



**DISABILITY INCLUSION, SPECIAL EDUCATIONAL NEEDS  
AND LEARNING SUPPORT POLICY  
ALTRINCHAM PREPARATORY SCHOOL  
KSI and KS2**

**This document was completed by the Learning Support Coordinator, Mrs v Hayton**

**Its implementation is the responsibility of the Head Master and will be monitored for its effectiveness by the Chair of Governors**

**This document is scheduled for annual review, or before if necessary.**

<u>Date</u>	<u>Version</u>	<u>Reason Reviewed</u>	<u>Approved By</u>
4/2/19	1.0	Updated change of Personnel	VH

This policy details how we manage Special Educational Needs (SEN) at APS. It has been drawn up in accordance with the SEN Code of Practice (September 2014).

Children are defined as having SEN if they have:

- a) significantly greater difficulty in learning than the majority of children of the same age;
- b) a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area.

We believe in inclusion and seek to provide a broad, balanced and differentiated curriculum that provides equal opportunities for all regardless of race, colour, creed or disability. Our ethos is that each boy is valued as an individual and is able to make a positive contribution to school life so that they grow in confidence and develop a positive self-image. We welcome every boy who can make the most of the opportunities that we offer and can flourish in the caring environment of Altrincham Preparatory School (APS). Treating every child as an individual is important to us and we welcome pupils with special educational needs, as long as our Learning Support Department can provide them with the support they require. We do not however have the facilities to offer highly specialised and intensive intervention.

## **On entry**

The school's selection policy is described in its prospectus. Applications from all who have the ability and aptitude to access an academic curriculum are welcome. We ask all parents to be open and frank when completing admission documents giving details of each child's background. We advise parents of boys with special educational needs to discuss their son's requirements with the Head Master before he attends our assessment day so that we can make adequate provision for him. Parents should provide a copy of an educational psychologist's report or a medical report if relevant. We can thus discuss with parents before the boy comes to school how best we can address any existing needs. Each pupil with a special educational need requires individual consideration and treatment. If appropriate, adjustments will need to be put in place. We will discuss thoroughly with parents and their medical advisers the adjustments that can be reasonably made for their son once they have accepted the offer of a place and before he becomes a pupil at the school.

Our Learning Support Department is staffed by fully qualified specialists who are able to support each pupil with a specific learning difficulty in the following areas:-

Dyslexia / Dyspraxia  
Speech and Language difficulties  
Asperger's Syndrome

The Learning Support Coordinator attends regular external training in order to remain current with the latest developments to update her duties and skills.

## **Aims**

We aim to provide a broad, balanced, relevant and differentiated curriculum enabling all boys to reach their full potential.

## **Objectives**

### **To**

- give all boys access to the whole curriculum
- plan for differing abilities
- pace work enabling each boy to achieve
- provide specific intervention, if required

## **Special Needs Personnel**

Learning Support Coordinator Mrs V Hayton BSc Hons, PGCE (Dip Ed SpLd pending)  
Mrs Margaret Schofield BEd Dip Ed SpLd

## **Support Staff Marlborough Road:-**

Ms Nicola Giles HLTA Level 3  
Mrs M Flett BA Hons, PGCE  
Mrs Rebecca Houghton BA (Econ), MA, PGCE

## **Support Staff Highbury:-**

Mrs Natalie Cooper BA (Hons) QTS

## **Facilities and Equipment**

To comply with the Disabilities Discrimination Act the school provides for boys with disabilities in the following ways.

- lift and ramps (M Road)
- disabled toilet and shower in pavilion (M Road) & EYFS (Bank Place)
- the school has a contingency fund to provide any aids that may be required ( e.g. voice enhancement equipment, laptops, magnifying equipment, etc.)

IEPs and the SEN register are filed with the Learning Support Coordinator at the Junior site.

## **THE ROLE OF THE SUPPORT TEACHING WITHIN THE SCHOOL'S CURRICULUM**

Support teaching at APS is directed towards those boys who have specific learning difficulties, e.g. dyslexia, or who require specialist input in order to overcome a particular learning problem they may be experiencing. We do not cater specifically for boys whose second language is English but can offer advice about language support and provide access to a language enrichment course. Support teaching at APS is not designed for boys who are troublesome or unwilling to do their best though it is recognised that aberrant behaviour patterns may suggest that a boy is experiencing problems accessing the curriculum appropriately.

### **Identification of Special Needs**

If a class teacher has a concern about a boy in his/her class whom he/she feels requires assessment he/she will speak with the Learning Support Coordinator about his/her concern and complete a pupil referral form. This concern can arise as a result of the teacher's own observation, from information transferred from the previous class teacher and other teachers or from dialogue with parents. The form teacher will ask permission from the parents for the Learning Support Coordinator to carry out the appropriate tests and prepare a report for the class teacher and the Head Master. The parents will then be invited to discuss the report with the Learning Support Coordinator, the class teacher and the Head Master (where appropriate) to determine the best course of action in supporting the needs of their son.

### **Support Provision**

Each class teacher holds a record of his/her support pupils with achievable targets which are drawn up in discussion with the Learning Support Coordinator, the pupil and his parents. These are reviewed at the start of every term. He/she will also draw up a provision map for his/her support pupils outlining the relevant support provided for each boy.

In addition the Learning Support Coordinator and support team will prepare an Individual Education Plan for any child who receives individual support for English or Maths, as well as group support.

The IEP will be reviewed each term until such time as the boy no longer requires individual support lessons.

