



## Whole School Special Educational Needs and Disability (SEND) Policy (Includes EYFS and Out of School Provision)

Please also refer to **'Whole School Admissions Policy and Procedures'**, **'Whole School Equal Opportunities Policy for Pupils'**, **'Reasonable Adjustments for Pupils'**, **'Whole School Disability Policy for Pupils'**, **'Whole School EAL Policy'** and **'Whole School Accessibility Policy and 3 –Year Plan'**.

### Policy Statement:

This policy is in keeping with the School's aims, its teaching and learning policies, and its policy on equality of opportunity. The School is committed to a policy of inclusion, one in which the teaching, learning, achievements, attitudes and well-being of all pupils' matter, including those identified as having needs 'different from' or 'additional to' those normally provided for pupils of the same age. *'The Code of Practice'* (2014) states that:

*'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 children of the same age; or*
- 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.'*

We are committed to equal opportunities and show due regard in our work, policy and procedures to 'SENDA' 2001 and to the new 'SEN Code of Practice 2014' which took effect from September 2014. We seek to make appropriate adjustments to procedures and policies to ensure pupils with disabilities are not put at a substantial disadvantage; this includes assessment of progress, lesson planning, behaviour management and extra-curricular enrichment activities.

This policy is available to all interested parties via the School website and in the Compliance section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is reviewed annually, and when events or legislation requires, by the Headmaster, the Deputy Head (Academic) and SENCo and the Governors. The next review date is September 2021.

### Key Individuals Involved in SEND Policy:

- **Governors:** At Cranford House the Governors are involved in developing and monitoring the School's SEND policy. There is a named Governor who is knowledgeable about the School's LDD provision, including funding, resources and personnel. LDD provision is an integral part of the School Development Plan and the quality of the LDD provision is continually monitored. The named Governor involved in Special Educational Needs is Mrs Alison Gray.
- **Senior Leadership Team:** The SLT is involved in developing and monitoring the School's SEND policy and leadership of SEND policy, provision and monitoring sits within SLT with the Deputy Head (Academic) and SENCo.
- **The SENCo** leads a team of specialist TAs and SEND representatives from EYFS/KS1, KS2 and KS3/4. The SENCo ensures that any decisions made by SLT take into account the needs of all pupils including those with a learning difficulty or disability.

### Objectives of the SEND Policy:

- To ensure that all pupils have access to a broad, balanced and relevant curriculum that is differentiated to meet their individual needs;
- To ensure early identification, assessment and provision for any pupil who may have special educational needs;
- To help every pupil realise his or her full potential and optimise their self-esteem;
- To enable all staff to play a part in identifying pupils with SEND and to take responsibility for recognising and addressing their individual needs;
- To encourage the whole School community to demonstrate a positive attitude towards pupils with learning differences;
- To encourage an effective parent-school partnership in developing and implementing a joint learning approach at home and at School;
- To ensure a pupil and family-centred approach, encouraging and supporting pupils to participate in all decision-making processes that occur in their education, taking into account their views and personal targets;
- To follow the 'Code of SEN Practice 2014' which recommends a graduated approach, APDR (Assess, Plan, Do, Review), whereby appropriate support, actions and interventions are matched to the individual pupil's needs and regularly reviewed;
- To ensure that no pupil with a disability is put at substantial disadvantage.

### EYFS Key Themes and Commitments:

This policy corresponds with the following 'EYFS Key Themes and Commitments':

- A Unique Child (1.1 Child Development, 1.2 Inclusive Practice, 1.4 Health and Well-being)
- Positive Relationships (2.1 Respecting each other, 2.2 Parents as Partners, 2.3 Supporting Learning, 2.4 Key Person)

- Enabling Environments (3.2 Supporting Every Child, 3.3 The Learning Environment, 3.4 The Wider Context)
- Learning and Development (4.1 Play and Exploration, 4.2 Active Learning, 4.3 Creativity and Critical Thinking)

This policy has regard to the ‘Statutory Framework for the Early Years Foundation Stage’ Safeguarding and Welfare Requirement: *Special Educational Needs* (3.67: ‘Providers must have arrangements in place to support children with SEN or disabilities’).

