



# SEND Policy

**School:** Jigsaw Pupil Referral Unit

**Date Approved by Management Committee:** MAY 24

**Chair:** Mr D. Hains

**Headteacher:** Ms E. Rothlisberger

**Review Date:** MAY 25

## **Introduction**

The whole team at the school is committed to providing a welcoming, attractive and stimulating environment to support the needs and develop the learning of the children and families in the community. Every child and family in our community is valued and diversity is celebrated. Our school is staffed by a team of qualified teachers and teaching assistants. The school provides a broad and balanced curriculum, appropriate to our pupil's needs, in a safe, stimulating and caring environment which allows everyone to achieve, develop, learn and grow.

All areas of school life are inclusive and the teaching is tailored towards individual learning providing challenge and support; encouraging everyone to reach their full potential. Staff provide a positive ethos to enable the children to work towards the development of 'life skills' and instil life-long learning aspirations for everyone through a range of activities which are fun and enjoyable.

Our School adopts a 'whole school approach' to special educational needs. All staff work to ensure inclusion of all pupils. The school is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

## **INCLUSION STATEMENT**

We endeavour to make every effort to achieve maximum inclusion of all pupils whilst meeting pupils' individual needs. This policy builds on our School Inclusion Policy, which recognises the entitlement of all pupils to a balanced, broadly based curriculum. Our SEND policy reinforces the need for quality first teaching that is fully inclusive. The Management Committee will ensure that appropriate provision will be made for all pupils with SEND:

## **Aims and Objectives of this Policy**

- To reach high levels of achievement for all
- To be an inclusive school
- To ensure that all pupils requiring SEND provision are identified at point of referral and all relevant paperwork and resources are shared with Sending School
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To share a common vision and understanding with all stakeholders
- To give transparent resourcing to SEND
- To provide curriculum access for all
- To work towards inclusion in partnership with other agencies and schools
- To achieve a level of staff expertise to meet pupil need
- We recognise that many pupils will have special educational needs on entering Jigsaw and that plans will already be in place
- In implementing this policy, we believe pupils will be helped to overcome their difficulties

## **2. ADMISSION ARRANGEMENTS**

No pupil will be refused admission to school on the basis of his or her special educational need. In line with the SEN and Disability Act we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision. (Please see school's Admissions Policy).

## **3. MANAGEMENT OF SEND WITHIN SCHOOL**

The Management Committee has delegated the responsibility for the day to day implementation of the policy to the Head teacher and Deputy Head teacher who both have Qualified Teacher Status. The management of SEND is supported by the administration staff.

All school staff have a responsibility for pupils with SEND in their class, firstly to ensure Quality First Teaching with differentiation and personalisation to meet need. Staff are aware of their responsibilities towards pupils with SEND, whether or not pupils have an Education, Health and Care Plan, (EHCP). A positive and sensitive attitude is shown towards all pupils by adults in school. Staff responsibilities are identified in individual job descriptions. Teaching Assistants play a major role in the support of pupils with SEND. The rationale for the deployment of TAs is pupil centred.

The SLT are responsible for:

- overseeing the day-day operation of this policy
- co-ordinating provision for children with special educational needs
- liaising with and advising teachers
- managing learning support assistants
- overseeing the records on all children with SEN
- liaising with parents of children with SEN (in conjunction with class teachers)
- contributing to the in-service training of staff
- liaising with external agencies including the LA's support and educational psychology services, health and social services, and voluntary bodies

The SLT is responsible for reporting to the Management Committee any updates with regards to SEND.

## **4. IDENTIFICATION AND ASSESSMENT**

We accept the principle that pupils' needs should be identified and met as early as possible.

There are four areas of need as stated in the SEND Code of Practice, 2014

Whilst these four areas broadly identify the primary need of a pupil we also consider the needs of the whole child, which may also impact on a pupil's progress

- Communication and Interaction (C and I)
- Cognition (Cog)
- Social Emotional and Mental Health difficulties (SEMH)
- Sensory and/or Physical. (S/P)

Whilst these four areas broadly identify the primary need of a pupil we also consider the needs of the whole child, which may also impact on a pupil's progress

- Disability
- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL)
- Being in receipt of the Pupil Premium. (PP)
- Being a Looked After Child (LAC)
- Being a child of a service woman/man

The SLT uses Sending School information (including other agency reports), baseline assessment and whole school tracking data as an early identification indicator.

We use a number of additional indicators of special educational needs

- The analysis of data, including entry profiles at KS1 and 2 baseline and end of KS data, SATs, reading ages, annual and termly pupil assessments
- The use of our local authority SEN criteria
- The following up of teacher concerns
- Following up parental concerns
- tracking individual pupil progress over time
- Information from sending schools on entry
- Information from other services

The SLT maintains a list of pupils identified through the procedures listed; this is called the SEND Support list. This list is reviewed each term when a detailed analysis of the list takes place. For some pupils a more in depth individual assessment may be undertaken by the school or other educational or health professionals

## **5. CURRICULUM ACCESS AND PROVISION**

In order to meet the learning needs of all pupils, teachers differentiate work. They work to meet individual learning needs and to mark work and plan homework effectively.

