



**LEIGH**  
Academies Trust

# Molehill Primary Academy

## SEN & Disability Policy

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### Revision Log (last 5 changes)

<b>Date</b>	<b>Version No</b>	<b>Brief detail of change</b>
Sept 2019	5.0	Reviewed & Reformatted existing for Staff Portal
Sept 2020	6.0	Reviewed & Reformatted existing for Staff Portal
Sept 2021	7.0	Reviewed & Reformatted existing for Staff Portal
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Sept 2023	9.0	Reviewed & Reformatted existing for Staff Portal

This policy is written in line with the requirements of:-

Children and Families Act 2014

SEN Code of Practice 2015

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer  
Equality Act 2010

Schools Admissions Code, DFE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies

Behaviour/Discipline Policy, Equalities Policy, Safeguarding Policy, Homework Policy,  
Complaints Policy, Inclusion Policy, Attendance Policy and the Health and Safety Policy.

This policy was developed with the Principal. Representatives from the governing body,  
parent teachers association and the Leigh Academy Trust. Parents of children with special  
educational needs will be consulted. This information will then be reviewed annually.

### **Definition of SEN**

A child or young person has SEN if they have a learning difficulty or disability which calls for  
special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of  
the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of  
facilities of a kind generally provided for others of the same age in  
mainstream schools or mainstream post-16 institutions. *SEN Code of Practice  
(2015, p 4)*

### **Definition of disability**

Many children and young people who have SEN may also have a disability under the Equality  
Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial  
adverse effect on their ability to carry out normal day-to-day activities’. This definition  
provides a relatively low threshold and includes more children than many realise:  
‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or  
trivial’ *SEN Code of Practice (2015, p5)*

### **1 The kinds of special educational need for which provision is made at the school**

At Molehill Primary Academy we can make provision for every kind of frequently occurring special educational need without an Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, asperser's syndrome, learning difficulties and behaviour difficulties. We are situated in an area with high levels of deprivation and some of our children suffer from attachment issues. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

The school also currently meets the needs of pupils with an Education, Health and Care plan with the following kinds of special educational need: hearing impaired, speech language and communication difficulties, global delay, social emotional and mental health difficulties and ASD. Decisions on the admission of pupils with an Education, Health and Care plan are made by the Local Authority.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

## 2 Information about the policy for identification and assessment of pupils with SEN

At Molehill Primary Academy we monitor the progress of all pupils six times a year to review their academic progress. We also use a range of assessments with all the pupils at various points. These include Y1 phonics screening, speech link, language link, spelling age, reading age and SATs.

Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are Reading interventions, Speech and Language interventions, BEAM, LEXIA, Clever Fingers, Memory Magic, Sensory Circuits, LEGO Therapy, Numeracy interventions, Drawing and Talking Therapy and small individual group work.

Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range assessment tools to determine the cause of the learning difficulty. At Molehill Primary Academy we are experienced in using the following assessment tools BPVS, RENFREW, Boxall profile, COPS, LASS and LUCID rapid. We also have access to external advisors for example Educational Psychologists, Specialist Teaching Service and LIFT.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a SEN support plan and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the pupil has a special

educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available.

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

### 3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans.

#### 3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2015, 6 17)* describes inadequate progress thus:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between rate of progress
- Widens the attainment gap

For pupils with or without an Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

#### 3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the school has their progress tracked six times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use at Molehill Primary Academy include, Reception Baseline testing, Y1 phonics screening, speech link, language link, spelling age, reading age and SATs. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

### 3c the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered  
*SEN Code of Practice (2015, 6.37)*

At Molehill Primary Academy the quality of teaching is judged to be good.

We follow the Mainstream Core Standards, advice developed by Kent County Council to ensure that our teaching conforms to best practice –

Mainstream Core Standards

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0004/117256/Special-educational-needs-mainstream-core-standards.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0004/117256/Special-educational-needs-mainstream-core-standards.pdf)

Parent version

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf)

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding'

### 3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At Molehill Primary Academy we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the Governors have made the following improvements as part of the school's accessibility planning: redesigned entrance hall, new flooring, a new classroom,

refurbished toilets, carpets and redecoration of the school building. The National Curriculum is being fully implemented and all staff receive high quality training. Designated staff have been trained in first aid and attachment theory. All children have access to a one to one device., roll out of this scheme was completed December 2021.

Our new Nursery provision opened in September 2021. It was recognised that in our school's local area there was a growing need for nursery places. Kent County Council, with support from the school, successfully applied for funding from the Government to enable the expansion of the school's nursery provision from the School Nurseries Capital Fund (SNCF). The SNCF is a Department of Education scheme that aims to create more school-based nursery places for disadvantaged children. We welcomed this expansion to our school, knowing the significantly positive impact that early education will have on children across our community, especially those who are from disadvantaged families.

*3e additional support for learning that is available to pupils with special educational needs*

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and a full list of the interventions we can offer is on our provision map. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with high needs. The school can apply for High Needs Funding from KCC if it is providing resources costing more than £6000 for a child.

