



# Special Educational Needs Policy

## The Pax Christi Trust

Christ the King Catholic Voluntary Academy  
Good Shepherd Primary Catholic Academy  
Holy Cross Primary Catholic Voluntary Academy  
Sacred Heart Primary Catholic Voluntary Academy  
St. Margaret Clitherow Catholic Primary Voluntary Academy

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**Definitions of special educational needs (SEN) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability 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 educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

The coalition government is reforming the way in which provision and support is made for children and young people with special educational needs and/or disabilities in England. New legislation (The Children and Families Act 2014) enacted on the 13<sup>th</sup> March 2014 came into force from the 1<sup>st</sup> September 2014. A new SEN Code of Practice also accompanies this legislation.

More details about the reforms and the SEN Code of Practice can be found on the Department for Education's website:

[www.education.gov.uk/schools/pupilsupport/sen](http://www.education.gov.uk/schools/pupilsupport/sen)

One significant change arising from the reforms is that Statements of Special Educational Needs, for those children with the most complex needs, have now been replaced with a new Education, Health and Care (EHC) Plan. These plans are being supported by an Education, Health and Care Plan Pathway. An animation describing this new pathway can be found on the following websites:

[www.nottinghamshire.sendlocaloffer.org.uk](http://www.nottinghamshire.sendlocaloffer.org.uk)

[www.nottinghamcity.gov.uk/localoffer](http://www.nottinghamcity.gov.uk/localoffer)

This information is also available by putting the above web address into the browser of a smart phone or tablet.

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Nottinghamshire that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

*Paragraph about inclusion in the trust and ethos relating to SEN from the Pax Christi Trust.*

At the Pax Christi Multi Academy Trust we strive for excellence within a secure and friendly Christian atmosphere, in which everyone is able to achieve their full potential: intellectually, physically and spiritually, socially and morally. We are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to our Academies feel proud of their identity and able to participate fully in the life of our Academies.

Throughout the Pax Christi Trust we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and a safe and fully equipped learning environment which caters to the needs of every child as an individual. We are committed to inclusion within the Academy curriculum and participation in all aspects of Academy life. The Pax Christi Trust adopts a 'whole school approach' to special educational needs. All staff work to ensure inclusion of all pupils. We are committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

### **Mission statement**

The Pax Christi Catholic Academy Trust aspires to be:

A Christ centred learning community where every individual is enabled to fulfil their full potential.

## **1. Aims and objectives**

### **Aims**

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the *Special Educational Needs Code of Practice*.

### **Objectives**

- **Identify the needs of pupils with SEN as early as possible.** This is most effectively done by gathering information from parents, education, health and care services, and feeding schools or early years settings prior to the child's entry into the school.
- **Monitor the progress of all pupils** in order to aid the identification of pupils with SEN. Continuous monitoring of those pupils with SEN by their teachers will help to ensure that they are able to reach their full potential.
- **Make appropriate provision to overcome all barriers to learning and ensure pupils with SEN have full access to the National Curriculum.** This will be co-ordinated by the SENCo / Inclusion Manager and Head Teacher / Principal, and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.
- **Work with parents** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEN procedures and practices, providing regular reports on their child's progress, and providing information annually on the provisions for pupils within the school as a whole, and the effectiveness of the SEN policy and the school's SEN work.
- **Work with and in support of outside agencies** when the pupils' needs cannot be met by the school alone.
- **Create a school environment where pupils feel safe to voice their opinions of their own needs.** This means providing regular one to one meetings between pupils and their teacher / TA / SENCo / Inclusion Manager. Pupil participation is an important. This will be reflected in decision-making but also encouraged through wider opportunities for participation in school life.

## **2. Responsibility for the coordination of SEN provision**

The person responsible for overseeing the provision for children with SEN is the Head Teacher / Principal and SEN Governor.

The person co-ordinating the day to day provision of education for pupils with SEN is the SENCo / Inclusion Manager.

### **Christ the King Catholic Voluntary Academy**

Principal – Carlo Cuomo

SEN Governor – Pat Faulconbridge

Assistant Head- Steve Brogan

Inclusion Manager – Danielle Eddyshaw

### **Good Shepherd Primary Catholic Academy**

Head Teacher –Margaret Williams

SEN Governor – Caroline Milner

SENCo – Sheila Boneham-Hill

### **Holy Cross Primary Catholic Voluntary Academy**

Head Teacher – Robert della-Spina

SEN Governor –Mrs Alexander Meaden

SENCo – Kate Turner

### **Sacred Heart Primary Catholic School**

Head Teacher – Karen Taylor

SEN Governor – Reg Carter

SENCo – Andrea Burton

### **St. Margaret Clitherow Catholic Primary Voluntary School**

Head Teacher – Chris Reilly

SEN Governor – Pat Bradley

SENCo – Zoe O'Neill

## **3. Arrangements for coordinating SEN provision**

The SENCO / Inclusion Manager will hold details of all SEN Support records for individual pupils.

