment.

7.10 The school will inform parents and carers when they are making special provision for their child and shall then work in partnership with them to establish support needed and specialist input, to secure best outcomes, taking full account of their views and wishes. For all children and young people on 'SEND Support,' the school will make arrangements for an appropriate member of staff, with input from the SENDCo as appropriate, to meet with the parents or carers at least three times a year to review progress and support.

7.11 The school will ensure that a graduated approach using the 'Assess, Plan, Do, Review' cycle (as set out in paragraphs 6.44-6.56 of the SEND Code of Practice, see Appendix 1) is in place for all young people on 'SEND Support.' Where a child has an EHCP and need / diagnosis has changed, they will also have provisions made within the graduated approach.

7.12 After consultation with the parent or carer and the child, the school will request the local authority to undertake an Education, Health, Care needs assessment for any child for whom we believe this is necessary.

7.13 The school will do everything they can to meet the needs of children with SEND including delivering the elements of an EHCP (Education, Health, and Care Plan), and completing 'Section M best endeavour documentation' in the rare event that a provision cannot be made.

7.14 The school will work with Cambridgeshire local authority in a timely manner to undertake annual reviews of EHCPs (Education, Health, and Care Plan), so that they are conducted within the statutory timeframes and so that they consider the views of the child and those of the parent or carer.

8. Training

8.1 The school will ensure training is provided to all staff on identifying special educational needs. They will learn about and develop best practice in supporting learners with SEND both inside and outside of the classroom.

8.2 Leaders will provide training for SEND staff to ensure they are skilled in completing evidence-based interventions both in small groups and within class where applicable.

9. Responsibilities

9.1 The Headteacher is responsible for ensuring an appropriately qualified member of staff is the designated SENDCo within the school. The Headteacher is responsible for enabling the SENDCo to work strategically within the school to ensure the best possible education for learners with SEND. Headteachers must ensure SENDCOs have appropriate administration support to manage their workload.

9.2 The SENDCo is responsible for ensuring the education within the school is compliant with this policy, as well as supporting parents and carers and the learners in meeting their responsibilities.

9.3 Teachers are responsible for working in line with the DfE Teachers' Standards 5 and providing appropriate education for all the learners within their class as outlined in Section 6 of the SEND Code of Practice 2015. 1

9.4 Governors have overall responsibility for the implementation and approval of this policy.

9.5 The school is committed to providing:

- (a) High Quality Teaching (HQT) which meets the needs of all learners, and which is appropriately differentiated.
- (b) The school's Ordinarily Available Provision.
- (c) Effective systems for tracking and monitoring progress, so that early intervention can address gaps in learning; this includes, but is not exclusive to, monitoring and evaluation through learning walks and work scrutiny, across all learner groups.
- (d) Opportunities to extend and challenge all learners, so that they can achieve their potential.
- (e) Effective lines of communication between home and school, so that through collaboration, a shared understanding of 'what success looks like' is achieved for each learner and their family.

9.6 It is best practice for the school to also have the following:

- (a) SEND Action Plan for Improvement.
- (b) A coordinated provision map, which identifies additional support / strategies by learners, and which can be filtered according to learner characteristics.
- (c) Links to disadvantaged, SEND and more-able learners in the School Development Plan.

10. Monitoring and Compliance

10.1 The headteacher will monitor compliance with this policy. Through the agreed assurance activities, the link governor for SEND will scrutinise the impact of this policy in supporting SEND learners and in meeting the SEND Code of Practice.

Appendix 1: School Graduated Approach to SEND

	Wave 1	Wave 2	Wave 3	Wave 4	Wave 5
Summary	Universal	Pre-register (Short-term intervention)	K Coded (Long-term intervention)	EHCP	At guidance for specialist
Examples	HQT OAP Teacher interventions and additional support	Pupil progress meetings/ interventions Fine motor skills Social skills Dyslexia adjustments OT adjustments Phonics SEMH support Sensory circuits First Class @ Number Colourful Semantics	Wellbeing mentor External advice 1:1 SaLT Communication plan Therapeutic analysis CTT	Provisions in plan are in place and monitored	
APDR	No	No	Yes – maximum 12 weeks	Yes – maximum 12 weeks	Yes – maximum 12 weeks
Lead	Class teacher	Class teacher	Class teacher/ SENDCo	Class teacher/ SENDCo	Class teacher/ SENDCo

