

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



**Sherborne House**

*Enquiring Minds, Extraordinary Stories.*

---

## **Special Educational Needs Policy**

This policy applies all pupils in the school, including those in the EYFS

School SENCo: Mrs Jacqui Carter

Contact: [j.carter@sherbornehouse.co.uk](mailto:j.carter@sherbornehouse.co.uk)

Early Years SENCo: Mrs Claire Evans

Contact: [c.evans@sherbornehouse.co.uk](mailto:c.evans@sherbornehouse.co.uk)

Every teacher is a teacher of every child or young person, including those with SEN.

### **School Setting**

Sherborne House School is a co-educational non selective independent school for pupils of the age of 2 years 9 months to 11 years.

**From January 2020** Sherborne House School has a nursery provision for babies from 6 months to 3 years.

### **School beliefs**

Sherborne House School believes that all pupils are entitled to high quality, well-planned and well-organised teaching, which will enable them to participate in a broad and balanced curriculum and to be part of the social life of the school.

Reviewed 30 **July 2023**

by

Mrs J Carter

Checked

by

Head Teacher & Deputy Head

Next Review **August 2024**

# Contents

Compliance and Introduction	3
Special Educational Provision	4
Aims and Objectives	4
Whole School Graduated Approach to SEN Support	5
Raising a Concern - Procedure	5
Storage and Managing Information	5
The Role of The SENCo at Sherborne House School	6
Training and Resources	6
Support Services	7
Valuing Parents	7
Considering the Pupil's Views and Opinions	7
Provision for pupils with EHC Plans or statements	7
Pupils with English as an Additional Language	9
Other Considerations	9
Disability Discrimination Act	10
Pupils with Medical Conditions	10
Admissions	10
Monitoring progress and Evaluating Success	10
Accessibility including the Physical Environment	10
Physical Environment	11
Procedures for Resolving Complaints about SEN Provision	11
Bullying	11
Criteria for Exiting the SEN Register/Record	11
Appendix	11

## Special Educational Needs Policy

### Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (January 2015) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (January 2015)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

This policy was created by the school's SENCO (Mrs J Carter) and agreed by the SLT. It has been shared with all staff and parents/carers of pupils with SEND in the spirit of current reform.

### Introduction

Our school is a happy, vibrant learning community that puts our pupils and their needs first. We are enormously proud of our school and its place within the community.

Sherborne House School welcomes all children who can fully benefit from the opportunities we offer and provides a broad and balanced curriculum where children can flourish in their learning. The school broadly follows the Common Entrance and National Curricula and adapts, supplements and differentiates these frameworks in order to meet the specific needs of individuals and groups of children.

Sherborne House School is an inclusive school in which all children are fully integrated. The vast majority of support for pupils with Special Educational Needs (SEN) is delivered within lessons wherever possible. We believe that Every Child Matters, therefore all children have access to a full and balanced curriculum to enable them to reach their full, individual potential.

All children benefit from a culture of praise, encouragement and positive reinforcement: none more so than children who experience particular barriers in their learning. At Sherborne House School, whilst praising and building upon what our children can do, we take steps to identify and support any difficulties. It is essential that children retain their self-esteem and we ensure that every small step is recognised, celebrated and built upon.

At Sherborne House School we teach clearly structured lessons or sequences of work which aim to interest and motivate all pupils. Lessons are appropriately differentiated either by task or by outcome in order to meet the needs of pupils, including the more able and those with special educational needs. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. Some children exhibit particular ability or talent; others experience certain barriers to learning. Both demand additional attention beyond the normal curriculum and require particular action.

Teachers will support those who are learning English as an additional language within the classroom, with the help from the Special Needs Coordinator (SENCo) where appropriate. Teachers also take into account the varying interests, experiences and achievements of boys and girls and pupils from different cultural and ethnic backgrounds, to help pupils make good progress.

Sherborne House School provides for children across a broad spectrum of ability and this policy sets out the school's approach to the identification and support of children with Special Educational Needs (SEND). It reflects current legislation and the SEND Code of Practice 2015. Separate policies are published for the provision of children with English as an Additional Language (EAL) and the Able, Gifted and Talented (G&T). The school is committed to the safeguarding of children at all times and understands and operates the requirements to ensure we safeguard the needs of individual pupils with additional vulnerability.

