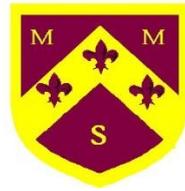


# Maids Moreton CE School



## SEND Policy

### Introduction

At Maids Moreton CE School we believe all children are entitled to experience the joy of learning and to achieve their potential both academically and socially. We strongly advocate that **‘Every teacher is a teacher of every child or young person including those with special needs.’** Our Mission Statement “Welcomes all children who wish to come to our school.”

This policy has been developed to address the requirements of the new reforms and legislation as dictated by the 2014 Children and Families Act, the SEND Code of Practice 0-25 January 2015 3.66 and the Equality Act (2010). The policy was compiled using the new policy guidelines for schools from the National Association for Special Educational Needs (NASEN).

It has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 -25, January 2015
- Statutory Guidance on Supporting pupils at school with medical conditions September 2014
- Schools SEN Information Report Regulations, July 2014
- The National Curriculum in England: July 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards July 2011 (introduction updated June 2013)

This policy was created by the school’s SENDCO, Mrs Elaine Wade, in liaison with the SEND Governor, Mr Anthony White and the Head Teacher, Miss Keira Ainsworth. All staff and parents of the school were consulted before final publication. A Special Educational Needs section is available on the school website for ease of access for parents. The SEND policy is reviewed annually.

Mrs Elaine Wade is the Special Educational Needs and Disability Coordinator. She holds the National Award for SEN Coordination. Maids Moreton is a small school and therefore does not have a formal leadership team. SEN matters are therefore raised by the SENDCO during staff meetings, where all teachers are present. In addition, SEN information is shared on the head teacher’s report to governors with updates on numbers of children in school on SEND support Plans and EHC plans, current

intervention programmes and their impact on pupil attainment and progress. The head teacher and SEN governor assume the role of SEN advocate at Full Governing Body Meetings.

### **Contact Details:**

SENDCo: Mrs Elaine Wade. [National Award for SEN Coordination]

Head teacher: Keira Ainsworth

SEN Governor: Mr Anthony White

Email: [office@maidsmoreton.bucks.sch.uk](mailto:office@maidsmoreton.bucks.sch.uk)

School Tel: 01280 812058

### **Definition of Special Educational Needs and Disability**

The Special Educational Needs and Disability Code of Practice (0-25 years) 2015 states that:

A child or young person has Special Educational Needs 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 a significantly greater difficulty** in learning than the majority of others of the same age;
- b) Has 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 SEN if he or she is likely to fall within the definition above when they reach compulsory schools age or would do so if special educational provision was not made for them.

Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is “... a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day to day activities”.

This definition includes children and young people with long term medical conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN but where a child requires special educational provision over and above the adjustments, aids and services required by the Equality Act 2010, they will additionally be covered by the SEND definition.

Schools must also have regard to statutory guidance re supporting pupils with medical conditions (DfE 2014)

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.

## **Aims**

Each child has an entitlement to access all areas of learning through the Early Years Learning Goals and National Curriculum. For this to be achieved, a variety of approaches and strategies will be required for *some* children over and above quality first classroom differentiation. If these children are to achieve their full potential, we must recognise this and plan accordingly.

We acknowledge that a certain proportion of children will have special educational needs at some time in their school career. Many of these children may require help throughout their time in school whilst others may need a little extra support for a short period, to help overcome more temporary needs.

Maids Moreton CE School aims to provide all children with strategies for dealing with their needs within a supportive environment and to give all children meaningful access to the EYFS and National Curricula.

At Maids Moreton we aim to:

- ensure that each child achieves his/her full potential both socially and academically
- enable every child to experience success and experience positive outcomes
- promote individual confidence and a positive attitude
- raise aspirations of and expectations for all pupils with SEN.
- ensure that each child receives a broad, balanced and relevant education and gains equal opportunities to take part in all aspects of the school's provision.
- encourage each child to be independent, show respect for others and gain self esteem
- develop opportunities for close cooperation and collaboration between child, parents, staff and outside agencies
- ensure that the responsibility held by all staff and governors for SEND is implemented and maintained.

