



SENDCO: Mrs Helen Perry
Primary

Contact details: Holy Name Catholic

Early Years SENDCO: Mrs Catherine Hughes

0151 525 3545

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1. **Aims and objectives of Holy Name Catholic Primary School in relation to SEND provision**

- To create an ethos and educational environment that is person centred and has the views and needs of the child/young person at its heart along with their families/carers.
- To encourage a strong focus on high aspirations and on improving outcomes for children and young people with SEND (special educational needs and disabilities) which will enable them to succeed in their education and make a successful transition into adulthood.
- To reflect the Code of Practice (2014) in stating that teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. Every teacher is a teacher of every child or young person including those with special educational needs or disabilities.
- To fully adopt the graduated approach to ensure that all pupils with SEND are identified early, assessed and catered for within the school/setting with high expectations for the best possible progress.
- To work within a ‘person centred approach’ fostering and promoting effective collaboration with children/young people, parents/carers and outside agencies.
- To encourage and engage the participation of children and young people and parents in the decision making and the planning and review of outcomes with regard to their provision.
- To clearly identify the roles and responsibilities of school staff and the SEND Governor in providing an appropriate education for pupils with SEND.
- To be proactive in enabling full access for pupils with SEND to all manageable aspects of the school curriculum and the wider school life and activities thus developing positive self esteem with a long term goal of independence and preparation for adulthood.

2. How Pupils with SEN are identified within Holy Name Catholic Primary School

The school's particular arrangements for assessing and identifying pupils as having SEND also form a part of our published Local Offer which was produced in consultation with parents in cooperation with the Local Authority and with due regard to the general duties to promote disability equality.

- We recognise the definition of SEND as stated in the Code of Practice 2014:

“A pupil has SEND where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age”. (p83)

- The school reflects what the Code of Practice states in that pupils are only identified as SEND if they do not make adequate progress once they have had all the interventions/adjustments and good quality personalised teaching. This is known as ‘SEN Support’.
- We are alert to emerging difficulties which may not be evident at an early age, these concerns may be expressed by parents or the children/young people themselves. Equally it is not assumed that attainment in line with chronological age means that there are no learning difficulties as it very much depends on the individual case.
- The four broad areas identified within the SEND Code of Practice 2014 are **‘Communication and Interaction’**, **‘Cognition and Learning’**, **‘Social, Emotional and Mental Health Difficulties’** and **‘Sensory and/or Physical needs’** and the children are identified largely within these areas. These areas exemplify the range of need for which the school is able to identify and provide support from within the school’s provision.
- The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. The school identifies the needs of pupils by considering the needs of the whole child which will include not just the special educational needs of the child or young person.
- The ability to identify SEND and adapt teaching in response to the diverse needs of pupils is a core requirement of the teachers’ standards (2012), teachers are guided and supported in this by the SENDCO and information is shared appropriately and frequently.
- Although the SENDCO has overall responsibility for the identification of pupils with SEND in the school it is recognised that other members of teaching and pastoral staff have a key role to play in this process. This is part of the collective responsibility and collaborative approach of the school.



- Early identification of pupils with SEND is a crucial factor in overcoming barriers to learning. The SENDCO works closely with the school assessment coordinator (Mr Morris) to interrogate the school tracking data, RAISE online data and FFT.
- At Holy Name Catholic Primary School we also use a number of indicators to identify pupils' special educational needs. Such as:
 - Close analysis of data including: Early Years Assessment, termly and yearly assessments, reading ages and annual pupil assessments.
 - Any teacher or support staff concerns.
 - Following up parental concerns.
 - Tracking individual pupil progress over time.
 - Liaison with feeder schools on transfer.
 - Information from previous schools. Information from other services.
 - Very close liaison at the outset with EYFS SENDCO, SENDCO, EYFS staff and parents.

3. Factors that are not SEN but may impact on progress and attainment may include:

- Disability.
- Attendance and punctuality.
- Health and welfare.
- Children/young people in receipt of pupil premium or pupil premium plus.
- LAC (Looked after Children).
- Being a child/young person of servicemen/women.
- EAL (English as an Additional Language).