### **Special Educational Provision**

For children of two or over, educational provision which is additional to, or different from, the educational provision made generally for children or young people of the same age is defined as special educational provision.

It is important to note that, other than for the Nursery and Reception, our School’s SEND policy document is guided by the ‘Code of Practice 2014’ as required by Part IV of the 1996 ‘Education Act’, but it is not governed by the ‘Code of Practice 2014’.

It takes into account the education settings introduced by the ‘Special Educational Needs Disability Act’ (SENDA 2001). Early Years provision is governed by the ‘SEN Code of Practice 2014’.

The Learning Support Department and SENCo offer support and expertise to the whole School to help resolve difficulties and promote positive solutions for pupils experiencing barriers to their learning. However, The SEND Code of Practice makes it clear that class and/or subject teachers are directly responsible and accountable for all pupils in their class(es), even when pupils are receiving support from a teaching assistant or other specialist staff, within or outside the classroom. The responsibility and accountability for the progress and development of pupils with SEND lies with the class or subject teacher and Quality First Teaching lies at the heart of progress for all pupils.

We employ a range of strategies to achieve this, including:

- Identification and assessment of individual needs;
- Designing individual learning programmes;
- Advising and working with colleagues (academic & pastoral);
- Liaising with external agencies;
- Communicating with parents.

We currently have 2 pupils at Cranford House with an EHCP.

### **Identification and Assessment of Special Educational Needs:**

At Cranford House, places are not offered due to academic ability alone. Our School is a place where children with a whole host of interests both inside and beyond the classroom thrive. Treating every child as an individual is important to us, and we welcome pupils with learning difficulties and disabilities, providing that we can support them appropriately and fully. We do not, however, have the facilities to offer highly specialised and intensive treatments or an alternative curriculum.

We advise parents of children with special educational needs to discuss their child’s requirements with us before he or she enters the School, so that adequate provision can be made. Parents should provide a copy of an Educational Psychologist’s report or a medical report to support their request, for example for extra time or other special arrangements.

A pupil's needs may also become apparent through:

1. The Admissions Procedure;
2. Teaching within the classroom;
3. Screening procedure;
4. Parental expressions of concern;
5. Assessment undertaken by the Learning Support Department;
6. Other source(s).

We use the APDR (Assess, Plan, Do, Review) model of graduated interventions, where the responsibility for progress remains firmly with the class teacher and the emphasis is on Quality First Teaching. See Appendix I – Flow Chart of Procedures.

## **1. The Admissions Procedure:**

(Please refer to the '**Whole School Admissions Policy and Procedures**' on the website in the Compliance section of the Whole School Staff Teams area on Microsoft Teams for all staff to read);

- The pupils may undertake short assessments in Mathematics or Literacy administered by the class teacher;
- All pupils wishing to join the School at any entrance point will undergo age-appropriate screening tests when they attend either an assessment day or an individual taster day.

This is administered by the Registrar and analysed by the Deputy Heads, particularly the Deputy Head (Academic) and SENCo. During the course of the Admissions Procedure it may become evident, either from information given by parents, test results, or from previous school reports, that the pupil has a learning difficulty or disability. It may then be appropriate to further test or investigate the specific needs of the pupil and, therefore, the child may be called back for a further visit. Any future intervention required will be discussed at this point.

In some circumstances, referral for assessment by an Educational Psychologist or other educational professional may be considered necessary, particularly in the case of pupils nearing external examinations.

Each pupil with a learning difficulty or disability requires individual consideration and treatment. If appropriate, adjustments will need to be put in place. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for their child once they have accepted the offer of a place and before he/she becomes a pupil at the School.

Cranford House School is committed to treating its pupils and applicants fairly. According to the 'Equality Act' 2010, we must take reasonable steps to ensure that disabled pupils and applicants are not put at a substantial disadvantage by comparison with pupils and applicants who are not disabled. Please refer to the School's '**Reasonable Adjustments for Pupils**' policy, '**Whole School Equal Opportunities Policy and Procedures for Pupils**' and '**Whole School Disability Policy for Pupils**' for further details, all of which are located on the School website and in the Compliance section of the Whole School Staff Teams area on Microsoft Teams for all staff to read

## **2. Teaching within the Classroom:**

See Appendix I – APDR Cycle. If a class teacher feels that a pupil is showing signs of under-achieving or having a specific learning difficulty, then appropriate adaptations, support and strategies will be put in place, after consultation with SENCo and Learning Support staff, with an emphasis remaining on the quality of teaching and differentiation in the classroom.