## **Objectives**

The objectives of the policy will be supported through:

- early identification of a child's special needs through thoughtful, negotiated, sympathetic assessment and discussions with parents
- operating a whole pupil, whole school approach to the management and provision of support for special educational needs.
- taking into account the views of children and their families by enabling them to participate in decision making.
- encouraging parents/carers as an integral part of school provision, including attending reviews, discussions with outside agencies and an awareness of the

support available from the Buckinghamshire Local Offer

[www.bucksfamilyinfo.org/](http://www.bucksfamilyinfo.org/)

- operating an open door policy with effective channels of communication to ensure that the most appropriate personalised support is provided for every child;
- ensuring that all children, whatever their special educational needs or disability, receive appropriate educational provision through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning.
- teaching through a variety of learning strategies matched to individual needs regardless of age, gender, race, creed or disability
- promoting a happy, sensitive and secure environment to facilitate the most effective learning where the child can overcome his/her learning difficulties
- recognising and celebrating the notable achievements of all pupils
- supporting all teachers to plan inclusively to remove barriers to learning and to provide fair and equal access opportunities for all children.
- identifying, assessing, recording and regularly reviewing children's progress and needs.
- providing a Special Educational Needs Coordinator (SENDCo) whose work will be guided by the Special Educational Needs and Disability (SEND) Policy;
- offering training, support and advice to all staff, facilitated and led by the SENDCo and where appropriate, by collaborating with partners in education, health and social care to provide support.
- working within the guidance provided by the SEND Code of Practice 2015

## **Supporting Children and Families**

### **Partnerships:**

Maids Moreton CE School works in partnership with the following to support children with SEND:

- Specialist Teaching Service which provides support for cognition and learning
- Core funded services for communication and interaction, visual and hearing impairment and for children with physical disabilities
- Occupational therapists, physiotherapists and speech and language therapists
- Family Support Service
- Child and Adolescent Mental Health Service (CAMHS)
- Pathways Primary Pupil Referral Unit (PRU)
- Social Care
- Educational Welfare Officers
- Bucks County SEND teams
- School Nursing Team.
- Community Paediatrician and GPs.

## Identifying Special Educational Needs

### Broad Areas of Need

Special educational provision should be matched to the child's identified Special Educational Needs. Children's Special Educational Needs are generally thought of in the following four broad areas of need and support: (DfE SEND Code of Practice 2015: p97: 6.29-6.35)

### Children with speech, language and communication needs (SLCN).

These children may have difficulty:

- saying what they want to [expressive language]
- understanding what is being said [receptive language]
- not understanding or using social cues of communication

Children with ASD, including Asperger's Syndrome and Autism are likely to have:

- social interaction difficulties
- language difficulties
- communication difficulties
- difficulties when required to use imagination

### Cognition and Learning

This refers to children who are learning at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs:

- MLD: moderate learning difficulties
- SLD: severe learning difficulties – likely to need support in all areas of the curriculum with associated difficulties with mobility and communication
- PMLD: profound and multiple learning difficulties – severe and complex learning difficulties as well as physical or sensory impairment

### Social, Emotional and Mental Health Difficulties

Children may experience a wide range of social and emotional difficulties:

- Being withdrawn or isolated
- Displaying challenging, disruptive or disturbing behaviour
- Anxiety or depression, self-harming or substance misuse
- Eating disorders, physical symptoms that are not medically explained
- Disorders in attention deficit, attention deficit hyperactivity or attachment

### Sensory and/or Physical Needs

Children require special education provision because they have a disability. These difficulties can be age related and may fluctuate over time:

- Vision impairment [VI]
- Hearing impairment [HI]
- Multi-sensory impairment [MSI]- could be vision and hearing
- Physical disability [PD]- additional ongoing support and equipment access

**It is important to note that the purpose of identification is to work out what action the school needs to take, not fit a child into a category. At our school we consider the needs of the whole child, which will include not just the special educational needs of the child.**

*“In practice, individual children or young people often have needs that cut across all these areas and their needs may change over time. For instance speech, language and communication needs can also be a feature of a number of other areas of SEND, and children and young people with an Autistic Spectrum Disorder (ASD) may have needs across all areas, in particular sensory requirements.” (DfE SEND Code of Practice 2015: p97: 6.27)*

The school is very aware that the following factors may impact on progress and attainment and will be considered, but that they are not a definitive indication of SEN:

- Disability (the Code of Practice outlines the “reasonable adjustment” duty for all settings and schools provided under current Disability, Equality legislation – these alone do not constitute SEN)
- Attendance and punctuality
- Health and welfare
- English as an Additional Language [EAL]
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of a Serviceman/woman

Behaviour is no longer considered as a category of SEND. However, any concerns relating to a child’s behaviour will be described as an underlying response to a need which will have to be investigated further (refer to the School Discipline and Pupil Behaviour Policy on the website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/))

