



Dromintee Primary School

# Special Educational Needs Policy

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March 2016



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## **Section 1. General information**

### **Introduction**

#### **School Vision:**

Dromintee Primary School staff are committed to providing equal access for all our pupils to a broad and balanced curriculum including the Northern Ireland Curriculum. We recognize that some pupils during their school career may have special educational needs and/or a disability. In the interests of these children we will endeavour to make every reasonable arrangement to provide for their individual needs. All staff work together within the ethos of our Catholic School, in partnership with parents to ensure that every pupil develops to their full potential, not just academically but also spiritually, emotionally and socially, reflected through our school motto;

'To Learn, To Love, To Enjoy'

### **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 is 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; Positive Behaviour, Child Protection, Health and Safety and Medical Needs. We recognise pupils might have other needs other than SEN, pupils with Additional Needs such as Gifted and Talented or English as a Second Language. *For example*

- A pupil may be Gifted or Talented in one area yet have communication difficulties/ASD
- A pupil may have English as an Additional Language but also have a Specific Literacy Difficulty.
- A pupil may have a medical need which has an impact on their learning.

**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 (MILD)

- 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. To identify pupils with SEN/Disability as early and thoroughly as possible using a variety of means and in consultation with appropriate personnel.
2. To ensure full entitlement and access for pupils with SEN/Disability to high quality education within a broad, balanced, relevant and differentiated curriculum.
3. To ensure that all pupils with SEN/Disability feel valued. To offer curricular, pastoral and extra-curricular opportunities that allow pupils to develop their knowledge, understanding and skills so ensuring progress, promoting success and self-confidence.
4. To offer a broad curriculum which will promote intellectual, emotional, social and physical progress in order that pupils can develop as valuable members of society both now and in the future.
5. The support of parents and pupils is crucial if an Education Plan (EP) is to be effectively implemented. To encourage parental involvement in all aspects of SEN provision. To consider the wishes of the child when planning and implementing SEN provision. When considering the wishes of the child, his/her age and powers of understanding must be taken into account.
6. To strive for close co-operation between all services and agencies concerned in order to achieve an effective multi-disciplinary approach to meeting SENs.
7. To educate pupils with SEN/Disability, wherever possible, alongside their peers.
8. To develop a recording system so that each pupil's performance can be monitored and reviewed appropriately.
9. To encourage and/or maintain interest of pupils with SENs in their education.
10. To encourage a range of teaching strategies that accommodate different learning styles and promote effective learning.

11. To create a caring and supportive environment in which pupils can contribute to the planned provision in relation to their individual learning needs.
12. To meet the needs of all pupils who have SEN/Disability by offering appropriate forms of educational provision and the most efficient use of available resources.
13. To promote collaboration amongst teachers in the implementation of the SEN policy.
14. To work closely with all EA departments and other outside agencies in order to improve the quality of support available for each pupil with SENs.

### **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 Michelle Kelly.(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)

In Dromintee PS the Board of Governors have responsibility 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**

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 SENCO has responsibility 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 including the SEN Teacher and SEN Classroom Assistants
- Maintain the school's SEN register and oversee all the records on pupils with special educational needs
- Establishing the SEN in-service training requirements of the staff, and
- Contributing as appropriate to their training
- Keep principal informed on all SEN matters
- Liaise with and provide information to parents of pupils with SEN
- Establish effective links and liaise with all external agencies



- Develop a wide range of resources and support programmes & strategies for SEN
- Ensure a whole-school approach to SEN to enable staff to identify children with SEN
- Monitor all Records of Concerns, IEPs and Reviews, Annual Reviews and Transfer Meetings
- Be an advocate for all pupils with SEN

### **Class Teacher should;**

- Be aware of current legislation
- Keep up to date with information on the SEN Register
- Gather information through observation and assessment to identify any barriers to learning
- Develop an inclusive classroom
- Work closely with other staff to plan for learning and teaching
- Involve classroom assistants as part of the learning team
- Be responsible for meeting the individual needs of children in their class.
- Present materials appropriate to pupil's age, maturity, learning need/disability.
- Implement appropriate programmes and strategies to address the needs of children
- Monitor progress by gathering data/ observations/ test results
- Responsible for drawing-up, monitoring and evaluating IEPs and Reviews (Evidence is kept in class SEN Files)
- Consult and liaise with SENCO/SEN teacher/other support services.
- Encourage and promote involvement of parents/pupils
- Involved in reviewing and implementing SEN policy
- Meet and pass on information to following years class teacher.