Appendix 2: Ordinarily Available Provision by Area of Need

ORDINARILY AVAILABLE PROVISION FOR SEMH

- Alternative lunch or break arrangements with access to adult support where necessary.
- Assemblies on social, emotional, and mental health topics e.g., bullying, worrying and bereavement.
- Whole school events e.g., #HelloYellow and World Mental Health Day.
- In-class movement break, for example giving a pupil a job to do.
- Strong sense of routine in classrooms, to enable pupils to have a greater sense of belonging and calmness in school.
- Welcome pupils at the door.
- A quieter space in a classroom with minimal sensory stressors.
- Use of 5-point emotions cards (5-point scale).
- Use of appropriate praise – notice and refer to the behaviour you want to see.
- Clear classroom displays including a visual breakdown of how the lesson is likely to progress.
- Noise level indicators shared and used.
- Clear goals, expectations and timescales are shared with the class and adjusted for individuals as needed.
- School staff should ensure that they provide children with effective feedback regularly focusing both on the pupil's effort level as well as their performance.
- Ear defenders, fidgets, wobble cushions, chair bands and writing slopes available to pupils who need them.
- Now / next is used with the whole class to prompt a better sense of belonging and achievement.
- Groupings or classroom dynamics – school staff should consider how they group pupils with SEMH needs within the class. It can be helpful to pair pupils with peers that they respect and like. This may mean working with pupils with different learning needs. Pupil personalities (i.e., if they are introverted or extroverted) could also be considered when thinking about groupings, tasks, or group work.
- Seating plans reflect the children's and young people's needs and views. This should include considering where they sit in class, with whom they sit and how close they sit to the teacher, teacher assistant, resources. It may be appropriate to have a specific assembly seating plan which could include differentiated expectations and seating arrangements.
- Pupils who are avoiding learning tasks (either by refusing to work, asking to leave the classroom, passively ignoring instructions, or copying others) may initially be considered to have SEMH needs. It is important that adults supporting these students also consider their learning (literacy and numeracy skills) and their listening and metacognitive skills. Adaptations in these areas may have an impact on the pupil's emotional and mental health needs.

ORDINARILY AVAILABLE PROVISION FOR COGNITION AND LEARNING

- Repetition and over-learning of new key words and concepts.
- Pre-teaching – last 5 minutes of a lesson used to introduce a key concept that will arise in the next, giving processing time.
- Opportunities to read and speak to an adult in every lesson.
- Allow processing time during Q&A. Put a question on the board, read it out, say you will be taking hands up in a few moments.
- Written instructions should be clear and simple.
- Worksheet design - ensure images are not distracting and that text is clear and visible.
- Fonts and font size should be easy to read such as using Arial, Verdana, Tahoma, Century Gothic, Trebuchet, Calibri font sizes no less than 12.
- Where possible, provide copies of any reading rather than expect pupils to read from the board.
- Display key vocabulary in class, with supporting visuals where appropriate.
- Use visuals alongside text to support understanding and word recognition (such as drawer labels, visual timetables, and instructions).
- A 'reading window' may help support reading. A reading window is a guide so only one line of text is displayed. This helps the child focus on one line and supports their tracking, this could be a piece of card with a slit only big enough to read one line of text through.
- Reducing the contrast between writing and the background it is on can make reading more comfortable for some pupils.
- Provide opportunities for alternative forms of recording which enable the pupil to demonstrate knowledge without the requirement for an extended written response.
- Support pupils to understand how they can help themselves if they do not know how to do something, so they feel empowered as learners. Explicitly teach skills such as how to use a dictionary and Google.
- Use resources to support memory, for example, number bond strips, multiplication tables, and number operation cards; ensure the pupil knows how to access these resources and have them readily available.
- Always start with concrete or practical examples before moving on to pictorial and then abstract instruction. Give concrete resources and manipulatives to support learning (Numicon, counters, magnetic numbers). Ensure manipulatives are purposefully and appropriately and relate to the task.
- Relate learning to the pupil's interest to encourage motivation to learn.
- Provide specific meaningful praise and feedback. Feedback can relate both to attitude and skill.
- When giving verbal feedback, allow processing time then check back to ensure the pupil understood the next steps.