## Special Educational Provision

The Equality Act 2010 retains the previous definition of disability:

‘A physical or mental impairment which has substantial and long term adverse impact on a person's ability to carry out normal everyday activities.’

This has some overlap with the definition of ‘special educational needs’ in the Children and Families Act 2014 (which includes pupils with significantly greater difficulty in learning than the majority of children of his/her age, or a disability which means that a pupil cannot make full use of the general educational facilities provided for pupils of their age in mainstream state schools) but not all pupils are disabled by their SEN and vice versa.

At Sherborne House School, we endeavour to secure special educational provision for pupils for whom this is required, that is ‘**additional to and different from**’ that provided within the differentiated curriculum to better respond to the four areas of need identified in the SEN Code of Practice:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health (SEMH)
- Sensory/physical

(New Code of Practice September 2014) (See Appendices for definitions)

At Sherborne House School, we believe that a pupil has special educational needs if:

- He or she has a learning difficulty or disability which calls for special educational provision to be made [please refer to Sherborne House School Accessibility Plan]
- A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age over a sustained period of time.

A child must **not** be regarded as having a learning difficulty solely because the language or form of language of the home is different from the language in which he or she is, or will be, taught.

Sherborne House School recognises that high achieving children are recognised as having a ‘special educational need’ and provision will be made to meet these needs. (See Gifted and Talented Policy).

## Aims and Objectives

At Sherborne House School, we aim:

- To identify and provide for pupils who have SEN and additional needs
- To work within the guidance provided in the SEND Code of Practice, 2015
- To operate a “whole pupil, whole school” approach to the management and provision of support for special educational needs
- To provide a Special Educational Needs Co-ordinator (SENCo) who will work with the SEN Inclusion Policy
- To provide support and advice for all staff working with special educational needs pupils

- To create an environment that meets the special educational needs of each child to engage in activities alongside pupils who do not have SEN
- To request, monitor and respond to parents/carers and pupil's views in order to evidence high levels of confidence and partnership
- To make clear the expectations of all partners in the process
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development
- To ensure support for pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals
- To identify the roles and responsibilities of all staff in providing for children's special educational needs through reasonable adjustments to enable all children to have full access to all elements of the school curriculum
- To work in cooperation and productive partnerships with the Local Education Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners

## Whole School Graduated Approach to SEN Support

Sherborne House School takes a whole school approach to the provision for pupils with SEN through assessing, planning, delivering, reviewing and recording of information, to ensure that all children achieve their potential.

### 1. Identification of Needs

At Sherborne House School, it is the role of the class teacher in the first instance, to identify any pupil who may have SEN.

*'Slow progress and low attainment do not necessarily mean the child has SEN. The class teacher working with the SENCo should assess whether the child has SEN'.*  
SEN CODE 0-25(2014).

Before identifying a child as needing SEN support the class teacher with the SENCo support will establish a clear analysis of the pupils needs.

### 2. Analysis of Needs

Ongoing processes of **formative, summative assessment and diagnostic assessment** is an integral part of the teaching and learning process at Sherborne House School providing information useful to the pupil, the teacher and the parents. This is outlined in the school's Assessment Policy, which aims to give a full picture of each pupil's learning profile against their potential on an ongoing basis. This process of ongoing assessment demonstrates what has been learned, identifies successes and gaps in learning and should identify what the next learning stage should be. It also provides valuable information about how the curriculum could be suitably adapted and which methodologies should be adopted to meet individual needs. Where current rates of progress for individual pupils are inadequate (see appendices for definition), arrangements for appropriate screening and support will be made through the school's graduated approach to SEN.

## Raising a Concern - Procedure

- **Assess:** The class or subject teacher, working with the SENCO, will carry out a clear analysis of the pupil's needs. A Record of Concerns document may be raised at this stage.
- **Plan:** In consultation with the parent and pupil, agree the adjustments, interventions and support to be put in place as well as the expected impact on progress, development or behaviour, along with a review date.

