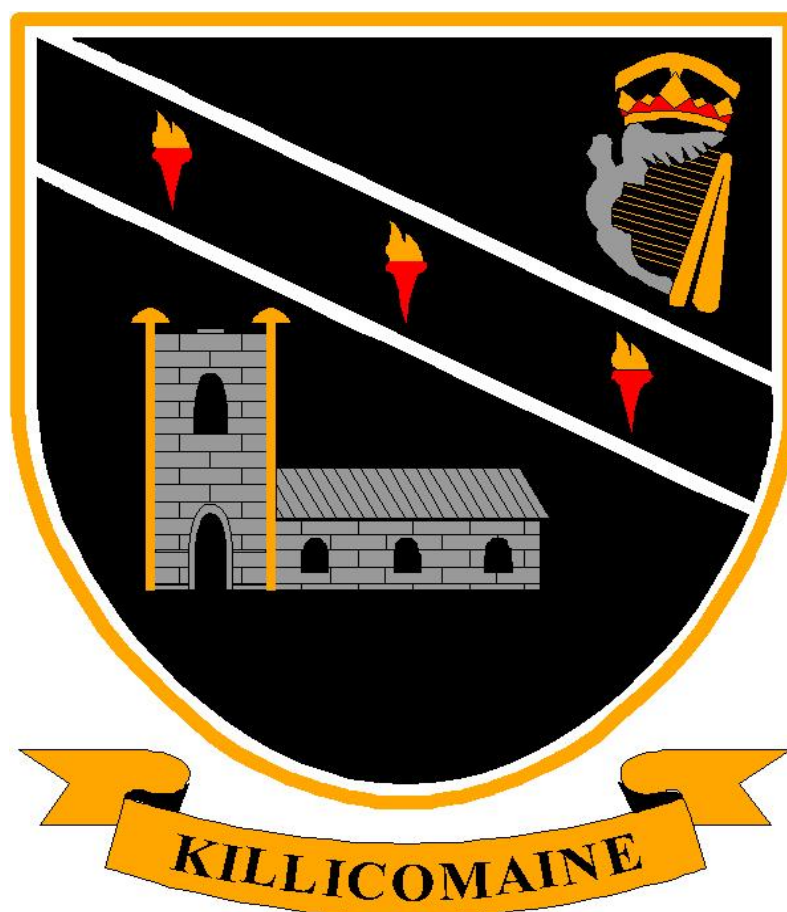


# KJHS

## SPECIAL EDUCATIONAL NEEDS POLICY



## **Rationale/Vision**

Killicomaine Junior High school staff is committed to providing equal access for all our pupils to a broad and balanced curriculum. We recognise that some pupils during their school career may have special educational needs and/or disability. In the interests of these children we will endeavour to make every reasonable arrangement to provide for their individual needs.

## **Definitions**

### **Learning Difficulty**

“Learning difficulty” means that the child has significantly greater difficulty in learning than the majority of children his or her age, and/or has a disability which hinders his or her use of educational facilities. ‘Special education provision’ means educational provision which is different from, or additional to, the provision made generally for children of comparable age.’ Code of Practice 1998 (paragraph:1.4)

### **Disability**

“Someone who has a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities.” Disability Discrimination Act (1995)

### **SEN Provisions of SENDO**

‘The new law will strengthen the right to an ordinary school place for children with a Statement, unless it tis against the wishes of parents or it is incompatible with the efficient education of others.’ ‘Children who have Special Educational needs but do not have a statement, must, except in specific circumstances, be educated in an ordinary school.’ Article 3 (1) SENDO 2005.

### **Key Principles of Inclusion**

‘Inclusion is about the quality of children’s experience; how they are helped to learn, achieve and participate fully in the life of the school’. Removing Barriers to Achievement (2004)

In order to make sure that we meet our pupils’ needs and include them in all aspects of school life, this SEN policy links closely with all our other policies in supporting pupils such as; Behaviour Management, Child Protection, Newcomer and Health and safety.