*“Persistent disruptive behaviour or withdrawn behaviours do not necessarily mean that a child or young person has SEND. Where there are concerns, there should be an assessment to determine whether there are any factors such as undiagnosed learning difficulties, difficulties with communication or mental health issues. If it is thought housing, families or other domestic circumstances may be contributing to the presenting behaviour a multi-agency approach, supported by the use of approaches such as the Early Help Assessment, may be appropriate.”*  
(DfE SEND Code of Practice 2015: p96:6.21)

## **Identification**

Maids Moreton C.E. School considers the full needs of the child over the whole time in the setting and will adapt provision to give a comprehensive and, where necessary, varying degree of support, depending on the individual requirements at any given time.

All teachers use on-going formative and summative assessments of children to measure progress and performance against National expected standards of attainment for a child of comparable age. Where a child’s progress or attainment gives cause for concern a graduated approach will be applied.

## **Graduated Approach**

**Initial Concerns** -If following quality first teaching and suitable adjustments made by the class teacher, a child's progress is not in line with age appropriate, national expectations the class teacher should complete an Initial Concerns checklist and collect evidence. Using the checklist the class teacher should use the assess - plan - do - review process detailed below.

In recording the needs of a child with SEND, our criteria for "entering" a child on the SEND register will be subject to the assess - plan - do - review process.

**Assess**- Where formative and/or summative assessment raises a concern, the teacher will in the first instance move to "plan." If there is an existing initial concerns checklist then this is referred to, to identify any further concerns following the original completion of this document. An appropriate discussion is held with the child to establish where they think they struggle and parents are also consulted. A profile is developed taking all the above into account and this may trigger the next step.

**Plan** - When a child is identified as having a 'barrier to learning' and their progress is not in line with their peers or age/stage expectations, quality first teaching with differentiated teaching/tasks for the individual child, is the first step in responding to the Special Educational Needs. In other words, high quality classroom teaching, differentiated for individual pupils is the first step in responding to the SEND. Additional intervention and support cannot compensate for a lack of good quality teaching. The class teacher, parents, child (where appropriate) and SENDCo agree the expected progress, make adjustments, introduce support and relevant interventions with clear impact measures. This information is recorded on a SEND Support Plan.

**Do** – Teachers implement the plan. Class teachers are responsible and accountable for the progress and development of the children in their class, including where a child accesses support from teaching assistants or specialist staff. The teacher will decide if support is in a group, paired or 1:1 and will take place within or away from the classroom. Whatever the decision, the teacher is responsible for linking all teaching of children with SEND to the classroom curriculum content, as appropriate. The SENDCo is responsible for supporting the teacher in any further assessments and advising on additional or alternative support.

**Review** – The school regularly and carefully reviews the quality of teaching for all children, including those at risk of underachievement. This includes reviewing and, where necessary, improving teachers' understanding of strategies to identify and support vulnerable children. At this stage the effectiveness of quality first teaching is reviewed. If the teacher concludes that the child's needs are not been met by quality first teaching, the class teacher and SENDCo will consider all of the information gathered from within the school about the child's progress, alongside National data and expectations of progress. This will include high quality and accurate formative assessment, using effective tools and early assessment materials. The targets on the child's Support Plan will be measured and any intervention programs carefully monitored for progress and impact. Impact and quality of support and interventions

are recorded on the SEND Support Plan, along with the parents' and child's views. This is reviewed against the child's progress and development and, in consultation with parents and any other professionals, new targets are set and monitored. The teacher, with support from the SENDCo will plan how further to address the child's need, implement the plan and assess its impact again.

The graduated response of assess, plan, do, review will continue in this way, referring to the SENDCo and professionals if necessary.

## **Highlighting a child as having SEND**

When the interventions required to overcome barriers to learning become significantly different from those of their peers, and/or a child is identified as not making progress in spite of quality first teaching, the school will highlight the child as having special educational needs (SEN) and seek to identify a cause.

The 2014 SEND Code of Practice characterises less than expected progress, given a child's age and individual circumstances, as progress which:

- is significantly slower than that of their peers starting from the same baseline;
- fails to match or better the child's previous rate of progress;
- fails to close the attainment gap between the child and their peers.

Parents sometimes ask us to look more closely at their child's learning. We take all parental requests seriously and investigate them all. Frequently, the concern can be addressed by quality first teaching or some parental support. Otherwise, the child is highlighted as having SEND.