4. How Holy Name Catholic Primary School teaches pupils with special educational needs.

Quality first teaching is a priority for all pupils in the school including those with SEND (pupils are supported to be able to meet lesson objectives).

- Where a pupil is identified as having SEND, action is taken to remove barriers to learning and put effective special educational provision in place.
- The SEN support takes the form of a four part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes. This cycle is known as the graduated approach (**Assess, Plan, Do and Review**).



5. How Holy Name Catholic Primary School adapts the curriculum and the learning environment for pupils with special educational needs.

- The Disability Discrimination Act (DDA) 1995, as amended by the SEN and Disability Act 2001, placed a duty on all schools and LAs to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. In line with this there is a fully developed accessibility plan which is in writing and which is also available on the school's website.
- The school is proactive in removing barriers to learning for example we have made adaptations to ensure we are ASD, ADHD and Dyslexia Friendly.
- The school increases and promotes access for disabled pupils to the school curriculum, see the Accessibility Policy.
- This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits.
- The school improves access to the physical environment of the school, as much as possible. This covers improvements to the physical environment of the school and physical aids to access education.
- The school strives to improve the delivery of information to pupils with SEND and their families when appropriate for disabled pupils. All paperwork handed out by the school can be accessed through a range of different formats upon request from the office.

6. How Holy Name Catholic Primary school assesses and reviews the progress of pupils with special educational needs.

ASSESS:- In assessing a child/young person the school will carry out an analysis of the pupil's needs which draws on the teacher's assessments and experiences of the pupil; their previous progress and attainment. This is put in the context of the individual's development compared to the school's core approach to pupil's progress, attainment and behaviour and their peers and national data. The pupil's own views are sought as are those of external support services if involved. The school liaises fully with outside agencies who are conducting the assessments. Any concerns by parents are actively listened to and recorded. Assessments of all pupils are reviewed every half term in our school.

PLAN: - We recognise that we must formally notify parents if their child is being provided with SEND support despite prior involvement and communication. The teacher and the SENDCO agree in consultation with the parent and pupil the adjustments, interventions and support to be put in

place as well as the expected impact on progress (outcomes), development or behaviour along with a clear date for review.

DO: - The school's SENDCOs support the class or subject teacher in problem solving and advising on the effective implementation of support and in further assessments. The teacher remains responsible for working with the child and where the interventions involve group or one to one teaching away from the teacher, they remain responsible for overseeing this and work closely with teaching assistants or specialist staff involved to plan and assess the impact of support and how they can be linked to classroom teaching.

REVIEW: - Reviews are carried out on the agreed date. Some children have an EHC (Education, Health and Care Plan). These must be reviewed by the local authority in partnership with the school at least annually. These reviews are arranged at school and are part of the SENDCO's role. When we review we evaluate the impact and quality of the support and take into account the views of the parents and pupils. This feeds back into the analysis of the pupil's needs. The teacher, working with the SENDCO will revise the support in the light of the pupil's progress and development and any changes to support and outcomes will be made in consultation with the parent and pupil. We strive to provide clear information to parents about the impact of support and interventions provided enabling them to be involved in planning next steps. In transition to another setting, information to be passed on will be shared with parents and pupils and this may involve others being present at review meetings and the SENDCO attending meetings offsite to support the transition process.

7. How Holy Name Catholic Primary School manages the needs of pupils who qualify for SEN support.

- In many cases the pupil's needs are effectively met within school. The way this is done is accessed in the School's Local Offer which is published and can be seen on the School's website and the Liverpool Family Services directory.
- Where a pupil continues to make less than expected progress despite evidence based support matched with interventions addressing areas of need, it may be necessary to involve specialists in the school or from outside agencies. Parents will always be informed and involved in the decision to ask the advice of a specialist and their consent will be required formally by agencies. (Except in child protection cases where a child is deemed to be at risk).
- Where assessment indicates that support from specialist services is required the school strives to ensure that the pupil receives this as quickly as possible. The Local Offer sets out clearly what support is available and how it can be accessed. Support Services used in our school

include, for example, Educational Psychology, CAMHS (Child and Adolescent Mental Health Service), Speech and Language Therapy Services, Seedlings, etc.

