



Stillness Junior School

SEND Policy and School Information Report

Date of Policy:	March 2020	Approved By:
Renewal Date:	March 2021	Full Governing Body

This policy complies with the statutory requirements evident in the SEND code of practice September 2014.

This policy should be read in conjunction with:

Support for Children with Medical Conditions

Accessibility Policy and Action Plan

Safeguarding Policy

Complaints Policy

Behaviour Policy

Aims of the school's SEND policy

At Stillness, our aim is to ensure that all children are provided with opportunities to reach their full potential regardless of their needs.

- To explain how Stillness makes provision for children with additional needs and how we address barriers to learning.
- To ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND.
- To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum, the environment and to verbal and printed information for all.
- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is "additional to and different from" the quality first, differentiated teaching that is provided within the classroom.
- To work towards diminishing the difference in the progress of SEND pupils and other key groups and their peers by embedding the principles in the National Curriculum Inclusion statement
<https://www.gov.uk/government/collections/national-curriculum>
- To work collaboratively with parents/ carers in identifying, assessing and meeting the needs of pupils with SEND.
- To request, monitor and respond to parent/carers' and pupils' views in order to evidence high levels of confidence and partnership.
- To empower staff with the tools they need to best meet pupil need in addition to quality first teaching and through well-targeted continuing professional development.

- To support pupils with medical conditions, where possible, to achieve full inclusion in all school activities by ensuring consultation with health and social care professionals in order to meet the medical needs of pupils.
- To work in cooperative and productive partnership with the Local Authority, parents/ carers and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.
- To improve emotional health and well being of pupils and contribute to promoting their self-esteem so they form effective relationships based on mutual respect.

What are special educational needs or a disability (SEND)?

At our school we use the definition for SEN and for disability from the SEND Code of Practice (2014).

This states:

***SEN:** A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age**. Special educational provision means **educational or training provision that is additional to, or different from,** that made generally for others of the same age in a mainstream setting in England.*

***Disability:** 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 Sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.*

Types of SEND

The 2014 SEND Code of Practice outlines four areas of special educational need that include a range of difficulties and conditions

Cognition and Learning needs	<ul style="list-style-type: none"> • Learning difficulties • Specific Learning Difficulty (SpLD) such as dyslexia or memory difficulties.
Communication and Interaction needs	<ul style="list-style-type: none"> • Speech, language and Communication Needs (SLCN) • Social interaction and communication difficulties • Autism Spectrum Disorder (ASD)

Social, Emotional and Mental Health	<ul style="list-style-type: none"> • Anxiety Disorders • Low self-esteem • Attachment Difficulties
Sensory and/or physical needs	<ul style="list-style-type: none"> • Visual Impairment (VI) • Hearing Impairment (HI) • Multi-Sensory Impairment (MSI) • Physical Disability (PD)

The Code states that: “*Many children and young people have difficulties that fit clearly into one of these areas; some have needs that span two or more areas; for others the precise nature of their need may not be clear at the outset.*”

SEND at Stillness Junior School:

Roles and responsibilities

SEND provision is a whole school responsibility. In addition to the Governing body, Head Teacher, Deputy Head and Inclusion lead, all members of staff have an important role to play.

Inclusion Lead (interim)	Jan Docker	All can be contacted initially via the school office: In person: 8:30am to 4:30pm By phone: 020 8690 1416 By email: admin@stillnesjs.lewisham.sch.uk
Assistant SENCO (from January 2020)	Patrice Augustus-Brown	
Learning Mentor	Hazen Suleyman	
Governor for SEND		

- If you are not happy with the way you or your child’s needs have been met, please let us know. If you should want to take things further then you can contact Mrs Nichol, the Head teacher, via the school office.

How we identify pupils with SEND

Pupils joining from Stillness Infant School

- Most children join our school from Stillness Infant School.
- We maintain a good relationship with the Infant School. We arrange to meet several months before the children transition to the Junior School. We discuss all children they feel have additional needs.
- We have copies of all external professional reports for children during the summer term of Year 2. We read these and prepare advice for Junior Staff.
- We visit the Infant School and give each child a reading assessment.
- The Infant School give us the children's levels as soon as parents know them.
- Where any child has an EHCP, a member of the Inclusion Team will attend the Y2 Annual Review
- Sometimes parents contact us directly about their child.