**The following areas encompass all aspects of SEN/Disability:**

**1. Cognitive and Learning**

- a) Dyslexia/Specific Learning Difficulty (DYL)
- b) Dyscalculia (DYC)
- c) Dyspraxia/Developmental Coordination Difficulties (DCD)
- d) Mild Learning Difficulties (MLD)
- e) Moderate Learning Difficulties (MLD)
- f) Severe Learning Difficulties (SLD)
- g) Profound and Multiple Learning Difficulties (PMLD)
- h) Unspecified learning difficulties (U)

**2. Social, Emotional and Behavioural**

- a) Social, Emotional and Behavioural Difficulties (SEBD)
- b) Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder (ADD)

**3. Communication and Interaction**

- a) Speech and Language Difficulties (SL)
- b) Autism (AUT)
- c) Asperger's Syndrome (ASP)

**4. Sensory Difficulties**

- a) Severe/profound hearing loss (SPHL)
- b) Mild/moderate hearing loss (MMHL)
- c) Blind (BL)
- d) Partially sighted (PS)
- e) Multi-sensory impairment (MSI)

**5. Physical**

- a) Cerebral Palsy (CP)
- b) Spina Bifida and/or Hydrocephalus (SBH)
- c) Muscular Dystrophy (MD)
- d) Significant Accidental Injury (SAI)
- e) Other (OPN)

**6. Medical Conditions/Syndromes**

- a) Epilepsy (EPIL)
- b) Asthma (ASTH)
- c) Diabetes (DIAB)
- d) Anaphylaxis (ANXS)
- e) Down's Syndrome (DOWN)
- f) Other medical conditions/syndromes (OMCS)
- g) Interaction of Complex Medical Needs (ICMN)
- h) Mental Health Issues (MHI)

**7. Other**

- a) Other (OTH)

## **Policy Aims**

1. We aim to provide a curriculum appropriate for all children with Special Needs: including learning difficulties, behavioural problems, physical difficulties, sensory impairments and other medical conditions.
2. We aim to identify pupils with SEN/Disability as early and thoroughly as possible using a variety of means and in consultation with appropriate personnel.
3. We strive for close co-operation between all services and agencies concerned in order to achieve an effective multi-disciplinary approach to meeting SENs.
4. To create a caring and supportive environment in which pupils can contribute to the planned provision in relation to their individual learning needs.
5. We aim to work in partnership with parents and the child to achieve and raise their attainment.
6. At KJHS we strive to meet the educational needs of all our pupils in accordance with our stated school aims.
7. We will ensure that SEN Policy will be accessible through the school website.
8. Governors will be updated on SEN issues when necessary, by the SENCo.

## **Arrangements for Co-ordinating SEN Provision**

### **Roles and Responsibilities**

SEN provision will be the overall responsibility of the Board of Governors and Principal of the school. However in order to facilitate the day-to-day running of the provision the board of Governors have delegated responsibility for pupils with special educational needs to Mrs Maxwell (SENCO)

### **Board of Governors**

In 'Every School a Good School' (DE) – The Governor Role (2010) Chapter 12 of the document relates specifically to the Governor role for pupils with special educational needs.

The role of the Board of Governors of a mainstream school is to exercise its functions in relation to the school with a view to ensuring that provision is made for registered pupils with special educational needs. The Board of Governors has a statutory duty to:

- Take account of the provisions in the DE Code of Practice on identifying and assessing special educational needs;
- Use their best endeavours to provide for pupils identified with SEN and that parents are notified of their child's special needs;
- Maintain and operate a policy on SEN;
- Ensure that where a registered pupil has special educational needs, those needs are made known to all who are likely to teach them;
- Ensure that the teachers in the school know the importance of identifying those registered pupils with SEN and of providing appropriate teaching;
- Allocate funding for special educational needs and disability; and prepare and take forward a written accessibility plan.

### **Principal** (Code of Practice 1998)

The Principal should:

- Keep the Board of Governors informed about SEN issues.
- Work in close partnership with the SENCO.
- Liaise with parents and external agencies as required
- Delegate and monitor the SEN budget
- Ensure the SMT are actively involved in the management of SEN within the school. SMT members should ensure consistency of practice and contribute to the realisation of the SDP.
- Provide a secure facility for the storage of records relating to Special Educational Needs.

### **SENCO**

The designated teacher is responsible for:

- The day to day operation of the school's special educational needs policy.
- Responding to requests for advice from other teachers.
- Co-ordinating provision for pupils with Special Educational Needs.
- Maintain the school's SEN register and oversee all the records on pupils with special educational needs.
- Liaison with parents of children with special educational needs.
- Establishing the SEN in-service training requirements of the staff and contributing as appropriate to their training.

- Liaison with external agencies.

## **Subject Teacher**

The subject teacher should:

- Be aware of current legislation.
- Keep up to date with information on the SEN Register.
- Gather information through observation and assessment.
- Develop an inclusive classroom.
- Work closely with other staff to plan for learning and teaching.
- Contribute to, manage and review EPs in consultation with the SENCO.
- Involve classroom assistants as part of the learning team.