- Some children may have multi-agency involvement and the school will consider the criteria for the levels of need and where relevant may decide in consultation with Liverpool's 'Responding to Need Guidance and levels of Need Framework' that an EHAT (Early Help Assessment Tool) is appropriate.
- Where, despite the school having taken relevant and purposeful action to identify, assess and meet the need of the child or young person and they have not made expected progress, the school or parents should consider requesting an Education, Health and Care needs assessment. In applying for this the school presents evidence of the action taken as part of SEN Support.

8. How Holy Name Catholic Primary School works with parents and carers in planning for provision and reviewing progress, and how you support them in accessing information

- At Holy Name Catholic Primary School we recognise that the impact of SEN support can be strengthened by increasing parental engagement in the approaches and teaching strategies that are being used. We also value and welcome the essential information on the impact of SEN support outside school as well as the parents/carers particular knowledge of their child/young person and any changes in needs which they can provide.
- In creating the School's Local offer parental consultation was crucial and parents views on this were sought, acted upon and valued. This is an ongoing process and the school operates an open door policy where parents are encouraged to communicate openly with the school in a timely way should they have any concerns regarding their child/young person. It is the responsibility of the SENDCO to update the Local Offer when needed. There are other systems to encourage communication such as Dojo, questionnaires and parents evenings etc.
- Where a pupil is receiving SEN Support the school endeavors to talk to parents/carers regularly to set clear outcomes and review progress towards them, discussing the activities and support that will help achieve them and identify the responsibilities of the parent, the pupil and the school.
- At all stages of the SEN process the school keeps parents/carers fully informed and involved. Regular meetings are scheduled throughout the academic year to share the progress of the pupils with parents/carers and to take account of their views. It is hoped that this will assist in supporting pupils to reach their full potential. Parents/carers are encouraged to make a full and active contribution to their child's education. Thorough

records of outcomes, actions and support as well as contact with parents form an important part of monitoring and recording for the school.

9. How Holy Name Catholic Primary School enables pupils with SEND to participate in all activities together with pupils who do not have SEND.

- At Holy Name Catholic Primary School we recognise our duties regarding equality and inclusion for individual disabled children and young people under the Equality Act 2010. We make reasonable adjustments, including the provision of auxiliary aids and services for disabled children to prevent them being put at significant disadvantage. We also recognise that these are anticipatory duties and strive to make arrangements in advance to prevent disadvantage. It is important to foster good relations and promote equality of opportunity generally so that barriers to learning are removed.
- Children/young people are encouraged to participate fully in the life of the school. This includes extracurricular clubs and activities where the SENDCO monitors the attendance of those with SEND to ensure that there is good representative participation from these groups.

10. What support Holy Name Catholic Primary School offers for improving the emotional, mental and social development of pupils with special educational needs.

Holy Name Catholic Primary School recognises that some children and young people may experience a wide range of social and emotional difficulties which manifest themselves in different ways. These may include:

- becoming withdrawn or isolated
- displaying challenging, disruptive or disturbing behaviour.

These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as:

- Attention Deficit Hyperactivity Disorder (ADHD)
- Attention Deficit Hyperactive Disorder (ADHD)
- Attachment Disorder (AD).

It is also recognised by the school that children may display certain behaviours as a result of self esteem or other issues such as neglect.



At Holy Name Catholic Primary School we have clear processes to support children and young people and this is linked to the Behaviour policy. This policy includes details on how the school manages effects of any disruptive behaviour so that it does not adversely affect other pupils. The school provides support for pupils' emotional, mental and social development in the following ways:

- Support and advice from YPAS through Seedlings
- Support and advice from CAMHS
- Access to Educational Mental Health Practitioners.

11. How senior leaders and governors at Holy Name Catholic Primary School monitor and evaluate the impact of the school's SEND provision.