Where pupils are identified as having special educational needs, the school provides for these additional needs in a variety of ways. The provision for pupils is related specifically to their needs. A provision map records a graduated response to individuals.

The range of provision may include:

- In class support for small groups with an additional teacher or Teaching Assistant (TA)
- Small group withdrawal with TA or CT
- Individual class support / individual withdrawal
- Further differentiation of resources
- Peer support
- Homework
- Interventions
- Provision of alternative learning materials/ special equipment

- Group support
- Provision of additional adult time in devising interventions and monitoring their effectiveness
- Staff development/training to undertake more effective strategies
- Access to Specialist Teaching and Educational Psychology Service or other support services for advice on strategies, equipment, or staff training

## **6. MONITORING PUPIL PROGRESS**

Progress is the crucial factor in determining the need for additional support.

Adequate progress is that which:

- Narrows the attainment gap between pupil and peers
- Prevents the attainment gap widening
- Is equivalent to that of peers starting from the same baseline but less than the majority of peers
- Equals or improves upon the pupil's previous rate of progress
- Ensures broad and balanced access
- Shows an improvement in self-help and social or personal skills
- Shows improvements in the pupil's behaviour
- Demonstrates 'Ratio Gain'

## **7. RECORD KEEPING**

The school will record the steps taken to meet pupils' individual needs. The SLT will maintain the records and ensure access to them. In addition to the usual school records, the Pupil's SEN Support Plan will include:

- Information from parents
- Information on progress and behaviour
- Pupil's own perceptions of difficulties
- Information from health/social services
- Information from other agencies

## **8. TARGETS and ACTION PLANS**

All pupils on our SEND Support list should have individual SEN Support Plans from their sending school as well as Jigsaw, these will set out targets and any provision made that is additional to and different from usual classroom provision.

For pupils with an EHCP, provision will meet the recommendations on the plan.

In subjects where children have curriculum targets these are used to inform the SEN Support Plan. Curriculum targets are recorded in exercise books, homework diaries, target cards etc.

Strategies for pupils' progress will be recorded in individual Pupil SEN Support Plan/PLIMs containing information on:

- Short-term targets
- Teaching strategies
- Provision made
- Date for review
- Success and/or exit criteria
- The outcomes recorded at review

The SEN Support Plan will record only that which is different from or additional to the normal differentiated curriculum, and will concentrate on individual targets that closely match the pupil's needs. The SEN Support Plan will be created through discussion with both the pupil and the parent or carer

Individual SEN Support Plan will be reviewed at regular intervals with the inclusion of parents, carers and pupils' views.

## **9. CODE OF PRACTICE GRADUATED RESPONSE**

Jigsaw adopts the levels of intervention as described in the SEN Code of Practice. The Code of Practice advocates a graduated response to meeting pupils' needs.

The majority of pupils that attend Jigsaw are already on the Sending School's SEN list and have had enhanced quality first teaching and individualised planning. The summary below outlines the process that would happen in the mainstream school prior to attending Jigsaw:

If the school decides, after consultation with parents, that a pupil requires additional support to make progress, the SLT, in collaboration with teachers, will support the assessment of the pupil and have an input in planning future support and add the pupil to the SEND Support list. The class teacher will remain responsible for planning and delivering individualised programmes. Parents and Sending School will be closely informed of the action and results.

Placement of a pupil on the SEND Support list will be made by the SLT after full consultation with parents at review. External support services may advise on targets for a new plan and provide specialist inputs to the support process.

Intervention will usually be triggered when despite receiving differentiated teaching and a sustained level of support, a pupil:

- Still makes little or no progress in specific areas over a long period
- Continues to work at National Curriculum levels considerably lower (one year lower) than expected for a pupil at a similar age
- Continues to experience difficulty in developing literacy/numeracy skills
- Has emotional problems that substantially impede their learning
- Has sensory or physical needs requiring additional specialist equipment or visits/advice from specialists.
- Has communication or interaction problems that impede the development of social relationships, thus presenting barriers to learning

Parental consent is sought before any external agencies are involved. The resulting plan may incorporate specialist strategies. These may be implemented by the class teacher but involve other adults. This is the point in which a pupils will have been referred to Jigsaw.

## **9. REQUEST FOR STATUTORY ASSESSMENT**

After a period of time at Jigsaw and through consultation and advice from staff, parents and outside agencies, the school may request an Education Health Care Plan from the LA. This is when, despite an individualised programme of sustained intervention within SEN Support the pupil remains a significant cause for concern. A EHCP might also be requested by a parent or outside agency. The school will have the following information available:

- Records from past interventions
- Current and past plans
- Records and outcomes of regular reviews undertaken
- Information on the pupil's health and relevant medical history
- National Curriculum age related expectations
- Other relevant assessments from specialists such as support teachers and educational psychologists
- The views of parents
- Where possible, the views of the pupil
- Social Care/Educational Welfare Service reports
- Any other involvement by professionals

### **Education, Care and Health Plans**

An EHCP will normally be provided where, after a Statutory Assessment, the LA considers the pupil requires provision beyond what the school can offer. However, the school recognises that a request for a Statutory Assessment does not inevitably lead to an EHCP.