If it is felt that the pupil is not responding to further levels of intervention, then a referral for assessment by an appropriate educational professional (Educational Psychologist, Speech and Language Therapist, Occupational Therapist, etc.) may be recommended or diagnostic testing may be administered by an appropriately qualified specialist within School.

If it is felt that the pupil would benefit from extra support, and parents are in agreement, then further provision will be arranged, under the guidance and oversight of the class teacher and SENCo. The views of pupils and parents remain central to the process throughout.

### **Home Learning and Covid-19 Lockdowns:**

In the event of a temporary Whole School closure due to local lockdown, rotation of attendance through Year Groups or temporary isolation of a Year Group 'bubble' pupils with SEN/D will have continued provision in accordance with the aims and purposes of this Policy document. The SENCo and Learning Support staff will liaise with pupils and parents as necessary to ensure continuation of appropriate provision.

In the event of pupils with disabilities who are subject to individual self-isolation requirements and unable to physically attend school:

- Pupils will have access to the live-streamed in-school lessons via Teams, and/or appropriate learning resources;
- Teacher resources and class work can be shared via OneNote, work can be completed and uploaded via OneNote; marking and feedback will be provided as per the School's '**Whole School Marking and Feedback Policy and Procedures (including EYFS)**' and assessment protocols as appropriate;
- Teachers and Form Tutors will 'check-in' with and monitor the progress of pupils who are home learning on a regular basis.

### **3. Expressions of Concern:**

Either during the Admissions Procedure, or subsequent to the pupil joining the School, parents may express a concern about their child's progress. This will at first be dealt with by the relevant Form Tutor, Head of Year and Deputy Head (Academic) and SENCo. The concern will be followed up and relevant advice given and interventions planned as necessary.

Parents may elect to have their child assessed by an external agency, or the School may advise this. The School will then request a copy of the report and will discuss the findings of the report with the parents. Depending on the findings and recommendations, the pupil may then have support within School.

Similarly, teaching staff may raise a concern if a pupil is not making progress in relation to their peer group. The SENCo may recommend specific tests to be carried out to assess the pupil and screen for the possibility of a specific learning difficulty. If appropriate, it may be recommended that a comprehensive diagnostic assessment is carried out by an Educational Psychologist, although not usually before the child is 7 years old.

Any classroom recommendations will be circulated to all staff by the SENCo in an Individual Support Plan devised for the pupil and discussed with parents; a copy of the report will be retained on file for future reference and to ensure all examination Access Arrangements, if relevant, can be applied for. An assessment by an Educational Psychologist or appropriately qualified assessor will be needed in the Senior School in order to apply for Access Arrangements for GCSE and A-level examinations. A list of local Educational Psychologists is retained, though no particular one is recommended.

### Physical Disability:

We recognise that some children with learning difficulties and disabilities may also have physical disabilities. Parents and prospective parents of disabled children can obtain copies of Cranford House's '**Whole School Accessibility Policy**' and '**Whole School Disability Policy and Procedures for Pupils**' from the School website. These show the ways in which we plan to make our buildings progressively more accessible to disabled pupils, parents and visitors.

If a pupil has a physical disability, medical information is outlined in the individual pupil's medical records. Lists of all pupils with medical problems or requiring any special disability provisions are available for staff in the Policies folder on the internal R: Drive, the School's Matron and on 3SYS.

The School is committed to ensuring that reasonable adjustments are made in order that a child with a physical disability is afforded the same opportunities, in terms of educational and social opportunities, as the able-bodied child. Please refer to the School's '**Reasonable Adjustments for Pupils**' policy which is located on the School website and in the Policies folder on the internal R: Drive.

### English as an Additional Language (EAL):

In cases where a pupil's level of fluency in English is such that accessing the curriculum at Cranford House would prove challenging, we may recommend that tuition in English as an additional language is necessary. **See 'Whole School EAL Policy'** for more details.