Whilst the full governing body remains responsible for SEND they often appoint a SEND Governor to support their work. The SEND Governor at Holy Name Catholic Primary School is Ms Julie Brown. She can be contacted via the Executive Head Teacher (Mrs Anne Radford) or Chair of Governors (Miss Frances Sibert). The SEND Governor promotes the development of SEND provision by:

- championing inclusion and promoting a greater understanding of issues related to SEND by the Governing Body
- being familiar with key legislation and policy
- fostering communication between parents/carers of children with SEND and the school
- meeting regularly with the SENDCO and visiting classrooms
- ensuring they have an understanding of the role of the SENDCO and how pupils are supported
- developing an awareness of the types of SEND present within the school cohort
- reporting regularly to the Governing Body
- understanding how funding received for SEND is allocated by the school
- attending training in relation to SEND
- assisting in monitoring the progress of vulnerable pupils
- reviewing and monitoring the effectiveness of the SEND Policy.

The Governing Body will report annually on the success of the policy. The SEND Governor will also liaise with the SENDCO in relation to the Local Offer and the SEND Information report. In evaluating the effectiveness of this policy, the school will consider the views of:

- Reports presented by the Executive Head teacher, Head of School, SENDCO and Link SEND Governor
- Parents/carers



- Pupils
- Outside Agencies.

Pupil's attainment and progress will provide detailed and quantifiable evidence relating to the success of the SEND policy and this will be analysed carefully through:

- Consideration of each pupil's success in meeting outcomes
- Use of standardised tests including reading, spelling and numeracy ages
- An analysis of external tests including SATs, Phonics Screening Check or equivalent qualifications
- The school's tracking systems and teacher assessments
- Evidence generated from One Page Profiles and Annual Review meetings
- ASP and Perspective Light
- Reports provided by outside agencies including Ofsted.

12. What training on SEND will be available for teachers, support staff and the SENDCO?

All primary schools within an SEND Consortia share best practice and offers support within the locality. Training on SEND is arranged through Consortia and with the support and involvement of the services attached to these. The training is needs led and linked to the school development plan, needs of the particular consortia and the school's Local Offer. Specific training can be provided for the SENDCO, Teaching Assistants, whole school and parents. Liverpool School Improvement service provides two SENDCO Briefings and an annual SENDCO Transition Forum (KS2/3) in June where any pupils with SEND and/or vulnerable pupils can be discussed in person and a transition plan can be put in place.

All teaching and support staff are encouraged to attend courses and training that assist them in acquiring the skills needed to work with pupils with SEND. The SENDCO provides school-based INSET and targeted support to develop awareness of resources and practical teaching strategies for use with pupils with SEND.

A needs analysis to determine INSET requirements of staff (including Governors) in the area of SEND is conducted annually. The school's INSET needs are included in the School Development Plan and the outcomes and impact of these will be detailed in the SEND Information report.

13. How SEND is funded at Holy Name Catholic Primary School.

The notional SEND budget is for school leaders to use in ways considered most appropriate in improving outcomes for pupils. It can for example be aligned with other funding (e.g. pupil premium) to optimise impact. The SENDCO along with other key staff in the school has a key role in determining how this budget is used, for example to provide interventions and targeted support.

The school budget allocation for SEND in the year 2021 to 2022 is detailed in the SEND information report. The Governing Body oversees this expenditure and therefore ensures resources are directed to support appropriate SEND provision as outlined in this policy.

The school allocates SEND funding in the following ways:

- Teaching Assistants
- Training for all Teachers and Teaching Assistants so that they can meet pupils' needs more effectively
- Specialist books and equipment
- In class and withdrawal support from the SENDCO or support staff;
- Ramped access to the main buildings of the school
- Disabled toilet facilities.

14. How Holy Name Catholic Primary School approaches its statutory duties in terms of increasing its accessibility over time.

All pupils at Holy Name Catholic Primary School have equal access to a broad and balanced curriculum differentiated to enable ALL pupils to understand the relevance and importance of an appropriate education. This promotes self esteem and confidence that will lead to pupils making relevant progress that is closely monitored.