An EHCP will include details of learning objectives for the child. These are used to develop targets that are

- Matched to the longer-term objectives set in the EHCP
- Of shorter term
- Established through parental/pupil consultation
- Set out in an Action Plan
- Implemented in the classroom
- Delivered by the class teacher with appropriate additional support where specified

### **Reviews of an EHCP**

EHCPs must be reviewed annually, if a pupil is due a review during their time at Jigsaw this will happen either at Jigsaw or at the Receiving School. The LA will inform the head teacher of the Receiving School of the pupils requiring reviews. In the case of a full time pupil at Jigsaw this would happen at Jigsaw, although few pupils start at Jigsaw with an existing EHCP. The SLT will organise these reviews and invite:

- The pupil's parent
- The pupil if appropriate

- The relevant teacher
- A representative of the SEN Inclusion and Assessment Team
- The Educational Psychologist
- Any other person the SLT or parent/carer considers appropriate

The aim of the review will be to:

- Assess the pupil's progress in relation to the objectives on the EHCP
- Review the provision made to meet the pupil's need as identified in the EHCP
- Consider the appropriateness of the existing EHCP in relation to the pupil's performance during the year, and whether to cease, continue, or amend it
- If appropriate to set new objectives for the coming year

At transitions, receiving schools should be invited to attend in order to plan appropriately. It also gives parents the opportunity to liaise with teachers from the receiving school.

Where appropriate and within the time limits set out in the Code, the SLT will complete the annual review forms and send it, with any supporting documentation to the LA. The school recognises the responsibility of the LA in deciding whether to maintain, amend, or cease an EHCP of SEN.

## **10. PARTNERSHIP WITH PARENTS/CARERS**

The school aims to work in partnership with parents and carers. If you have an SEN issue you are invited to email: [jigsaw@schools.sefton.gov.uk](mailto:jigsaw@schools.sefton.gov.uk)

We do so by:

- Keeping parents and carers informed and giving support during assessment and any related decision-making process about SEN provision
- Working effectively with all other agencies supporting children and their parents
- Giving parents and carers opportunities to play an active and valued role in their child's education
- Making parents and carers feel welcome
- ensuring all parents and carers have appropriate communication aids and access arrangements
- Providing all information in an accessible way
- Encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- Instilling confidence that the school will listen and act appropriately
- Focusing on the child's strengths as well as areas of additional need
- Allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- Agreeing targets for the child
- Making parents and carers aware of the Parent Partnership services. This information will be included in with the new parent packs.



## **11. INVOLVEMENT OF PUPILS**

We recognise that all pupils have the right to be involved in making decisions and exercising choice (SEN Code of Practice). Where appropriate all pupils are involved in monitoring and reviewing their progress.

We endeavour to fully involve all pupils by encouraging them to:

- state their views about their education and learning
- identify their own needs (self-assessment and self-evaluation, Assessment for Learning)
- share in individual target setting across the curriculum
- self-review their progress and set new targets

In addition pupils who are identified as having SEND are invited to participate in:

- reviews and setting of individual targets
- regular meetings with named adults
- Annual reviews and by completing pupil questionnaires

## **12. SPECIAL PROVISION**

The school has the following special facilities:

Wheelchair access (via the Children's Centre);

Disabled toilets with hand rails;

Blinds and curtains in classrooms to reduce glare. (Important for lip-reading)

Individual adaptations will be made for specific pupils e.g. chair supports and individual work stations.

## **13. LINKS WITH EDUCATION SUPPORT SERVICES**

We aim to maintain useful contact with support services in Children and Young People's Services. For pupils on our SEND Support list any one or more of the following agencies may be involved: Educational Psychologist, School Nurse, and Sefton Therapy Services.

## **14. LINKS WITH OTHER SERVICES AND SCHOOLS**

Effective working links are maintained with:

Speech and Language Therapy Service

Other Children and Young People's Services

Community Health Service

Family support and safeguarding

Parent Partnership Service

### **15. INSET**

In order to maintain and develop the quality of our provision, staff undertakes appropriate training and further professional development. Recent courses and in service training opportunities undertaken are detailed in the Head teacher's report to the Management Committee.

### **16. RESOURCES**

The provision for SEN is funded through the main revenue budget for the school. Funds are deployed to implement the SEND policy.

### **17. COMPLAINTS**

If there are any complaints relating to the provision for pupils with SEN these will be dealt with in the first instance by the Head teacher/DHT. The Chair of Management Committee may be involved if necessary. In the case of an unresolved complaint the LA may be involved Please see the school's Complaints Procedure available on the school's website.

### **18. REVIEW OF THE SEND POLICY**

The school considers the SEN Policy document to be important and, in conjunction with the Management Committee, undertakes a thorough review of both policy and practice each year. The outcomes of this review are used to inform the School Improvement Plan.