- **Do:** The class or subject teacher remains responsible for working with the pupil. The SENCo will support the main class/subject teacher in the further assessment of the pupil's particular strengths and weaknesses, in problem solving and advising on the implementation of support
- **Review:** The effectiveness of the support and interventions and their impact on the pupil's progress is reviewed termly or half termly dependent on the level of individual need; the impact and quality of the support and interventions is evaluated, by the class teacher and SENCo from the pupils' achievements of targets set, along with the views of the pupil and their parents; the support is revised in light of the pupil's progress and development in consultation with the pupil and parents.

The above process will assist the SENCo in determining whether a child should be entered onto the SEN Register.

Parents may be concerned about their child's progress and this should be raised, in the first instance, to the class teacher by way of an arranged meeting. The class teacher will then share this concern with the SENCo who will contact the parent to arrange a meeting to discuss the concerns raised. The same procedure when a concern is raised by a class teacher will then be followed by the SENCo.

**Identifying behaviour as a need is not an acceptable way of describing SEN.** Any concerns relating to a pupil's behaviour will be described as an underlying response to a need which we will be able to recognise and identify clearly. (See Bullying Policy).

#### **Stage 1 ~ Monitor**

Initially any additional individual attention and support is provided by the Class or Subject Teacher through differentiated work with the SENCo kept informed. We also place pupils with low scores in standardised tests on this stage to flag up potential problems to subject/form teachers.

#### **Stage 2 ~ Additional Support**

The child's progress is monitored and additional testing may take place if there remains cause for concern. Additional support will be introduced through further specific, tailored materials and/or teaching assistant input. This may be in small groups for reading/spelling/maths and the regularity of the intervention is outlined on a provision map per term.

#### **Stage 3 ~ SEND**

Responses to the interventions are carefully monitored by the SENCo and alternative interventions may be recommended accordingly. However, if the SENCo and staff are still concerned about the child's progress, we may suggest further advice and support is obtained from outside professionals. Where assessments by outside agencies are carried out, full reports and useful in-depth information may be provided of the child's particular difficulties. This information is summarised and provided to all relevant teaching staff and is also outlined in the IEP and provision of learning support.

#### **Exiting the SEND Register**

At Sherborne House School we take a flexible approach to the SEND register. We evaluate pupil progress and analyse data on a regular basis and move pupils through the different stages of the register as befits their individual needs. Pupils can be removed from the register if they show sufficient progress and achieve at the expected level.

### **Storage and Managing Information**

The school will continue to use the system of Provision Mapping, Individual Education Plans (IEPs), Individual Behaviour Plans (IBPs) and Pupil Passports to record the steps taken to meet the needs of individual pupils. The SENCO is responsible for ensuring that documents are written, disseminated to relevant staff and monitored for their reference within the classroom. The SENCo is also responsible to

ensure records are kept and available when needed in the SEN room and on the school Google Drive. These are available to share with parents at meetings with the SENCo.

Individual Education Plans are completed for pupils whose difficulties affect their day to day performance in the classroom. The aim of these is to target specific areas of learning or behaviour.

Targets should be in addition to the normal learning targets and should be:

- CSMART – challenging; specific; measurable; achievable; realistic; time-bound.
- Only three or four in number
- Relate to the area of need for the child: communication, English, Maths, behaviour and social skills.

All staff members have access to individual information via the school system. Teaching staff annotate the IEPs with strategies that they have found particularly helpful with children and review the targets towards the end of the term or half term for children whose level of need is at School Action Stage or have an EHCP. Paper copies of completed Individual Education Plans, Individual Behaviour Plans and Pupil Passports are collated by the SENCo. Reviewed IEPs are shared with parents at the end of the half term (for School Action Plus) or at the end of term by the SENCo and Form Teacher.

### **SEN Register and Educational Reports**

The SEN register is managed by the SENCo and is available for reference in a locked cabinet in the SEN room, on ISAMs and on Google Drive Teachers Shared.

Reports written by outside agency professionals are kept in a locked cabinet in the SEN room. A summary of reports are kept for reference on Google Drive Teachers Shared.

The SENCo will ensure that all staff are familiar with the SEN Register and the identified strategies for learning in relation to the pupils that they teach.