### **SEN Teacher/Learning Support Teacher**

The Special Needs teacher will work under the direction of the SENCo.

He/she should:

- Be aware of current legislation
- Work closely with all members of staff to identify pupils' needs
- Implement the delivery of suitable programmes for all identified pupils with

- SEN/Disability which promote progression within an inclusive setting
- Contribute to EPs which inform learning and teaching
- Monitor and review progress
- Be involved in the Annual Review process and
- Attend professional development training

## **SEN Support Staff/ Classroom Assistants**

### **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 and
- Share good practice

(Reference to 'Guidance on the Management Deployment and Development of Assistants in School(DE)

## **Pupils**

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 1.19) by;

- Contributing to the assessment
- Contributing to education plans through setting or discussing targets
- Working towards achieving agreed targets and
- Contributing to the review of EPs, Annual Reviews and the Transition process in Year 7
- Being involved in their learning and maintaining good attendance

## **Parents/Carers**

'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
- Be fully involved in supporting their child's learning, working in partnership with the school
- Ensure their child attends school and keeps any appointments relating to their special needs.

### **Admissions**

The admission arrangements with respect to the majority of pupils with SEN must be consistent with the school's general arrangements for all other pupils.

Children with Statements of SEN are placed in schools at the request of the relevant Education and Library EA.

When seeking to place a pupil with a Statement, the EA 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.

### **Accessibility**

All schools should have an Accessibility Plan (see Five EA Guidance).

- At present pupils with SEN/Disabilities have equal access to all areas of the school building.
- The school is fully accessible to wheelchair users.

- There is a well-equipped SEN teaching/resource base and facilities for personal care, including a toilet adapted for use by persons with the disabilities.
- Access to a broad and balanced curriculum can be facilitated appropriate to age, ability, aptitude and attainments.

### **Special facilities/Resources and Accommodation**

- Additional Learning Room
- SEN/ learning support Teacher (2days a week)
- Range of SEN Resources and games
- Dyslexia Friendly School Training
- Reading Partnership Programme
- Paired Reading Programme
- Motor Sensory Group & resources
- Peripatetic Support Teacher (EA)
- ACE Team (P.1-P.4)

Dromintee PS has a full wheelchair access and there is a disabled toilet access in the school.

### **Annual Report**

The BOG should report each year on SEN provision in school. Information for this report should be collated by the SENCO and the Principal.

## **SECTION 2: Identification, Provision, Monitoring & Evaluation of SEN Procedures**

### **Identification & 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 Dromintee Primary School, the following may be used to identify pupils' needs:

- Parental information
- Baseline Assessments
- Information from Nursery School or other transferring school
- Cognitive ability tests
- Attainment tests
- Summative and formative assessment
- Key Stage Assessments
- Teacher observation
- Professional Reports
- Statements of Special Educational Need
- Care Plans (Supporting pupils with Medication Needs)
- Personal Education Plans for looked after children and
- IEP Reviews
- Annual Reviews

### **The Management of SENs**

In Dromintee Primary 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 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. In the process of identifying child with SEN, Teachers will fill in a Record of Concern which then may/may not lead on to stage 1 if appropriate/ 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 and Monitor and review progress and report back to 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 parents' 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 materials, 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.

At Stages 2 and 3 of the Code of Practice the SENCO and class teacher should consider potential benefits of:

- The Good Practice Guidelines.
- SEN Resource File
- Encouraging inclusive activities to ensure integration of the pupil.
- Differentiated teaching.
- Withdrawal for more intensive support.
- SEN resources available within school; support programmes, ICT, etc.
- Available staff skills which support pupils with SEN.
- Implementation of any provision/strategies as a result of external advice, support and training provided by relevant EA/other services.