## **Year Head**

The Year Head should:

- Be aware of current legislation.
- Keep up to date with SEN register.
- Ensure new members of department are familiar with the SEN Policy.
- Ensure that practice and procedures within the department promote learning and teaching which is relevant and accessible to all pupils.
- Support subject teachers to enable them to provide an appropriate and differentiated curriculum.
- Ensure appropriate resources are available.
- Discuss issues with subject teachers through departmental meetings and forward minutes to SENCO when appropriate.

## **Classroom Assistant / General Assistant**

Support staff should:

- Work under the direction of the class teacher.
- Be involved in planning.
- Look for positives by talking to the child about his/her strengths.
- Provide practical support.
- Listen to the child/speak to staff on the child's behalf.
- Explain boundaries and operate these consistently and fairly.
- Keep records and attend meetings.
- Share good practice.

## **Pupil**

‘The child should, where possible, according to age maturity and capability, participate in all the decision making processes which occur in education.’ (Supplement to the Code of Practice – pars 1:190)

Key decisions for a particular pupil might include:

- Contributing to the assessment.
- Contributing to education plans through setting targets.
- Working towards achieving agreed targets.
- Contributing to the review of EPs, Annual Reviews and the Transition process in year 10.

## **Parent/Carer**

‘The relationship between the parents of a child with SEN and their child’s school has a crucial bearing on the child’s educational progress and effectiveness of any school based action.....Professional help can seldom be wholly effective unless it builds upon parental involvement and provides reassurance that account is taken of what parents say and that their views and anxieties are treated as intrinsically important.’ (Code of Practice 2.21)

It is essential that parents inform the relevant school staff of any significant needs their child may possess. They should do this as early as possible. For example, important information may need to be made available by a parent upon a child’s entry to the school.

It is the school’s responsibility to inform parents when staff are considering placing the pupil’s name on the SEN register or moving the child to a higher or lesser stage of need. Parents should be invited as necessary to:

- Meet with staff to discuss their child’s needs.
- Attend review meetings.
- Inform staff of changes in circumstances.
- Support targets on EPs.

## **Admissions**

The admission arrangements with respect to the majority of pupils with SEN are consistent with the school’s general arrangements for all other pupils.

Children with Statements of SEN are placed in Killicomaine Junior High School at the request of the Southern Education and Library Board.

When seeking to place a pupil with a Statement, the Board will take into account the wishes of the child's parents and the provision of efficient education for other children in the class or school and the efficient use of resources to determine the suitability of the placement.

This arrangement is in line with SENDO legislation.

## **Special Facilities**

The Governors will ensure that the school building is fitted with all necessary equipment and that human resources will be provided to ensure that all pupils can access all areas of the school. The school building was assessed for SEN access by SELB staff and necessary works carried out during 2008.

## **Allocation of Resources**

The Governors, through the finance committee will allocate funds to meet the needs of pupils with SEN. The finance committee will inform the Governors of the amounts allocated for Special Needs. The Headmaster and SENCo will manage the funds allocated. The Governors require that the Headmaster and SENCo ensure that optimum use is made of these resources.

## **In-Service Training**

### **(i) Teaching Staff**

The SENCO will liaise weekly with the V.P (Staff Development). All inset concerning SEN will be discussed decisions taken on what courses should be attended and by which members of staff.

### **(ii) Governor**

All inset concerning Governor (S.E.N.) will be passed onto the relevant person and a recommendation made by the VP/SENCo liaison meeting.

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

'It is vitally important that children with SEN are identified as early as possible and that an awareness of their possible difficulties is clearly communicated between all the professionals involved with their development.' (Code of Practice 1998 paragraph 2.14)



‘Children with SEN should be identified as early as possible and assessed as quickly as is consistent with thoroughness.’ (Supplementary Guide of the Code of Practice paragraph 5.12 – page 44)

In Killicomaine Junior high School, the following may be used to identify pupils’ needs:

- Whole school assessment (eg MIDYIS, PIM, Nfer Nelson, GL Testing, Accelerated Reader, British Picture Vocabulary Scale.)
- Information from transferring school
- Parental information
- Teacher observation
- Class tests/assessments and school examinations
- Standardised tests
- Diagnostic Assessments
- Professional Reports
- Statements of Special Educational Needs
- Care Plans
- EP Reviews
- Annual Reviews

## **The Management of SENs**

In Killicomaine Junior High School, we follow the five stage approach as set out in The Code of practice (1998). This approach recognises that there is a continuum of SEN and that the requirements of the majority of the pupils with SEN lie at Stages 1, 2 or 3. This means that their needs are met by the school with the help of outside agencies and / or specialists as required.