Although the school can identify special educational needs, and make provision to meet those needs, we cannot offer diagnoses. Parents are advised to contact their GP if they think their child may have ASD or ADHD or some other disability. Having highlighted the child as having SEND, the SENDCo and/or the class teacher will meet with the child and parents to listen to their views and agree the short and long term expected outcomes and how this will be achieved, together with clear success criteria. This information is recorded on a SEND Support Plan.

The impact and quality of support and interventions are recorded on the SEND Support Plan. This is reviewed against the child's progress and development and, in consultation with parents and any other professionals, new outcomes are set and monitored as necessary.

The SENDCo is responsible for supporting the teacher in any further assessments and advising on additional or alternative support.

## **Managing SEND Support**

- Termly assessments of all children requiring SEND support will be completed by the class teacher with SENDCo guidance. Outcomes of these assessments will be discussed with parents/carers before new targets are set.

- SEND Support Plans show detailed support for individual children. Maids Moreton C.E. School recognises that plans are only effective if they are living records which tell us exactly what needs have been identified with detail of how to remove key barriers to learning effectively.
- Every class teacher of children with SEND will be responsible for the upkeep and monitoring of all records and for gathering evidence of support given and progress made towards specific outcomes. All records will detail outcomes to be achieved within an agreed time frame.
- Activities are differentiated to provide the best learning outcomes for all children. If a child's difficulties persist, further differentiation by the class teacher with SENDCo guidance, if appropriate, will be made and extra support put into place. Progress will be monitored closely and, if it is considered to be a need above the existing provision, outside agencies will be requested to assess the child and/or offer advice. Maids Moreton C.E. School's Local Offer details the type of provision that is available and can be located on the Bucks Family Information service website [www.bucksfamilyinfo.org/](http://www.bucksfamilyinfo.org/) and the school's website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/)
- The level of provision is decided initially by the class teacher with guidance from the SENDCo and any outside agencies that are involved in the child's support.

### **Education, Health and Care (EHC) Plans**

A small percentage of children, however, will have needs that go beyond the level of support provided by a school support plan and will make insufficient progress despite the targeted support, quality first teaching and interventions put in place.

If a child has complex, long lasting and significant needs then the school or parents can decide to apply for an Education and Health Care Plan (EHC Plan). This plan, if agreed, would be a legally binding document stating the levels and types of provision needed in order for a child to access the curriculum and make progress. The plan is written jointly by the school, parents, child and any relevant professionals from education and health care.

When requesting statutory assessment for an EHC Plan, the school must be able to provide evidence of the support provided thus far and explain why the child needs additional resources or professional input in order to make progress. To do this we provide information about:

- the school's action through SEN support
- completed historical and current provision maps for the pupil
- records of regular reviews and their outcomes
- the pupil's health including the child's medical history where relevant
- National Curriculum/EYFS attainment including national tests and assessments.
- educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist

- views of the parents and of the child
- involvement of other professionals

The decision over whether to grant an EHC Plan to a child is made by Buckinghamshire County Council upon reviewing this evidence. The process normally takes up to 20 weeks.

Children with EHC plans will have an annual review (6 monthly review for children in the Early Years) to evaluate the current and future needs/support for the child, as well as termly reviews with the class teacher to review short term targets.

Parents will be consulted at every stage of the process via meetings with the class teacher and SENDCo and through more formal arrangements such as annual reviews, SEND meetings and consultation evenings.

Children's views are obtained for annual reviews. Where a child cannot articulate their views, observations will be made to identify their preferred activities and areas of learning.

The school has access to a wide range of education, health and social services professionals available in Buckinghamshire.

### **High Needs Block Funding**

Occasionally a child may require extra support or equipment that will push the school's expenditure above £6,000 for that child, but will not be long lasting. Some examples of this could be specific equipment as a one-off purchase, or increased support during a difficult time of transition or as a result of a medical need. In these circumstances the school can apply for High Needs Block Funding. Such cases are reviewed on a one-to-one basis by Buckinghamshire County Council.

Our school will comply with all local arrangements and procedures when applying for High Needs Block Funding or EHC Plans.

### **Criteria for exiting the SEND Register**

Following assessment that indicates that a child is making expected progress and no longer requires additional provision the child is removed from the SEND Register. The child will continue to be monitored to ensure that their current level of progress is maintained. In the event of the child experiencing recurring or new difficulties, they will be placed back on the SEND Register where original or adjusted support will be reinstated.