Pupils attending Stillness Junior School:

- Sometimes additional needs will emerge or arise whilst the child is at Stillness. Concerns can be raised by any member of the school team, by families or even by the child themselves.
- We follow children's progress closely through data, teacher meetings such as regular Pupil Progress meetings, and book scrutinies. We use this information to look at children who are not making expected progress and consider the reasons why.
- We analyse behaviour records and consider if additional needs are contributing to any concerns about behaviour.
- Staff may contact us about a child who they have concerns about and fill out an initial concerns form which indicates the areas of need as well as what the teacher has put in place so far to support their needs. Following this, conversations/ a meeting will take place with the parent, observations take place in school/ class and relevant screening is carried out by a member of the Inclusion team. Interventions, where necessary, may be implemented to enable the child to make progress. After taking all this into consideration, external agency referrals are made, if necessary, in order to identify the need and give recommendations on how best to support the child in school.

For children who join us from another school:

- The Head teacher and a member of the Inclusion Team meet with both parents and children. We will discuss in that meeting whether the parent feels their child has any additional needs. We will look at the child's end of year report from their previous teacher.
- If necessary we will contact the SENCo of the child's previous school.
- We aim to read each child's file as it arrives at Stillness Junior School.
- All new pupils will have a reading test shortly after arrival.

- Sometimes a child needs extra support on joining our school. We endeavour to facilitate
 - Extra visits.
 - Meeting significant members of staff.
 - Photographing areas of the school e.g. classroom, hall, toilets and playground.
 - Ensuring correct resources are available and reasonable adaptations to the school environment have been made where relevant.

How we make provision for pupils with SEND

Class teachers are aware that they are accountable for the progress and learning of all pupils in their class. Quality first teaching and a well differentiated curriculum is the first step to meeting the needs of pupils with SEND. Therefore, most children's needs are met in the classroom. However, some children may experience particular learning difficulties that require additional support, understanding or adjustments. Depending on the need these may be managed at classroom level, or involve dialogue with and/or intervention from the Inclusion Team.

Sometimes the Inclusion Team will support Class teachers in their planning, so that they are better able to meet individual children's needs.

Occasionally, the Class Teacher and Inclusion Team may need to consult with external agencies such as the Educational Psychologist, Speech and Language Therapist, Occupational Therapist. This is only done with the consent of the child's parent/ carer.

We will follow an assess, plan, do and review model:

1. **Assess:** Data on the pupil held by the school will be collated by the class teacher in order to make an accurate assessment of the pupil's needs. Parents will always be invited to this early discussion with the class teacher to support the identification of action to improve outcomes.
2. **Plan:** If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class teacher with advice from the Inclusion Team.
3. **Do:** SEN support will be recorded on the child's profile, and IEPs will identify a clear set of expected outcomes/ SMART targets, which will include targets that focus on the individual child's barrier to learning. These may not be academic but designed to assist pupils to be able to access the curriculum. We have high aspirations for all children's progress from their starting points, this takes into account the individual needs of our SEN pupils. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded on the child's profile.

4. **Review:** Progress towards these outcomes are tracked and reviewed termly by the class teacher who will consult with the parents and the pupil as appropriate.

The kinds of special educational needs for which provision is made at the school

- Children and young people with SEND have different needs, but the general presumption is that all children with SEND but without an Education, Health and Care Plan (EHCP) are welcome to apply for a place at our school, in line with the school admissions policy. If a place is available, we will use our best endeavours in partnership with parents, to make reasonable adjustments for the provision required to meet the needs of pupils at this school.
- For children with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school or college in the EHC plan unless:
 - it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
 - the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.
- Before making the decision to name our school in a child's EHCP, the local authority will send the governing body a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made. In addition, the local authority must also seek the agreement of school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through a direct payment (personal budget).
- Parents of a child with an EHCP also have the right to seek a place at a special school or unit if they consider that their child's needs can be better met in specialist provision.

Interventions

At Stillness we take a flexible approach to interventions, and will prioritise support according to the needs identified at any point in time.

These interventions may include:

Social Skills programmes/support including strategies to enhance self-esteem

- Circle time in class
- Support from the Learning Mentor
- Occasional use of Circle of Friends where appropriate.
- Intervention from the Child and Adolescent Mental Health Service (CAMHS) for children and parents on referral from the GP, with the consent of parents/carers.