### **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 teacher 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 principal or the parent, the EA 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 EA will consider:

- The degree of the child's difficulty
- The nature of the provision required

- Whether the child's needs can reasonably be met by the resources normally
- available to the school and
- Use the 5 EA Provisional Criteria for Statutory Assessment.

### **Following Statutory Assessment**

#### ***The EA 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 EA'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 EA.
- The Review will take place in school, chaired by the SENCO delegated by the principal.
- Relevant forms and 5EA guidance for this process is available from Special Education

### **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.

### **Record Keeping**

The SENCO keeps the following records:

- SEN Register - updated 3 times a year after IEP Reviews
- Individual Provision Maps
- Whole School Provision Map
- External Contents

- Useful Websites & ICT Programmes
- Records of Concern
- Education plans/Reviews
- Statements/Annual Reviews
- Assessment results/data
- Individual Pupil Files (Kept in locked filing cabinet in Addition Learning Room)
- Record of liaison/meetings with EA/Health Services
- Record of Meetings with parents
- Staffs' Support, Advice and Training Records
- Staff Meetings
- Current SEN Audits & Action Plans

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

It is the responsibility of the SENCO to ensure that the progress of pupils on the SEN register is monitored.

- EPs monitored for quality, progression and appropriateness on a regular basis.
- Evidence that the pupil is making progress - reviews/other support/tracking
- 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.

### **Monitoring**

- Utilisation of Special Needs Register provided by Sims
- Register compiled and updated by SENCO
- Parental comments/concerns recorded
- Targets of IEPs monitored for progression
- Evidence that the pupil's classwork and/or social skills are progressing, etc

- Reviews of IEPs and other relevant and purposeful measures that focus on educational outcomes and inform future planning and inform movement either up or down through the Code of Practice stages

## Evaluation

- ✓ How can we show that achievement and standards are improving for our SEN pupils?
- ✓ To what extent has the quality of the provision for learning improved the progress of our SEN pupils?
- ✓ In what ways has the quality of Leadership and management improved the outcomes for our SEN Pupils?
- SENCOs to meet termly with class teachers to evaluate progress, etc of pupils and the effectiveness of the provision
- PIE's filled in once a term to ensure appropriate teaching and learning strategies are used
- Targets of IEPs monitored for progression and evidence of the children's work is examined
- Impact of training, advice and support from external agencies on strategies and provision
- Attendance of SEN pupils
- Involvement of pupils/parents monitored
- Effectiveness of withdrawal programmes etc
- Use of SEN classroom assistants evaluated
- Inclusion in all areas of school life e.g social interaction, school trips, production, sports day
- Class screens and pupils profiles monitored annually
- Provision for statement children... reviewed annually and provision amended as required
- SEN overall review annually through information retrieved through monitoring and evaluation systems in school
- Report (drawn up by SENCO) submitted to B.O.G. - Principal reports on progress to the Board of Governors and is responsible for the effectiveness of current provision through meeting with the SENCO, learning support team, monitoring teacher's planners, ensuring all staff have adequate training.
- Effectiveness of SEN yearly planner

## SECTION 3. Professional Development and Partnerships

### **Professional development**

The Principal oversees the professional development of all staff in his/her school in consultation with the SENCO.

The SENCO will keep a record of all training relating to SEN.

It is essential that all staff keep up-to-date with developments in the whole area of SEN in order to provide effectively for pupils.

Any staff attending INSET will disseminate the training with colleagues.