Teachers use a wide range of strategies to meet pupil's special educational needs. Lessons have clear learning intentions and success criteria, are differentiated appropriately and assessed to inform the next stage of learning. Provision Mapping features significantly in the SEND provision provided by the school. Intervention Plans contain outcomes to ensure that all pupils experience success.

Following The Equality Act 2010 it states that education providers must also make 'reasonable adjustments' to ensure that disabled students aren't discriminated against. Making reasonable adjustments could include:



- changes to practices or procedures
- changes to physical features
- changes to how learners are assessed
- providing extra support and aids (such as specialist teachers or equipment).

The obligation for schools to provide extra support such as specialist teachers or equipment will be introduced at a later date.

Relevant information is shared with parents/carers of pupils on Special Needs Support or with an Education Health and Care Plan (EHC Plan). They receive regular details on the agencies involved with their child's education and are signposted according to their child's needs. Key information is also shared within the school to ensure teachers are up to date with developments.

15. How Holy Name Catholic Primary School handles complaints from parents/carers of pupils with SEN about SEN provision.

Any complaints should first be raised with the SENDCO, then if necessary with the Head of School, Executive Head Teacher and finally, if unresolved, with the SEND Governor. All complaints follow the school's complaints procedure.

Managing parental complaints related to SEND (any of the following may apply)

- Meetings with the parents/carers are arranged, perhaps involving a mediator such as the 'Information, Advice and Support Service' (currently SENDIASS).
- Key issues are identified including where there is agreement.
- Discussions should take place with the SENDCO.
- Reports provided by outside agencies should be considered.
- Outcomes are reviewed examining what progress the pupil has made.
- Any behaviour logs should ensure strategies are included and shared with parents/carers.

16. Who is responsible for what?

We acknowledge that the SENDCO shares responsibility with the rest of the staff within the school and the governing body. Whilst the full governing body remains responsible for SEND they often appoint a SEND Governor to support their work. The SEND Governor at Holy Name Catholic School promotes the development of SEND provision by:



The Governing Body will report annually on the success of this policy.

In evaluating the effectiveness of this policy, the school will consider

- Findings of the SEND Information Report including its Local Offer.
- Reports presented by the Head teacher, SENDCO and Link SEND Governor.
- Parents/carers.
- Pupils.
- Outside Agencies with evidence of joined together working.
- Pupil's attainment and progress will provide detailed and quantifiable evidence relating to the success of the SEND policy and this will be analysed carefully through:
- Consideration of each pupil's success in meeting their agreed outcomes.
- Use of standardised tests including reading, spelling and numeracy ages.
- An analysis of external tests including SATs, Phonic Check or equivalent qualifications.
- The school's tracking systems and teacher assessments.
- Evidence generated from Provision Mapping, Target Tracker and related interventions and person centred planning reviews from Education, Health and Care plans and EHATs.
- Raise online.
- Reports provided by outside agencies including Ofsted.

The role of the SENDCO

The role of the SENDCO involves:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEND.
- Advising and supporting colleagues.
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting.
- Liaising with professionals or agencies beyond the setting.
- The SENDCO has day-to-day responsibility for the operation of SEND policy and co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
- Overseeing the day-to-day operation of the school's SEND policy and updating it annually and overseeing and updating the school's SEND information report in line with statutory guidelines.



- Co-coordinating provision for children with SEND.
- 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 Early Years providers, other schools, educational psychologists, 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 Executive Head Teacher, Head of School 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.
- Monitor and support a graduated approach of Assess, Plan, Do and Review.
- To ensure that resources and support are allocated and maintained to all those individual pupils who may need additional provision of support staff in our schools including Teaching Assistants and others.
- Review the work of other adults regularly. In reviewing pupil progress and tracking achievement, SENDCOs should review targeted support on a regular basis.
- Be actively involved with the analysis and interpretation of data for the whole school and in the planning and intervention of those pupils not making expected progress and plan appropriate interventions.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.

In line with good practice reference to children with SEND is included in all our policies.