Access to a supportive environment

- Use of interactive whiteboards.
- Regular access to computers and Ipads.
- Use of individually recommended resources e.g. ear defenders, writing slopes, laptop for use in class.
- Provision of resources to enhance independent learning where appropriate e.g. easy grip pens and pencils, dyslexia friendly exercise books and whiteboards.

Strategies/programmes to support speech and language

- Assessment by the Speech and Language Service on referral, and then implementation of the recommendations as appropriate.
- Sometimes we run social skills groups and a range of speech and language interventions.
- The Speech and Language Therapist allocated to our school works with support staff to help plan and deliver effective interventions (small group or individual support) as well as assess pupils and give staff recommendations.

Mentoring activities:

- Use of peer modelling and mentoring.
- Peer mediators for support during lunchtimes and playtimes.
- School Council.
- Referral to the Learning Mentor where appropriate.

Access to strategies/programmes to support Occupational Therapy/Physiotherapy needs:

- Assessment by and intervention from an Occupational Therapist/Physiotherapist, on referral by the GP
- Sensory Circuit groups
- Where appropriate, implementation of individual OT/Physiotherapy support and intervention programmes by school staff for those children in receipt of these services.
- Provision of support resources where required.
- We have two disabled toilets and where agreed by parents and external professionals, pupils may have access to them.
- Where agreed parents or health professionals may accompany a child to the disabled toilet.
- Where we are able we will store mobility equipment on site during the school day – e.g. wheelchair.

Strategies to reduce anxiety/promote emotional wellbeing (including communication with parents)

- All staff trained in Safeguarding Children and young people.
- Referral to the Learning Mentor where appropriate.
- Referral to Child and Adolescent Mental Health Service where appropriate by the GP.
- Collaboration and communication with all external professionals involved with children, as appropriate.
- Meetings between School Staff and relevant external agencies where concerns can be shared and then followed up as appropriate.
- Occasionally individuals have support at times of high anxiety where agreed with an external professional and the parents.
- Worry box located in the hall which is monitored by the Learning Mentor.
- Learning Mentor weekly drop in sessions.
- Mindfulness activities led by the Learning Mentor or other members of staff.
- The use of Social Stories where appropriate

Strategies to support/develop literacy

- Group support in class through guided reading.
- Use of specific intervention programmes e.g. Toe by toe, Read Write Inc., Reading comprehension groups.
- Sometimes we run booster Literacy classes or separate sessions during the literacy hour for key groups.
- Dyslexia friendly strategies in the classroom.
- Referral to the Specific Learning Difficulties team (SpLD) as appropriate.

Strategies to support/modify behaviour:

- Consistent implementation of the school's behaviour policy.
- A restorative and rights respecting approach to sorting out any conflicts.
- Close collaboration with parents/carers.
- Referral to an appropriate agency such as Targeted Family Support, CAMHS, Lewisham Inclusion Service

Strategies to support/develop numeracy:

- Every maths lesson includes activities that are challenging, but can be accessed through the use of concrete resources (place value counters, strips of card), then with pictorial representation. Some children will move on to abstract thinking.
- Use of the ICT 'Mathletics' programme
- Sometimes we run booster classes in maths.
- Sometimes individuals are given extra support in maths.
- Pre - taught vocabulary where needed

Provision to facilitate/support access to the curriculum:

- Appropriate differentiation of tasks and activities.
- Small group support in class from class teacher and Teaching Assistant where required.
- 1:1 support from an allocated Learning Support Assistant for children with Education, Health and Care Plans.

Strategies/support to develop independent learning:

- Implementation of specifically tailored support strategies and programmes.
- Pre- teaching of new concepts and vocabulary for specific groups.

Support/supervision at unstructured times of the day including personal care:

- Play leaders initiating and supporting activities during lunch break.
- Peer mediators for support during lunchtimes and playtimes.
- Lunch supervisors supporting in the lunch hall.
- Sports Coaches offer additional activities at Lunchtime.
- Occasionally a child with an Education, Health and Care plan may have 1:1 support at lunchtimes where necessary.