### **Supporting Children and Families**

Details of the school's partnerships are available on the Bucks Family Information service website [www.bucksfamilyinfo.org/](http://www.bucksfamilyinfo.org/) and the school's website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/)

## **Policies and Reports**

Please refer to the school website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/) for

- Maids Moreton C.E. School's SEN Annual Report and Local Offer
- Details of admission arrangements
- Accessibility Policy and Plans
- Anti-Bullying Policy
- Supporting Pupils with Medical Conditions. [available from the School Office on request]
- Pupil Behaviour and School Discipline Policy.
- Parent support Information link which contains contact details for the local Children's Centre, The Buckinghamshire Family Information Service, Speech and Language therapy services and the School Nursing Team.

## **Transition**

Transition programmes are designed for individual children when moving from class to class and to other schools. These include a detailed handover between teaching staff and may also incorporate photo information books and extra visits to new settings to familiarise the child with their new surroundings. The SENDCo from the child's next school is invited to attend the penultimate and final annual reviews.

## **Supporting Children at school with medical conditions**

The school recognises that children at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have Special Educational Needs (SEND) and may have a Statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. The SEND Code of Practice [2015] is followed.

To support children at school with medical conditions refer to the school's policy for 'Supporting Pupils with Medical Conditions' which is available from the school office on request.

## **Monitoring and Evaluation of SEND**

The school regularly and carefully monitors and evaluates the quality of provision for all pupils through:

- Regular lesson observations, learning walks and work scrutiny
- Annual parental questionnaire
- Annual pupil questionnaire
- Staff views
- Governor visits
- Formative and summative assessment of pupil attainment and progress

Evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all pupils.

## **Training and Resources**

All schools in Buckinghamshire are required to cover the cost of SEND provision from their overall annual school budget. The Local Authority may provide some additional funding, according to need, for pupils with EHC Plans or those in receipt of High Needs Block Funding.

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of children with SEND. Specific training for staff is coordinated by the Head teacher in conjunction with the SENDCo.

The SENDCo attends relevant SEND courses and facilitates/signposts relevant SEN focused external training opportunities for all staff. The SENDCo r attends Local Authority SENDCo network meetings in order to keep up to date with local or national updates and disseminates this information to staff. In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. The SENDCo, with the Head teacher, ensures that pertinent training opportunities are matched to school self evaluation, the school development priorities, the current requirements of the school staff and the pupils on roll, and those identified through the use of provision management.

All teachers and support staff undertake induction on taking up a post and this includes information on the SEND policy and practice.

The Head teacher, SENDCo and the Governors of the school regularly monitor the needs of children with SEND. Resources are allocated according to need. The resources available include ancillary help, teacher time and materials. These are dependent on the school's budget. Any money allocated as a result of statutory assessment is spent according to the terms outlined in the resulting EHC Plan. The school has a continuing commitment to purchase appropriate resources to meet the individual needs of all SEND children.

## **Roles and Responsibilities**

The governing body has a statutory duty to ensure that the school follows its responsibilities to meet the needs of children with SEND following the requirements of the Code of Practice 2015

Specifically **governors** will:

- use their best endeavours in exercising their functions to ensure that the necessary special education provision is made for any pupil who has SEND;
- ensure that parents are notified by the school when special educational provision is being made for their child because it is considered that he or she has SEND;
- take account of the SEND Code of Practice when carrying out their duties towards all pupils with SEND;

- ensure the school produces and publishes online its school SEND information report;
- ensure the school has arrangements in place to support children with medical conditions;
- co-operate with the local authority (LA) in developing the local offer;
- ensure that there is a qualified teacher as the special educational needs co-ordinator (SENDCo) for the school;
- make sure that the teachers in the school are aware of the importance of identifying pupils who have SEND and providing appropriate teaching;
- make sure that the head teacher makes all staff who are likely to teach the pupil aware of the pupil's SEND;
- consult the local authority (LA) and the governing bodies of other schools when it seems necessary to co-ordinate special educational teaching in the area;
- ensure that pupils with SEND join in the everyday activities of the school together with children without SEND, as far as it is compatible with: their receiving the necessary special educational provision; the provision of efficient education for all other pupils; and the efficient use of resources;
- admit any child whose SEND statement or education, health and care (EHC) plan names the school.