## **The Role of The SENCo at Sherborne House School**

Responsibilities include:

- Compiling and managing the SEN Register.
- Overseeing the day-to-day operation of the school's SEN policy.
- Co-ordinating provision for pupils with SEN, including those with an EHC plan, as detailed in the section below.
- Overseeing the records of all pupils with SEN.
- Developing effective ways of overcoming barriers to learning.
- Ensuring that IEPs/IBPs and pupil passports are produced, completed and reviewed each term. Pupil Profiles are also updated as appropriate.
- Reading / summarising / disseminating information regarding educational reports.
- Liaising with teaching staff, the named co-ordinator for Early Years and secondary educational establishments to discuss transition.
- Advising / liaising /managing the deployment of LSAs
- Screening visiting pupils, reviewing the identification procedure, monitoring progress and record keeping (please refer to the Admissions Policy for screening children before admission).
- Organising / attending review meetings.
- Liaising with external agencies.
- Managing and developing the effective use of the school's resources.
- Identifying, ordering and utilising the resources available from other agencies.

- Contributing to the development of curriculum policies to ensure that the provision for pupils with SEN is considered.
- Supporting and advising teachers in planning appropriate programmes of work.
- Analysing data, monitoring progress and providing additional support to SEN pupils working in class.
- Assess the accessibility of the environment for pupils and parents with specific disabilities or learning needs (please refer to the school's Accessibility Plan).
- Overseeing and managing the ELSA in the implementation of ELSA provision.
- Continuing C.P.D.
- Liaising, advising and supporting parents of pupils with SEN.
- In consultation with the S.L.T. review the quality of teaching including supporting teachers' understanding of strategies to identify and support pupils with SEN through appropriate training.

## **Training and Resources**

The SENCo has a designated budget. Through the appraisal system, and through the identification of increasing needs for individual learning difficulties and disabilities, the training requirements of staff are identified and CPD planned. In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENCo to explain the systems and structures in place around the school's provision and practice and to discuss the needs of individual pupils. New members of staff are provided with a copy of 'Strategies to Support Learning Difficulties and Disabilities', a booklet produced by the SENCo.

The school's SENCo regularly attends Bellevue SENCo network meetings in order to keep up to date with local and national updates in SEND.

## **Support Services**

Support Services are welcomed to support a child with SEN, if the child:

- continues to make little or no progress in specific areas over a long period;
- continues working at national curriculum levels substantially below that expected of children of a similar age;
- continues to have difficulty in developing literacy and mathematical skills;
- has emotional or behavioural difficulties which regularly and substantially interfere with the child's own learning or that of the class group;
- has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service;
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning;
- despite having received intervention, the child continues to fall behind the level of the peer group.

## **Valuing Parents**

Sherborne House School welcomes parental involvement and seeks to gain as much information as possible about the child from the parents/carers; all staff read any paperwork submitted. Parents of new pupils complete a detailed questionnaire which includes questions relating to SEND. All discussions are dealt with confidentially and in a sensitive manner. In partnership with parents, pupils with special



educational needs will be encouraged to contribute to the assessment of their needs, the review and the transition process.

At all stages of the SEN process, the school keeps parents fully informed and involved at all stages. We encourage parents to make an active contribution to their pupil's education and hold regular meetings to share progress in addition to regular parent/pupil achievement meetings. These meetings take place termly at parents' evenings. In addition, parents of children with IEPs/IBPs are invited to an appointment each term or half term (as outlined on the IEP/IBP) to review the achievement of targets and to plan a way forward for the individual child.

Sherborne House School offers an 'open door' policy and encourages parents to make an appointment to discuss any concerns they have regarding their child with the SENCo.

A record is kept of any communication with parents, and all notes and action plans arising from these meetings are kept in a secure place in order to maintain confidentiality.

### **Arrangements for learning support and SEN pupils changing schools for leaving school**

In consultation with parents/carers, the SENCo will notify the receiving school about a pupil's learning support or SEND records, including the provision that has been made and targets met.

### **Considering the Pupil's Views and Opinions**

At Sherborne House School, the pupil's views will be sought whenever possible, by asking, listening and observing the pupil's reaction to activities and resources. A judgement is made and discussed with colleagues and parents. Though we accept that a pupil's perceptions and experiences can be invaluable, as a school, we recognise that this may not always be easy and may need to consult parents and other colleagues for further information. Opportunities for pupils to share their views are also provided during 1:1 lessons with the SENCo or LSA to generate a Pupil Passport. This document allows for each child to consider how they learn and what teachers, or themselves could do to support their learning.