*3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs*

All clubs, trips and activities offered to pupils at Molehill Primary Academy are available to pupils with special educational needs either with or without an Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity

*3g support that is available for improving the emotional and social development of pupils with special educational needs*

At Molehill Primary Academy we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance PSHE, tutor time and assemblies and indirectly with every conversation adults have with pupils throughout the day. We also have the support of the Emotional Wellbeing Team who are part of NELFT, these advisors work with parents to support early identification of behaviour and anxiety needs.

For some pupils with the most need for help in this area we also can provide the following access to ELSA support, positive play, mentor time with member of senior leadership team, external referral to the Front Door, CAHMs, drawing and talking therapy, lunchtime club and time-out space for a pupil to use when upset or agitated. The school have also employed a counsellor who works in the school once a week.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

#### 4 The name and contact details of the SEN Co-ordinator

The SENCO at Molehill Copse Primary Academy is Janine Jones, who is a qualified teacher and has undertaken the National Award for SEN Co-ordination. The SENCO is supported by Danielle Deering who is the Teacher of the Deaf and has also undertaken a postgraduate certificate in Language and Communication Impairment. Sandra Hammond who is the Pupil Support Worker is also part of Molehills Inclusion Team, both Sandra Hammond and Angela Eades are trained ELSAs.

The Inclusion Team are available on the following telephone number 01622 751729.

#### 5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

All teachers and teaching assistants have had the following awareness training: first aid, ASD, ADHD, dyslexia, dyspraxia, racism and discipline with dignity.

In addition the following staff have received the following enhanced and specialist training,

Peg Feeding : Mrs Jones and Mrs Jasper

BEAM: Mrs Jones and Mrs Jasper

Boxall Training: Mrs Jones

Diabetic Training: All staff

Dyspraxia: Mrs Jones

Epilepsy Training: All staff

Anaphylactic Training: All staff

Dyscalculia: Mrs Jones

Language for Learning: All staff

Nurture approaches: Mrs Jones, Mrs Eades and Mrs Hammond

Sensory Circuits: Mrs Jones, Mrs Jasper and Mrs Marno

Catheterisation: Mrs Jones

Lego Therapy: Mrs Hammond and Mrs Jones

Speech and Language Link Mrs Jones, Mrs Deering, Mrs Palmer, Mrs Winch, Mrs Eades, Miss Holdaway and Mrs Jasper

Attachment: Mrs Jones and Mrs Hammond

Mental Health First Aid: Mrs Jones

ELSA (Emotional Literacy Support Assistant): Mrs Eades and Mrs Hammond

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are Bower Grove and Five Acre Wood Specialist teachers, Educational Psychologist, Speech and language therapist, occupational therapists and nurture groups. The cost of training is covered by the notional SEN funding.

#### 6 Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

#### 7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at Molehill Primary Academy are invited to discuss the progress of their children on three occasions a year and receive a written report once a year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such provision will be recorded, tracked and evaluated on a Provision Map which will be shared with parents three times per year.

If following these normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

#### 8 The arrangements for consulting young people with special educational needs about, and involving them in, their education



When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

#### 9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at Molehill Primary Academy are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with the class teacher, SENCO or Head teacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an Education and Health Care Plan where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

#### 10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The governing body have engaged with the following bodies:-

- Free membership of LIFT for access to specialist teaching and learning service
- A service Level agreement with access to KCC resources
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Membership of professional networks for SENCO eg NAS, SENCO forum, NASEN etc

#### 11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

IASK support families of children and young people (0 to 25 years) with special educational needs or disabilities. They hope to empower children, young people and their parents to make informed choices about their education, outcomes and help to communicate views and opinions confidently. They are a free, confidential and impartial service based in Kent. Staff and volunteers are independently trained in SEND. Their advice and support is confidential and impartial. They are not on anybody's side.

IASK is overseen by a steering group, which includes parents, young people, representatives from local voluntary groups, children's services, parent/carer forum, education and social care.

**For more information or to get support:**

- visit: [the IASK website](#)
- call: [03000 41 3000](tel:03000413000)
- email: [iask@kent.gov.uk](mailto:iask@kent.gov.uk)

<https://www.kent.gov.uk/education-and-children/special-educational-needs/listening-to-your-voice-and-taking-action/Information-Advice-and-Support-Kent>

*12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living*

At Molehill Primary Academy we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible. We have a transition programme which includes transition days, visits to pupils' homes, visits to nursery placements and transition meetings between the class teacher, parents, nursery staff and the SEND team.

We also contribute information to a pupils' onward destination by providing information to the next setting. We have a transition meeting with all secondary schools our pupils are transferring to.

*13 Information on where the local authority's local offer is published.*

The local authority's local offer is published on

<https://www.kent.gov.uk/education-and-children/special-educational-needs> and parents without internet access should make an appointment with the SENCO for support to gain the information they require.