### **All staff can access:**

- The Pax Christi Trust SEN Policy;
- A copy of the full Additional Needs Register.
- Information on individual pupils' special educational needs.
- Practical advice, teaching strategies, and information about types of special educational needs and disabilities
- Information on the staff IT system on individual pupils and their special needs and requirements
- Information available through Nottinghamshire's SEND Local Offer

This information is made accessible to all staff in order to aid the effective co-ordination of the school's SEN provision. In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements which will enable them to provide for the individual needs of all pupils.

### **Admission arrangements**

The admission arrangements for *all* pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEN; those with Education, Health and Care Plans and those without.

To enable us to have a full picture of a child's needs we would, in addition to our usual admission arrangements for SEND children, talk to parents about their child's needs, gather background information from them and any professionals working with their child, and if appropriate arrange a meetings and additional visits.

The school is a member of The Pax Christi Trust. This enables the schools to build a bank of joint resources and to share advice, training and development activities and expertise.

Prior to children transferring schools or classes there is communication, both written and verbal, regarding any children with SEND.

Further information can be found in our admissions policy.

### **Working in partnerships with parents**

We believe that a close working relationship with parents is vital in order to ensure early and accurate identification and assessment of SEN leading to the correct intervention and provision continuing social and academic progress of children with SEN personal and academic targets are set and met effectively

Parents are kept up to date with their child's progress through parent's evenings, progress reviews and reports at the end of each year.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. [The SENCO may also signpost parents of pupils with SEN to the local authority Parent Partnership service where specific advice, guidance and support may be required.]

If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The school's SEN governor [Names can be seen in article 2 of this document] may be contacted at any time in relation to SEN matters.

### **Specialist SEN provision and facilities for pupils with SEN**

We have members of staff who are designated to support SEND provision.

We are committed to whole school inclusion.

The school has a range of specialist SEN facilities in place. Please refer to each individual school's Accessibility plan and Curriculum Policy shown on the school websites.

## **Allocation of resources for pupils with SEN**

### Nottinghamshire County Council:

Christ the King Catholic Voluntary Academy  
Good Shepherd Primary Catholic Academy  
Holy Cross Primary Catholic Voluntary Academy  
Sacred Heart Catholic Primary School

### Nottingham City Council:

St. Margaret Clitherow Catholic Primary Voluntary Academy

**NB.** Nottingham City Council funding differs from that of Nottinghamshire County Council.

All pupils with SEND will have access to Element 1 and 2 of a school's budget which equates to £6,000. Some pupils with SEND may access additional funding. This additional funding might be from a budget which is devolved to and moderated by the Family of Schools. (The Family of Schools comprises of a secondary school and its feeder primary schools in Nottinghamshire and all Catholic Primaries in Nottingham City). For those with the most complex needs, additional funding is retained by the local authority. This is accessed through the Family of Schools. The Family SENCO will refer individual applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding. In Nottingham City within the SEN Support list some SEND pupils will be known as High Level Need (HLN) pupils as they require a high level of *specialist support* to meet their needs. These pupils will all have Individual Provision Maps and a percentage of them will receive extra finance towards their personalised learning (HLNF) from the Local Authority to fund the high level of 1 to 1 support they need.

## **Identification of pupils needs**

### **Identification**

#### **A graduated approach:**

#### ***Quality First Teaching***

Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored.

Once a pupil has been identified as *possibly* having SEN they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.

The child's class teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.

The SENCO will be consulted as needed for support and advice and may wish to observe the pupil in class.

Through (b) and (d) it can be determined which level of provision the child will need going forward.

If a pupil has recently been removed from the SEN list they may also fall into this category as continued monitoring will be necessary.

Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.

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The child is formally recorded by the school as being under observation due to concern by parent or teacher but this does not place the child on the school's SEN list. Parents are given this information. It is recorded by the school as an aid to further progression and for future reference.

Pupil progress meetings are used to monitor and assess the progress being made by the child. The frequency of these meetings is dependent on the individual child's needs and progress being made.

### **SEN Support**

Where it is determined that a pupil does have SEN, parents will be formally advised of this and the decision will be added to the pupil's school. The aim of formally identifying a pupil with SEN is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four – part process:

- Assess
- Plan
- Do
- Review

This is an on-going cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

#### **Assess**

This involves clearly analysing the pupil's needs using the teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

#### **Plan**

Planning will involve consultation between the teacher, SENCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

#### **Do**

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class / subject teacher. They will work closely with teaching assistants and /or relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses,



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problem solving and advising of the implementation of effective support will be provided by the SENCO.