### **Provision for pupils with EHC Plans**

From 1 September 2014, there have been no new statements of SEN. Education, Health and Care Plans (EHC plans) have been introduced instead.

In accordance with the school's admissions policy, Sherborne House School admits children who will benefit from the education offered and who will contribute to and benefit from the ethos and activities of our school community. In respect of an application for a place for a pupil with SEND, including a pupil with an EHC plan or statement, the school will have regard to these criteria and also to whether, given its limited facilities for pupils with SEND, the school can make reasonable adjustments to cater adequately for such a pupil. Similarly, the school will not refuse admission for a child with SEND on the grounds that he or she does not have an EHC plan, but will make a judgement with regard to the criteria above and whether appropriate reasonable adjustments can be made. This may include supporting parents in the application for a statutory assessment for an EHC plan.

In accordance with the school's admissions policy, a pupil attending a taster session or day will undertake assessments that will allow staff to make measured judgements as to whether reasonable adjustments can be made for pupils with SEND. Whether Sherborne House School are able to provide the required level of support for individual pupils will be discussed at a meeting with parents and the Headteacher at the end of the taster day.

Sherborne House school acknowledges its responsibility, within the bounds of reasonable adjustment, to identify, assess and make appropriate provision for children with SEND, whether or not they have an EHC plan. Accordingly, where assessment determines that a pupil's individual needs may be best served by a

statutory assessment for an EHC plan, the SENCO will inform parents and will assist them in the necessary preparations and application for such an assessment. The school will meet its duty to respond to any request from the local authority for information relating to a statutory assessment, within 6 weeks of receipt.

Where a pupil at the school has an EHC plan or statement, the school will ensure:

- Co-operation with the local authority in undertaking the annual review of the plan, including the presentation of relevant information on the evaluation of learning and progress. Any advice and information gathered will be sent to all those invited to an annual review meeting at least two weeks prior to the meeting. The school will prepare and send a report of the meeting to everyone invited within two weeks of the meeting and will enable the local authority to undertake a review of a pupil's EHC plan at least 7 months before transfer to another phase of education.
- Co-ordination by the SENCO of the specific provision made to support individual children who have EHC plans, together with the monitoring and review of its efficacy.
- Facilitation by the SENCO of additional staff training as required to meet the terms of the plan.
- Provision of information by the SENCO to ensure that all those teaching or working with a child named in an EHC plan, are aware of the pupil's needs and the arrangements in place to meet them.
- Co-operation, as appropriate, with health and social care providers to meet the terms of the plan.
- Preparation, where a pupil wholly or partly funded by a local authority is registered at the school, of an annual account of income received and expenditure incurred by the school in respect of that pupil, for the local authority and, on request, the Secretary of State.

Through its evaluation procedures, the school will seek to identify improvements in outcomes. This will include, as appropriate, consultation with pupils and their parents, taking into account:

- Prevention.
- Early identification/recognition.
- How pupils and their families will be able to access services.
- How transitions between life stages and settings will be managed, including from Early Years to primary education.
- How provision and support services will enable pupils to prepare for their future adult life.

## **Confidentiality**

The school will not disclose any EHC plan without the consent of the pupil's parents with the exception of disclosure:

- To the SEN and Disability Tribunal when parents appeal and to the Secretary of State if a complaint is made under the Education Act 1996.
- On the order of any court for the purpose of any criminal proceedings.
- For the purposes of investigations of maladministration under the Local Government Act 1974.
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986 or from the Children Act relating to safeguarding and promoting the welfare of children.
- To ISI or Ofsted inspection teams as part of their inspections of schools and local authorities.
- To any person in connection with the pupil's application for disabled students' allowance in advance of taking up a place in higher education. (NB This bullet point is for secondary education only)
- To the Headteacher (or equivalent position) of the institution at which the pupil is intending to start secondary/higher education.