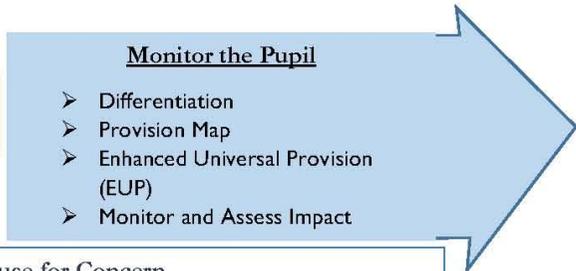
Reviewed: September 2019: Deputy Head (Academic) and SENCo, Headmaster and Governors

Reviewed: September 2020: Deputy Head (Academic) and SENCo, Headmaster and Governors

Review Due: September 2021: Deputy Head (Academic) and SENCo, Headmaster and Governors

Appendix 1:  
Procedures

Pupil not making expected progress



Pupil makes expected progress  
**MONITOR**

Pupil not making expected progress

**Cause for Concern**  
Lack of progress identified related to academic attainment or emotional and social wellbeing. (Concern can be identified from a range of sources including review of whole school progress data, observations by key staff, parents, or screening and assessments).

**Review**

- Continue to monitor impact termly and review

Class Teacher responsibility with SENCo support **4**



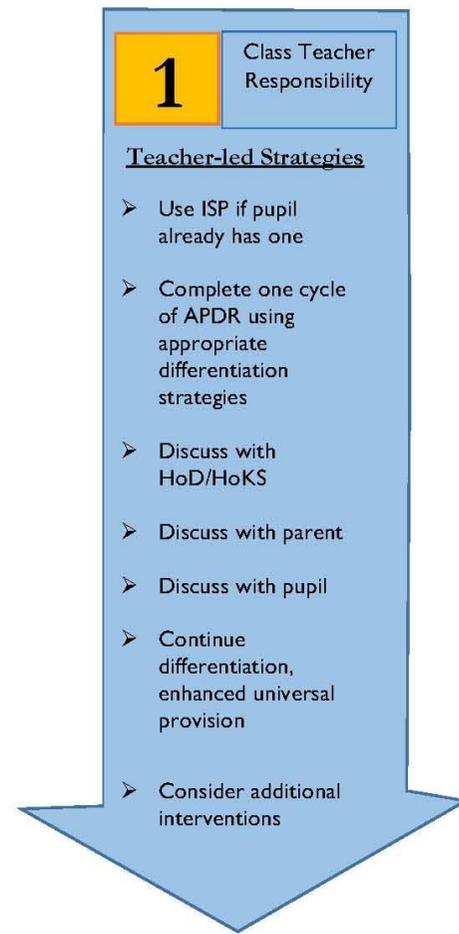
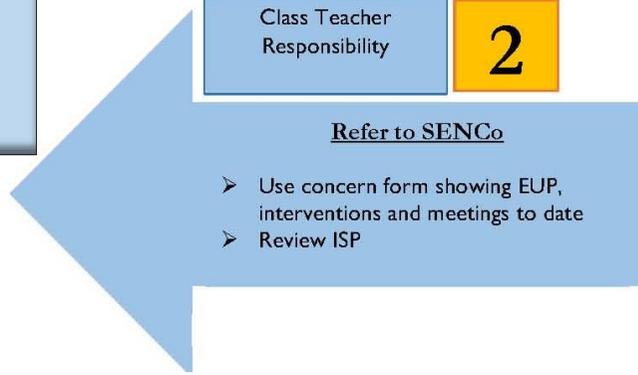
**Graduated Approach**  
**Assess Plan Do Review (APDR)**  
**Securing progress for all pupils and Monitoring Interventions**

**Possible Next Steps**

- Meeting with Parents/Class Teacher/SENCo
- Assessment by specialist learning assessor in school
- Further Enhanced Universal Provision (APDR/ISP)
- Evidence Based & Personalised Provision
- Implementation of new Individual Support Plan (ISP)
- Placement on SEND Support Register
- Referral to External Agency
- Continued Monitoring
- Termly Review Meetings

Class Teacher responsibility with SENCo support **3**

Class Teacher Responsibility **2**



Pupil not making expected progress

Pupil makes expected progress  
**MONITOR**