### **Stage 1**

Stage 1 begins with a concern that a child may have special educational needs. Normally such a view is expressed either to or by the class teacher. The class teacher maintains day –to-day responsibility for meeting the pupil’s SENs and should inform the SEN co-ordinator and the Principal and consult the child’s parents. In addition, the class teacher should:

- Collect and record information about the child and make an initial assessment of SEN.
- Provide or arrange special help within the normal curriculum framework, such as increased differentiation of class work, alternative teaching and learning strategies to help meet the child’s needs. The nature and aims of such provision should be recorded, together with the targets, monitoring arrangements and review date.
- Monitor and review progress and report back to the SENCO.

The SENCO should:

- Ensure that parents are consulted and together agree that the child's name is included in the school's SEN register.
- Help the class teacher gather information and assess the child's needs.
- Advise and support the class teacher.

### **Stage 1 Review**

Parents should always be informed of proposed action and any review date. Having considered review outcomes the SENCO will decide whether to remove pupil's name from the register, keep the pupil at Stage 1 or move the child to Stage 2.

### **Stage 2**

Stage 2 begins with a decision either at the Stage 1 Review, or following discussions between teachers and parents, to proceed with early and more intensive action.

The SENCO:

- Takes the lead in assessing and identifying the child's learning difficulty. This includes planning, monitoring and reviewing the special educational provision working with the child's teacher. The class teacher remains responsible for working with the child in the classroom.
- Again, working with the class teacher, the SENCO should ensure that an Education Plan is drawn up for the pupil.
- All these operations should take into account, as far as possible, the child's own views and the parent's views.

### **Stage 2 Review**

Normally the Stage 2 review should be conducted by the SENCO, in consultation with the class teacher and, where possible, child and parents. It should focus on the child's progress.

- If progress has been satisfactory the SENCO may decide that the child should continue at Stage 2 in order to consolidate gains. If the progress continues to be satisfactory, the SENCO may decide that the child no longer needs special educational provision at Stage 2 and may decide to move the child to Stage 1.
- The child's name should be kept on the SEN register until there is no longer any significant concern about progress.
- If the relevant and purposeful measures at Stages 1 and 2 do not result in adequate progress the SENCO should move the child forward to Stage 3 and referral may be made to specialist support services/agencies outside the school.

### **Stage 3**

Stage 3 begins with a decision either at Stage 2 review or following discussions between the SENCO, Principal, teachers and parents, that early intervention with external support is necessary.

At this stage the SENCO takes a lead role, working closely with the child's teacher and drawing on the expertise of relevant external support services.

The SENCO, working with the class teacher and with the help of the external support services, should ensure that a Stage 3 Education Plan is drawn up. Together they should consider a range of teaching approaches and appropriate support material, including the use of ICT. The Education Plan should set out revised strategies for supporting the child's progress and arrangements for monitoring and review. It should be implemented, as far as possible, within the everyday classroom setting. The SENCO should ensure close liaison with the child's teacher. Parents should always be kept informed and the child should be involved as far as possible.

### **Review of the Stage 3 Education Plan**

The review of the Stage 3 Education Plan should normally be conducted by the SENCO, in consultation with the class teachers and where possible, parents and child. Relevant external support services may also be present, particularly if the child's progress has not been satisfactory. The review should focus on the child's progress and whether this has been adequate.

- If intervention remains appropriate the child will remain at Stage 3 for a further period of time.
- If the progress has been satisfactory and intervention is no longer required, the SENCO, following consultation, may agree that the child no longer needs external support at Stage 3 and may decide to move the child back to Stage 2 and action appropriate to that stage will be taken.
- If the relevant and purposeful measures at Stage 3 have not resulted in adequate progress, following consultation with the SENCO, teacher, external support services and parents, the Principal may request a Statutory Assessment.

### **Stage 4**

'In some cases schools will conclude that the pupil's needs remain so substantial that they cannot be effectively met within the resources normally available to the school.'  
(Supplement to the Code of Practice – 4.64)

Following an application to the EA from school's principle or the parent, the Board will consider the need for transition to Stage 4. It should be noted that a request of this kind will not always result in Statutory Assessment nor will Statutory Assessment always lead to a Statement of SENs.

In reaching a suitable decision, the Board will consider:

- The degree of the child's difficulty.
- The nature of the provision required.
- Whether the child's needs could reasonably be met by the resources normally available to the school.
- Use the 5 Board Provisional Criteria for Statutory Assessment.

## **Following Statutory Assessment**

**The ELB will either:**

Make and maintain a Statement of Special Educational Needs and arrange, monitor and review provision.