## **Pupils with English as an Additional Language**

Children who are learning English as an additional language have skills and knowledge about language similar to monolingual English speaking children. Their ability to participate in the full curriculum may be in

advance of their communication skills in English. The school will work to achieve the following for EAL pupils:

- To give all pupils the opportunity to overcome any barriers to learning and assessment.
- To welcome and value the cultural, linguist and educational experiences that pupils with EAL bring to the school
- Enable them to develop an understanding of and respect for British culture.
- To implement school-wide strategies to ensure that EAL pupils are supported in taking part in all activities.
- To help EAL pupils to become confident and fluent in speaking and listening, reading and writing in English in order to be able to fulfil their academic potential.
- To encourage and enable parental support in improving children's attainment.
- All rooms to be socially and intellectually inclusive, valuing cultural differences and fostering a range of individual identities as appropriate.
- Identify the child's strengths and acknowledge the time it takes to become fluent in an additional language.
- To ensure that, in conducting broader assessments of children's ability and progress, any limited proficiency in English will not be a barrier to understanding their wider abilities

## **Teaching and Learning**

For the majority of their time at school, our EAL pupils will be integrated in all the same classes as our native speaking English pupils. Everyone in the school is therefore responsible for helping our EAL children become more fluent in English. During lessons teachers will:

- Show differentiated work in their planning.
- Have high expectations, expect pupils to contribute and give more than single word answers.
- Recognise that EAL children are as able as any other children and so they should be set appropriate and challenging learning objectives, with their progress being monitored carefully.
- Recognise that EAL pupils need more time to process answers.
- Allow children to use their mother tongue to explore concepts.
- Give newly arrived children time to absorb English (there is a recognised 'silent period' when children understand more English than they use. This passes if their self-confidence is maintained).
- Use groups to ensure that EAL children hear good models of English;
- Use collaborative group activities.
- Provide a range of reading books that highlight the different ways in which English is used, and in which both language and content are suitably matched to the age and maturity of the child.
- Provide phonic software and audio books as appropriate.
- Ensure that there are many opportunities for talking to both adults and peers.

## **Other Considerations**

When organising trips and carrying out disciplinary procedures the specific needs of pupils are always considered so that individual pupils can participate fully in the event. Risk assessments are carried out for all on and off site activities and the needs of children with SEND are taken into consideration when planning such outings to ensure accessibility. Copies of risk assessment documentation are given to our Health and Safety Manager and kept in a locked cabinet.

Where parents alert the school to SEN prior to entry, this is accounted for during familiarisation procedures.

## **Disability Discrimination Act**

Though we acknowledge that not all children with a disability have a special educational need, we have regard for the Disability Discrimination Act (1995) and will make **reasonable adjustments** to include all children and their families.

## **RSHE**

The RSHE guidance makes specific reference to the teaching of RSHE to children with SEN as they may be particularly vulnerable to exploitation, abuse or discrimination. The school has considered how to deliver RSHE for children with SEN.

## **Pupils with Medical Conditions**

Sherborne House School recognises that pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case, the school will comply with its duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

## **Admissions**

Our inclusive approach is reflected in our admissions policy, available on the school website.

## **Monitoring progress and Evaluating Success**

The SLT at Sherborne House School will establish the extent to which standards (measured by e.g. GL assessments, CATs, NGRT, NGST) have improved across groups of pupils with identified SEN by:

- comparing baseline data with the data collected at the assessment point
- reviewing pupils' progress in relation to the targets set
- taking account of other factors that may have affected progress
- analysing the effectiveness of educational professionals and parents working in partnership
- noticing a reduction in the total number of pupils requiring SEN provision
- noting how well pupils with SEN have access to the whole curriculum of the school
- observing an increase in independence of individual pupils with SEN
- ensuring provision for each pupil is planned for, reviewed and evaluated regularly
- ensuring the most effective deployment of resources is designed to ensure the needs of all pupils are met

## **Accessibility including the Physical Environment (Please also refer to the school's Accessibility Plan)**

At Sherborne House School, high quality teaching using differentiation for individual pupils, is the first step in responding to pupils who have or may have SEN. Details of differentiation are provided in schemes of work, termly and weekly planning. Individual teachers respond to children's needs by applying strategies outlined on an Individual Education Plan. Teachers use these to inform teaching by:

- providing appropriate support for children who need help with communication, language and literacy e.g. through grouping and use of appropriate learning materials