Planning and assessment:

- Differentiated learning activities.
- Incorporation into planning of recommendations and advice provided by external agencies.
- Underlying ability assessments and other appropriate assessments undertaken by the Inclusion Team as required.

Liaison/Communication with Professionals/Parents, attendance at meetings and preparation of reports:

- Liaison with wide range of professionals.
- Target and progress meetings with parents.
- Sharing of professional reports with parents.
- Identification of needs requiring referral to external agencies.

Access to Medical Interventions:

- Most members of staff trained in First Aid.
- Referral to and liaison with medical professionals as appropriate and as required.
- Individual care plans for children with medical needs and allergies.
- We will store medication for life threatening conditions on site once a care plan has been agreed with medical staff and parents/carers.
- Children have orange bum bags on them where their Epi pens are stored and blue bum bags where their asthma medication is stored.
- Most staff have training in Resuscitation and Epi pen use.

How we evaluate Interventions

Depending on the intervention we:

- Observe the child in a variety of situations
- Analyse behaviour records
- Talk to the child and their carers
- Look at attendance and punctuality
- Look at children's books to see what work they are producing
- Complete entry and exit data on provision maps
- Assess academic attainment and progress.

If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice may be sought from external agencies to increase our understanding of their needs and to provide strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

- Specialists in other schools e.g. specialist provisions. (New Woodlands, Drumbeat, Brent Knoll, Kelvin Grove)
- Behaviour Support Service (Leisham Inclusion Service)
- The Specific Learning Difficulties Team (Dyslexia)
- Autism Outreach Team (Drumbeat Outreach)
- Sensory Teachers Team (Visual/Hearing Impairment)
- Educational Psychology Service
- Educational Welfare Officers
- Occupational Therapy
- Social Services
- School Nurse

- Child & Adolescent Mental Health Service
- In addition, the school will involve other external agencies as appropriate including health and social services, community and voluntary organisations for advice on meeting the needs of pupils with SEND and in further supporting their families.
- When school receives a report with recommendations from an external agency, the school will consider which of the recommendations are possible and should be prioritised in school and which may be best met by the parents at home.
- For a very small percentage of pupils, whose needs are significant and complex and the SEND Support required to meet their needs cannot reasonably be provided from within the school's own resources; a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.

Assessment:

The principles of the school's assessment policy apply to all pupils, including those with special educational needs or disabilities. In each year group we teach the national curriculum for that year – therefore all children are learning the objectives for that year and are initially classed as 'Working Towards' the end of year expectation. The only time this may differ is for pupils currently on our Special Educational Needs and Disability (SEND) List. Depending on their need, they might be taught learning objectives from an earlier year group's curriculum and assessed according to this criteria.

We will use meaningful ways of measuring all aspects of progress, including communication, social skills, physical development, resilience and independence. High expectations apply equally to SEND pupils. Effort applied to learning is reflected in teacher marking, feedback and through evaluations of IEP targets. Pupils with SEND are expected to understand key concepts before moving onto the next phase of learning. For pupils working below the national expected level of attainment, our assessment arrangements will consider progress relative to pupil starting points, and take this into account alongside the nature of pupils' learning difficulties.

Assessment methods are adapted for some pupils with SEN and disabilities. Adapted tests are often used with specific pupils. This could be the use of braille or larger print. Readers are used to read questions where appropriate and pupils are given extended time to complete papers. Scribes are used for pupils with particular gross/fine motor control difficulties.

We use a 'graduated approach' for SEND pupils (Assess, Plan, Do and Review). During termly Pupil Progress Meetings, teachers meet with the Inclusion Lead and the Senior Leadership Team to carry out a clear analysis of pupils' needs. This is

based on formative/summative assessment, the views of parents and pupils and where relevant information from outside professionals. Assessment offers next steps on each child's learning pathway and ensures a focus on long-term outcomes.

What to do if you have a concern about my child?

- If ever you have a concern about your child please do discuss it with the class teacher in the first instance, as difficulties are often overcome simply by sharing knowledge. If you feel you need more advice you are welcome to contact the inclusion department.
- All parents are listened to. Parent views and their aspirations for their child will form part of the assessment of needs and subsequent provision that is provided by the school.