Or,

Provide a Note in lieu of a Statement.

- A Statement of Special Educational Needs sets out the child's educational and non-educational needs, the objectives to be secured, the provision to be made and the arrangements for monitoring and review.
- A Note in Lieu of a Statement sets out the reasons for the Board's decision not to make a Statement of Special Educational Needs and includes supporting evidence from the Statutory Assessment.

## **Stage 5**

Once the Statement has been made final:

- Provision and / or support will be arranged to meet the child's needs.
- The SENCO ensures that a Stage 5 Education Plan is drawn up, implemented, monitored and reviewed.
- The Annual Review and Transition processes will take place.

## **The Annual Review**

Article 19 of the Education (Northern Ireland) Order 1996 requires that any child or young person who is the subject of a Statement of Special Educational Needs, whether attending a special or mainstream school, must be reviewed annually, to make sure that the needs of the child or young person are still being met and to consider the appropriateness of the placement. Annual Reviews should be seen as part of the process of continuous monitoring of the child's progress.

## **The Annual Review will**

- Gauge the child's progress towards meeting the objectives specified in the statement.
- Review the special provision made for the child, including placement.
- Consider the appropriateness of maintaining the Statement of SENs.

Relevant school staff will undertake the Review on behalf of the Board. The Review will take place in school, chaired by the SENCO.

## **Exceptional Cases**

In most cases transition through the five staged assessment process occurs in sequence. However, in exceptional circumstances, pupils may demonstrate such significant or unforeseen difficulties that with multi-professional and parental agreement a move to a higher stage of need is necessary immediately.

## **Learning & Teaching**

All children have the right to a broad and balanced curriculum, taking into account the entitlement framework. This involves all staff in utilising a range of teaching strategies and classroom management styles designed to take account of the differing abilities, interests and experiences of pupils. In order to facilitate this:

- Work set should be stimulating and differentiated so that pupils experience success yet challenging enough to promote progression in learning.
- Work set should allow pupils to progress at their own rate, yet encourage them to take responsibility for their own learning.
- Staff should give positive feedback and the achievements of pupils with SEN celebrated.
- Staff should be sensitive to pupils' literacy and numeracy difficulties and how this impacts on communication. This needs to be taken into consideration when giving instructions.
- Lessons should be structured in a series of simple clearly defined steps.
- The classroom environment should be inclusive, stimulating and attractive, featuring as much pupil work as possible.

## **Access Arrangements for Examinations**

- Special Arrangements for Examinations are designed to provide access for pupils with specified learning difficulties.
- Such arrangements should be the normal way of working.
- The final decision regarding these remains with the principal.

## **Monitoring the Progress of Pupils with SENs**

The SENCO will ensure that the progress of pupils on the SEN register is monitored. This process will involve:

- EPs monitored for quality, progression and appropriateness through meeting with teachers on a regular basis.
- Gathering evidence that the pupil is making progress.
- Completing quality reviews of EPs and other relevant and purposeful measures that focus on educational outcomes to inform future planning and inform movement either up or down through the Code of Practice Stages.

## **Complaints**

All complaints regarding SENs in your school will be dealt with in line with school's existing complaints procedures.

## **SEN Advice and Information Service**

ELB have set up an SEN Advice and Information Service to provide support in relation to children with Special Educational Needs. Details of this service can be found on ELB website.

## **Dispute Avoidance and Resolution Service (DARS)**

DARS was established in September 2005 as part of the implementation of the Special Needs and Disability Order (SENDO). It aims to provide an independent, confidential forum to resolve or reduce the areas of disagreement between parents and schools/Boards of Governors or ELBs for pupils who are on the Code of Practice, in relation to special educational provision. Where interested parties have made an attempt to resolve a disagreement and this has been unsuccessful, a referral may be made to DARS.

Members of the DARS team will facilitate the possible resolution of disagreements (in a separate venue from home or school) but do not have the authority to resolve a dispute. DARS is separate and independent from Special Education Section.

Involvement with DARS will not affect the right of appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Parents/Guardians may contact this service directly.

## **Special Educational Needs and Disability Tribunal (SENDIST)**

Where agreement cannot be reached between a parent and the ELB with regard to a child's special educational needs, legislation gives the right of appeal to the Special Educational Needs and Disability Tribunal (SENDIST). This body considers parents' appeals against decisions of ELBs and also deals with claims of disability discrimination in schools.

### **Monitoring and Evaluating the Policy**

This policy will be reviewed annually and in light of changes in legislation or practice following consultation with all staff members, parents and external agencies.