- planning suitable experiences to develop children's understanding through the use of all available senses
- planning for children's full participation in learning, and in physical and practical activities
- helping children to manage and own their behaviour and to take part in learning effectively and safely
- helping individuals to manage their emotions, particularly trauma or stress and to take an active part in their learning
- using different learning materials or specialist equipment
- deployment of L.S.A to work with individuals or small groups of children when appropriate
- requesting support from the SENCo both in and outside the classroom
- using specific intervention materials (see appendix)

## **Physical Environment**

Sherborne House School has a commitment to providing specialist equipment should it be needed or recommended by an outside agency professional. Currently, there is disabled toilet and access to it in the Beeches block. There is also disabled access to the EYU and the main house.

Sherborne House School produces a separate accessibility plan outlining the ways in which the school aims to make the site and the curriculum more accessible to pupils with SEND. Please refer to the Accessibility Plan.

## **Procedures for Resolving Complaints about SEN Provision**

This follows the school complaints procedure.

## **Bullying**

At Sherborne House School, steps are taken to ensure and mitigate the risk of bullying of vulnerable learners. Details are outlined within our school Bullying Policy.

## **Criteria for Exiting the SEN Register/Record**

Where pupils make accelerated progress and demonstrate the ability to work within the parameters of usual classroom differentiation, parents will be informed within a meeting with the SENCo. Pupils' progress will continue to be monitored by the classteacher and SENCo, and parents will be informed if subsequent concerns arise.

This policy was updated: **August 2023**

It will be reviewed: **August 2024**

## **Appendix**

A) Broad areas of need as set out in the SEND Code of Practice 2014:

### ***Communication and interaction***

Pupils and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Pupils and young people with ASD, including Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

### ***Cognition and learning***

Support for learning difficulties may be required when pupils and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where pupils are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, to profound and multiple learning difficulties (PMLD), where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

### ***Social, emotional and mental health difficulties***

Pupils and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as 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 pupils and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

### ***Sensory and/or physical needs***

Some pupils and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many pupils and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Pupils and young people with an MSI have a combination of vision and hearing difficulties. Some pupils and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

## **B) Other considerations**

Other considerations need to be taken into account as these may also impact on the progress and attainment of our pupils;

- Disability (the Code of Practice outlines the “reasonable adjustment “duty for all settings and schools provided under current Disability Equality legislation –these alone do not constitute SEN)
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Pupil
- Being a pupil of Serviceman/woman

## **C) Adequate progress**

The key test of the need for action is that current rates of progress are inadequate.

Adequate progress can be identified as that which:

- Prevents the attainment gap between the pupil and his peers from widening

- Closes the attainment gap between the pupil and his peers
- Shows an increased rate of progress than previously
- Ensures access to the full curriculum
- Demonstrates an improvement in self-help, social or personal skills
- Demonstrates improvements in the pupil's behaviour

**Further Advice:**

Advice, information and training (extracted from Annex 2 of the SEND Code 2014)

The following organisations provide advice, information and training on specific impairments:

- The Autism Education Trust for children and young people on the Autism Spectrum ([www.autismeducationtrust.org.uk](http://www.autismeducationtrust.org.uk))
- The Communications Trust for speech, language and communication difficulties ([www.thecommunicationtrust.org.uk](http://www.thecommunicationtrust.org.uk))
- The Dyslexia SpLD Trust on dyslexia and literacy difficulties ([www.thedyslexia-spldtrust.org.uk](http://www.thedyslexia-spldtrust.org.uk))
- The National Sensory Impairment Partnership for vision impairment, hearing impairment and multi-sensory impairment ([www.natsip.org.uk](http://www.natsip.org.uk))
- Each of these organisations is working with funding from the Department for Education to support the reforms to the SEN system.
- MindEd ([www.minded.org.uk](http://www.minded.org.uk)) is an e-learning portal aimed at supporting all adults working with children and young people. It provides simple, clear guidance on children and young people's mental health, wellbeing and development.
- The SEN Gateway ([www.sendgateway.org.uk](http://www.sendgateway.org.uk)) enables access to a broad range of materials and support services across the range of SEN.
- Early Support provides a range of information materials to families and professionals ([www.ncb.org.uk/earlysupport](http://www.ncb.org.uk/earlysupport)).

**END**