### **Qualification/experience of staff**

- SENCO has completed the Professional Qualification of Headship (PQH) and Certificate of Competence in Educational Testing (CCET)
- SENCO attends clusters (once a term) training on a range of relevant SEN issues
- SENCO trained in SENCO module of SIMs(C2K)
- Reading Partnership trained classroom assistants
- Staff trained in Dyslexia Friendly classrooms, Developmental Co-ordination Disorder, Capacity Building Resource file, IEPs and writing SMART targets, Teaching the Difficult Child
- SENCO and classroom assistant have completed further training in Motor Sensory Group by Occupational Therapists.
- Numicon Trained - SENCO + P1 Classroom Assistant
- SENCO + P.2 Classroom Assistant - (BST) Supporting child with SEBD
- P.2 Classroom Assistant - Language Enrichment (Level 1 OCN)

### **Partnerships**

In Dromintee Primary School we have developed partnerships with each of the following:

**EA Support Services** (for example)

Autistic Spectrum Disorder (ASD)

Behaviour Support

Language & Communication

Specific Literacy Difficulties (SPLD)

Visual Impairment

PPDDS

ACE Team

Speech & Language

Audiology

Occupational Therapists

**Other Support Services** (for example)

Child & Adolescent Mental Health Services (CAMHS)

Child Development Clinic (CDC)

Barnardos

Counselling Services

Any other partnerships which you may have

### **Links with other educational establishments & Transfer arrangements**

Copies of appropriate records are made available

In June the SENCO meets the SENCO of the receiving school (St Paul's

Mrs. McMahon)

### **Complaints**

All complaints regarding SENs in your school will be dealt with in line with school's existing complaints procedures. (See Complaints Procedures)

### **Complaints Procedures relating to SEN procedures**

#### **Internal school procedures**

- In the first instance parents should take up concerns with the class teacher (appropriate time may need to be set aside for this and subsequent meetings) 'Open Door' Policy
- If this is unsuccessful the parent may wish to discuss the matter with the principal or SENCO
- The principal may refer the matter to the school SENCO
- If the difficulty is still unresolved the parent may contact the Board of Governors.
- The school may wish to consult with the Board on matters of procedure.

## **SEN Advice and Information Service**

EA 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 EA 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 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 EA 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 EAs and also deals with claims of disability discrimination in schools.

### **Reference to other relevant policies**

The following policies are also relevant and in line with SENDO legislation

- Admissions;
- Positive Behaviour;
- Health and Safety;
- Pastoral Care;
- Child Protection;
- Discipline
- Curriculum Policies
- Anti-Bullying
- Assessment
- Code of Conduct for Staff
- First Aid

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

**This policy will be reviewed in light of changes in legislation or practice. This will happen in consultation with all staff members, parents & external agencies.**

*Policy Date* \_\_\_\_\_

*Signature of Principal* \_\_\_\_\_

*Signature of Chairperson of Board of Governors* \_\_\_\_\_

*Review Date* \_\_\_\_\_

## Appendices

1. Assessment procedures/ list of Tests
  2. Data Protection Letter
  3. Summary of the Code of practice
  4. Support Services and Contacts
  5. Stage 3 / 4 referral documents
  6. Record of Concern template
  7. School Education Plan/ Review templates
  8. Advice and Information Service Leaflet
  9. DARS Leaflet
  10. Examples of standard correspondence to e.g. parents, external agencies, etc
  11. Bibliography of recent DE/EA documents relevant to SEN policy
- Code of Practice 1998 (DENI)  
[http://www.deni.gov.uk/the\\_code\\_of\\_practice.pdf](http://www.deni.gov.uk/the_code_of_practice.pdf)
  - Supplement to the Code of Practice 2005 (DENI)  
<http://www.deni.gov.uk/supplement.pdf>
  - Disability Discrimination Code of Practice (2005)  
[http://www.deni.gov.uk/disability\\_discrimination.pdf](http://www.deni.gov.uk/disability_discrimination.pdf)
  - Every School A Good School 2009 (DENI)  
[http://www.deni.gov.uk/index/85-schools/03-schools\\_impvt\\_prog\\_pg/03-every-school-a-good-school-a-policy-for-school-improvement.htm](http://www.deni.gov.uk/index/85-schools/03-schools_impvt_prog_pg/03-every-school-a-good-school-a-policy-for-school-improvement.htm)
  - Good Practice Guidelines 2009 (Inter-EA)  
<http://www.eani.org.uk/parents/special-education/publications/>