ORDINARILY AVAILABLE PROVISION FOR COMMUNICATION AND INTERACTION

- Ensure clear line of sight to the board / screen.
- Reduce classroom stimulus.
- Avoid literal language, such as 'it's raining cats and dogs.'
- Get to know whether praise is calming or triggering to the pupil and adjust feedback accordingly.
- When a lesson contains several parts, provide a list of activities on the board, and rub them out as they are completed.
- Use of 'first and then' to follow an adult-led task.
- Do not insist on eye contact.
- Use pupil's name first to gain attention, or before giving an instruction.
- Structured opportunities for peer interactions.
- Use a calm voice, avoid speaking too loudly.
- Use consistent scripts and key vocabulary across all staff.
- Avoid abstract language, i.e., say 'put the book on the desk' rather than 'put it over there'.
- Repeat what the child has said, modelling the correct word order or grammar.
- Avoid using idioms, metaphors, and sarcasm.
- Language should be explicit and unambiguous.
- Tell the child what to do, rather than what not to do, i.e., 'Walk' rather than 'Stop running'.
- Simplify language in the correct order, e.g., shoes, coat, bag.
- Check for understanding and repeat instructions if necessary.
- Provide processing time.
- Ask questions at the right level.
- Use of behaviour analysis tools such as Anxiety Mapping to identify triggers.
- Individual planning, such as Predict and Prevent Plan or Risk Reduction Plan.
- Provide structure and prewarn planned changes, i.e., 'First and then' boards, Social Stories, Visual timetables, Task Plans.
- Support for an unexpected change by acknowledging it, then providing reassurance.
- Verbal or visual warning ahead of transitions and activities ending, i.e., sand timer.
- Use of motivators and interests to engage pupil in learning.
- Movement and Sensory breaks built into daily routines.
- Use of sensory regulators as a calming strategy, such as individual student calm boxes.
- Reduce demands and reduce staff language, increase the use of visuals to support understanding.
- Use of emotion fans, symbols, keyrings, and pictures. Ensure staff consistency of approach if these are being used.
- Ensure use of language and visuals is consistent between school and home.
- Use limited choice strategies within activities, to give the pupil some control over how to complete a task.

ORDINARILY AVAILABLE PROVISION FOR PD AND SENSORY

- Enable access to IT equipment including computers, tablets.
- Ensure there is space to move around with a walker or in a wheelchair-arrange the room to make access easier.
- Keep a tidy, clutter free room to help pupils with visual and physical difficulties.
- For pupils with visual difficulties use contrast for example on the screen, placing resources on a contrasting background.
- Allow opportunities of rest throughout the day by building in calmer activities within lessons.
- Place resources onto tables carefully to ensure they do not slip off.
- Ensure you have access to individual pupil's accessible resources as outlined on the school's provision map.
- Ensure lesson activities are accessible to pupils with PD / sensory needs.
- Consider body language including facial expressions, practitioner positioning at pupil's level, eye contact, face to face.
- Gain the pupil's attention prior to giving an instruction.
- Use visuals (objects or reference, photographs of objects of reference and signs and symbols) together with speech to support the pupil.
- Know the pupil's individual evacuation plan in the event of an emergency.
- Reduce background noise for pupils with HI.
- Reduce visual stimuli for pupils with VI.
- Use blinds to reduce glare on the board or screen.
- Avoid standing in front of a window while you are talking.
- Ensure pupils are using their accessibility resources including glasses, hearing aids, etc. If you need to prompt them, do so quietly. If the resource is broken or unavailable, adjust the lesson accordingly.
- If you have a pupil who mouths or chews resources, ensure you only use non-toxic resources.
- Flexibility of approach is demonstrated by making reasonable adjustments to activities, lessons (including PE), timetables and their delivery, as necessary.
- Ensure any extra-curriculum opportunities can be made accessible for PD and sensory pupils.
- Use closed captions when watching video clip resources. If the clip does not have closed captions, find, and use a different version.
- Pupils to be involved as appropriate in their assessments, plans and reviews to ensure that their voice is fully heard.