The SEND Governor has oversight of the school's arrangements for SEND and reports to the Teaching & Learning Committee. Any actions or decision taken by the committee must be reported to the full governing body. The SEND governor will attend training provided by the local authority or Bucks Learning Trust, including termly SEND Governor Forum meetings when appropriate. The SEND Governor will meet with the SENDCo or Head teacher termly and report to the governing body through the termly head teacher's report or the Teaching & Learning Committee as appropriate.

The **SEND Governor** will:

- help to raise awareness of SEND issues at governing body meetings;
- ensure that the school's notional SEND budget is appropriately allocated to support pupils with SEND;
- give up-to-date information to the governing body on the quality and effectiveness of SEND and disability provision within the school;
- help to review the school's policy on provision for pupils with SEND;
- assure the governing body that the school website publishes the school's SEND offer in accordance with the new Code of Practice.

**The head teacher**, with the governors and SENDCo, plays an important role in the strategic development of SEND policy and provision at Maids Moreton CE School. In addition the head teacher ensures that the quality of teaching for pupils with SEND, and the progress made by pupils, is a core part of the school's appraisal arrangements and its approach to professional development for all teaching and support staff.

**Class teachers** are responsible and accountable for the progress and development of the pupils in their class, including those with SEND, including where pupils access support from teaching assistants or specialist staff. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching.

**The SENDCo** has an important role to play with the head teacher and governing body, in determining the strategic development of the SEND policy and provision in the school.

The SENDCo provides professional guidance to colleagues and will work closely with staff, parents and other agencies. The SENDCo is aware of the provision in the Local Offer and able to work with professionals providing a support role to families to ensure that pupils with SEND receive appropriate support and high quality teaching.

The key responsibilities of the SENDCo include:

- overseeing the day-to-day operation of the school's SEND policy;
- co-ordinating provision for children with SEND; including those who have EHC plans.
- liaising with the relevant Designated Teacher where a looked after pupil has SEND;
- advising on the graduated approach to providing SEND support;
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- liaising with parents of pupils with SEND;
- liaising with other schools, health and social care professionals, and independent or voluntary bodies;
- being a key point of contact with external agencies, especially the local authority and its support services;
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned;
- working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements;
- ensuring that the school keeps the records of all pupils with SEND up to date.
- Preparing information and documentation for Annual reviews and chairing or minuting the meetings as required.

Teaching Assistants assigned as 1:1 support for children, work under the guidance of the class teacher addressing targets detailed on Support Plans or EHC plans. They are responsible for keeping up to date documentation on the child. The class teacher is ultimately accountable.

The head teacher is the designated person for safeguarding in the school.

Mrs Debbie Power is responsible for managing children's Individual Health plans and medical needs.

The Head teacher allocates and monitors the use of the PPG and LAC funding.

## **Storing and Managing Information**

The school follows the procedures set out in its "Record Management Policy" for the storage and management of SEN information. All documentation, data and personal details are stored on the school's systems according to the school's Data Protection and Confidentiality policies.

## **Accessibility**

Statutory Responsibilities:

- The Disability Discrimination Act, as amended by the SEN and Disability Act 2001, placed a duty on all schools and Local Authorities to plan to increase, over time, the accessibility of schools for disabled children and to implement their plans.
- Schools are required to produce Accessibility Plans for their individual school and Local Authorities are under a duty to prepare accessibility strategies covering the maintained schools in their area.
- Accessibility plans and strategies are detailed on the school policy on the school website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/)

## **Dealing with Complaints**

Arrangements for considering complaints about special educational provision within the school:

- Informal complaints or concerns can be discussed with the class teacher and/or SENDCo by appointment.
- Formal complaints can be discussed with the SENDCo or Head teacher in the hope that a satisfactory solution can be found.
- The school's Complaint and Resolution policy is available on the school website

[www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/)

## **Bullying**

The school's Anti-Bullying and Child Protection policies are available on the school website [www.maidsmoreton.bucks.sch.uk/](http://www.maidsmoreton.bucks.sch.uk/)

## **Buckinghamshire's Local Offer**

The purpose of the local offer is to enable parents to have a clear and informed view of service available to them in support of their SEND needs and how to access these.

Buckinghamshire's Local Offer is available to view here:

<http://www.bucksfamilyinfo.org/>

## **Reviewing the Policy**

This policy will be reviewed annually by the Full Governing Body working with the SENDCo, usually in the Autumn term.

**Date: September 2019**  
**Ratified by the FGB: November 2019**  
**Review date: November 2020**