If you would like to speak to someone independent of the school

- The ContinYou Independent Lewisham Parent Partnership Service (CLIPPS) provides independent information, advice and support for parents of children aged 0-19 years with a Special Educational Need (SEND). This helps to enable parents to feel informed and confident to work in genuine partnership with schools and the Local Authority in order to achieve the best outcomes for their children.
- Further information can be found at: <https://www.continyou.org.uk/lewisham-parent-partnership-service>

What support will there be for children's overall well-being?

The school offers a variety of pastoral support for pupils. These include:

- A Personal, Social, Health, Citizenship and Economic (PSHCE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being. We use SEAL materials growth mindset activities to support this curriculum.
- An Inclusion team that includes an Inclusion Lead with experience in behaviour management, an assistant SENCO and a Learning Mentor.
- All teachers have training and support to lead effective circle time.
- We are part of the Young Carers Charter and seek to support the Young Carers who attend our school.
- Pupils have a variety of responsibilities to develop them, and for us to listen to their voice:
 - Peer mediators
 - Ambassadors
 - Playleaders
 - School Council
 - Learning Council
- Small group and individual interventions to support pupil's well-being are delivered to targeted pupils and groups. These aim to support improved interaction skills, emotional resilience and well-being.
- Pupils who find outside class times difficult may be provided with strategies to support their behaviour and action may be taken to develop their social interaction skills.

- There are peer mediators trained to support children in resolving minor disagreements in the playground.
- All staff are trained in Safeguarding Children and Young People.
- The school has gained Healthy School status which evidences the work undertaken within the school to support pupils' well-being and mental health.

Pupils with medical needs (Statutory duty under the Children and Families Act)

Please see our policy on Supporting Children with Medical Conditions

What specialist services are available at the school?

The school has access to a range of specialist support that are identified in 'interventions' section above.

How will my child be included in activities outside the classroom including school trips?

- Risk assessments are carried out and procedures are put in place to enable as many children as possible to participate in all school activities.
- Parents are the experts on their child and we will have open discussions with them about the challenges that particular activities may present. Sometimes a parent may need to accompany their child on an outing.

How accessible is the school environment?

The following adaptations have been made to the school environment:

- All school buildings are accessible by ramp
- There are 2 adapted toilets to ensure accessibility for pupils, staff and visitors
- Some pupils have access to specialist equipment as recommended by external agencies.
- We use a variety of means to contact parents including face to face meetings, phone calls and email.
- We consider our environment and look at what we can do to support different needs, e.g. dyslexia friendly, autism friendly; however sometimes these demands can be conflicting.
- We will hold meetings on the ground floor where this is helpful for parents and carers.

How we prepare and support children to transfer to a new setting

- We have good relationships with all of our local secondary schools and work closely in the latter stages of Year 6 to ensure that all children make a successful transition. Our Inclusion team meet with the SENCo from your child's secondary school to ensure that any child with additional needs is discussed and appropriate provision is put in place in advance of their start date.
- If your child has an Education, Health and Care Plan, secondary transition will be discussed at their Year 5 annual review. A transition review will be held jointly with their new school in Year 6. If necessary we can arrange for your child to make extra visits to their new school, take photographs, ask questions and meet the staff before they start. Secondary school staff may also visit your child here in year 6.

- **How are the school's resources allocated and matched to children's special educational needs?**

- The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:
 1. A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
 2. The Notional SEND budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
 3. The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are in the care of the local authority or whose parents are in the Armed Services.
 4. For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEND Funding allocation.
- This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities.

How is the decision made about how much support each child will receive?

- For pupils with SEND but without an EHCP, the decision regarding the support provided will be taken by school taking parents views into account.
- For pupils with an EHCP, this decision will be reached in agreement with parents when the EHCP is being produced or at an annual review, whilst following advice received.

Safeguarding

Stillness Junior School is committed to safeguarding all children.

Children with special educational needs and disabilities are at higher risk of harm than most children, yet keeping them safe can be more of a challenge.

Children with additional needs may find it harder to understand what is happening to them, to understand right from wrong and to be able to communicate their worries.

For children with the most profound difficulties, with little or no verbal communication and a need for intimate care, their vulnerability is extremely high.

Occasionally a child with additional needs may pose a risk to others. We will seek to find ways to protect all our children consulting with children, colleagues, parents, and external agencies as necessary.

At Stillness we understand the need to be aware of these challenges and be vigilant to safeguard all children.