### Review

Reviews will be undertaken in line with agreed dates. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and their parents. The class / subject teacher, in conjunction with the SENCO will revise the support and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

Parents will be provided with clear information about the impact of support to enable them to be involved in planning the next steps.

### Referral for an Education, Health and Care Plan

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for a statement will be taken at a progress review.

The application for an Education, Health and Care Plans will combine information from a variety of sources including:

- Parents
- Teachers
- SENCO
- Social Care
- Health professionals

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

[www.nottinghamshire.sendlocaloffer.org.uk](http://www.nottinghamshire.sendlocaloffer.org.uk)

or by speaking to an Education, Health and Care Plan Co-ordinator on:

**0115 9774012 or 0115 9773323**

or by contacting the Parent Partnership Service on:

**0115 948 2888**

**NB.** For Nottingham City Council schools (St. Margaret Clitherow Catholic Voluntary Primary Academy) please see the following contacts:

[www.nottinghamcity.gov.uk/localoffer](http://www.nottinghamcity.gov.uk/localoffer)

or by contacting the Parent Partnership Service on: 0115 948 2888

### **Education, Health and Care Plans [EHC Plan]**

- a. Following Statutory Assessment, an EHC Plan will be provided by Nottinghamshire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.
- b. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- c. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

### **Access to the curriculum, information and associated services**

Pupils with SEN will be given access to the curriculum through the specialist SEN provision provided by the school as is necessary, as far as possible, in line with the wishes of their parents and the needs of the individual.

Every effort will be made to educate pupils with SEN alongside their peers in a mainstream classroom setting. Where this is not possible, the SENCO / Inclusion Manager will consult with the child's parents for other flexible arrangements to be made.

As a school we:

- Keeping staff fully informed of the special educational needs of any pupils in their charge including sharing progress reports, medical reports and teacher feedback
- Providing regular training and learning opportunities for staff in all departments on the subject of SEN and SEN teaching. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEN
- Making use of all class facilities and space
- Using in-class provisions and support effectively to ensure that the curriculum is differentiated where necessary.
- May make a decision to provide group teaching outside the classroom.
- Set appropriate individual targets that motivate pupils to do their best, and celebrating achievements at all levels.

#### **4. Inclusion of pupils with SEN**

The head teacher / principal oversees the school's policy for inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by the senior leadership team to ensure that it promotes the inclusion of all pupils.

The school will seek advice, as appropriate, around individual pupils, from external support services through the termly 'Springboard meetings', Early Help Unit and the Multi-Agency Safeguarding Hub.

#### **5. Evaluating the success of provision**

In order to make consistent continuous progress in relation to SEN provision the school encourages feedback from staff, parents and pupils throughout the year.

Pupil progress will be monitored on a termly basis in line with the SEN Code of Practice.

*There will be an annual formal evaluation of the effectiveness of the school SEN provision and policy. The evaluation will be carried out by the SENCO / Inclusion Manager, Head Teacher / Principal and SEN Governor and information is gathered from different sources. This will be collated and published by the governing body of a maintained school (or the proprietors of Academy schools) on an annual basis in accordance with section 69 of the Children and Families Act 2014.*

Evidence collected will help inform school development and improvement planning.

## **6. Complaints procedure**

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO / Inclusion Manager, who will be able to advise on formal procedures for complaint.

## **7. In service training (CPD)**

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEN.

The SENCO / Inclusion Manager attends relevant SEN courses, Family SEN meetings and facilitates/signposts relevant SEN focused external training opportunities for all staff.

We recognise the need to train *all* our staff on SEN. The SENCO, with the senior leadership team, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management.

## **8. Links to support services, other agencies and voluntary organisations**

The school continues to build strong working relationships and links with external support services in order to fully support our SEN pupils and aid school inclusion; this includes health, social care and education.

Sharing knowledge and information between our support services is key to the effective and successful SEN provision within our school.

The Pax Christi Trust invites and seeks advice and support from external agencies in the identification and assessment of, and provision for, SEN. The SENCO / Inclusion Manager is the designated person responsible for liaising with the following:

- Schools and Families Support Service
- Education Psychology Service
- Behaviour Support Service
- Social Services
- Speech and Language Service
- Language and Learning Support Service
- Specialist Outreach Services
- Inclusive Education Support Service
- Education Welfare Service
- Health Service
- Early Years Portage Team

Representatives from appropriate external agencies are invited to liaison meetings throughout the year to discuss SEN provision and progress and keep staff up to date with legislation.

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In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency. Parents will normally be invited to and informed about any meetings held concerning their child unless there are over-riding safeguarding issues.