*At this point it may be appropriate to consider the whole academic programme to which the boy is exposed. It may be that limiting its extent as well as suitably adjusting our expectation and demands may be a propitious course of action. Parents would need to know how this will affect their, and their son's, choice of secondary school should this course of action be taken.*

If the assessments suggest that it is not necessary for a boy to join Support Group lessons a record of concern will be kept by the Learning Support Coordinator and will be reviewed as appropriate, in consultation with the class teacher, until there is no longer cause for concern.

### **Liaising with Parents**

At KS1 and KS2 there are three formal parents' evenings and two written reports per year. However, parents are welcome to speak informally with their son's teacher, or the Learning Support Coordinator, before or after school. Alternatively, parents may make a formal appointment at any time. Similarly, the teacher will consult with parents if she/he feels there is a problem that needs addressing and will not wait for a formal parents' evening.

*Parents have the right to disagree with our assessment and so override our conclusions. If this happens a record must be made of their decision and that they have taken this decision against our advice.*

### **Time Scales for Assessment and the Setting up and Review of the Individual Education Plans:**

A class teacher may refer a boy to the Learning Support Coordinator at any time during the year.

The timing in the scheme below refers to our expected norm. Should a boy be referred to the Learning Support Coordinator during the year an appropriate time scale is to be invoked with the boy fitting into the normal pattern as quickly as is possible.

### **The first and the last week of each term**

During this time the Learning Support Coordinator will not always be expected to teach. She will assess any boys directed to her (if additional time is needed arrangements will be made to ensure that it is given) and prepare the reports as well as carry out any reviews deemed necessary. Once the report is compiled the meetings which need to follow will take place as soon as possible - talking to parents may require greater time - so that the teaching can commence and the boy's needs be addressed. During this time the Individual Education Plans can be reviewed and updated.

At this time the Learning Support Coordinator will meet with each class teacher to draw up their support provision plan and set targets for each support pupil in his/her class.

The Learning Support Coordinator's timetable is to be drawn up so that all boys receive appropriate time (given the constraints imposed by numbers, availability and time missed from class).

### **Communication between class teacher and LEARNING SUPPORT COORDINATOR**

The class teacher and Learning Support Coordinator will meet regularly to discuss an individual boy's progress and at the beginning of each academic year to discuss the transition from one class to the next. The Learning Support Coordinator will be available to advise classroom assistants, when necessary, on how best to support children with SEN in the classroom. Communication and working in partnership is vital, along with parental involvement and responsibility. Wherever possible the boy is included in making decisions about his support programme.

### **Staff Training**

All staff (including teaching and support staff) are given regular training on working with SEND by the Learning Support Coordinator. This training focuses on helping each child to reach their maximum potential, the appropriate adjustments (such as large print or using coloured paper) that can give full access to the curriculum and facilities of the school to the greatest extent possible.

The school trains its teachers to differentiate within the curriculum and to take into account pupils' learning difficulties (as well as the needs of gifted and talented pupils). The Learning Support Coordinator liaises with the teaching staff about the most appropriate means of meeting the needs of pupils with SEND and learning difficulties. The Learning Support Coordinator has an important role in ensuring consistency of approach by all teachers in providing, for example, access to learning materials that are easier to read and understand, or extra time in exams.

### **School Behaviour and Discipline**

The school takes pride in its well developed system of pastoral care for social interaction amongst pupils. All pupils, [from the youngest in the nursery upwards] are taught that victimisation and bullying is prohibited and will not be tolerated. The school's objective is to ensure that a pupil with SEND or other protected characteristic, does not suffer less favourable treatment as a result of discrimination. Pupils are taught through the curriculum and other activities the importance of respecting each other and behaving towards each other with courtesy and consideration. The school's behaviour policies/school rules make clear the seriousness of bullying, victimisation and harassment in all its pernicious forms, including racial, religious, cultural, sexual, sexist, gender-related, sexual orientated homophobic, disabled and cyber, in causing serious psychological damage and even suicide. Considerable teacher time is expended in preventing bullying, victimisation and harassment and in dealing with it when it occurs. All pupils understand that the school has a zero tolerance policy on bullying and that bullies can expect strong sanctions to be applied to them.

### **Access to the curriculum**

Class teachers are responsible for differentiating work, thus enabling all boys, including those with special needs, to access the curriculum. A variety of teaching styles is used to take into account boys' differing learning styles.

If any boy experiences difficulty and cannot access an activity the staff involved will ask the advice of the Learning Support Coordinator.

Some boys are withdrawn in order to receive specific individual intervention. This work is detailed on the boy's IEP where necessary. Usually this will take place during assembly or group reading sessions, however, if he is removed from other areas of the curriculum every effort will be made to ensure that he does not miss the same subject each week.

### **Arrangements for inclusion**

Inclusion is an integral part of school policy and every effort is made to include all boys in the curriculum and school activities. Staff will monitor each boy's progress through the school and produce regular written reports. They will advise parents if they have any concern about their son's progress but do not undertake to diagnose dyslexia or other specific conditions. The school, at the parents' expense, can arrange a formal assessment, carried out by an educational psychologist or another SEN specialist teacher. Parents may be asked to withdraw their son from school without being charged fees in lieu of notice if, in the opinion of the Head, the school cannot provide adequately for their son's special educational needs.

### **Pupils with Education and Health Care Plans and carers.**

Pupils with Education and Health Care Plans from their local authorities who are suited to the school's educational offer are welcome. If a pupil with an EHCP requires their dedicated carer in school, for example, to assist with personal care, writing, etc this can be accommodated provided that the carer has an enhanced CRB check arranged by the school and complies with the child protection regulations in force at the time. The school would require a carer (like a new member of staff) to sign a written agreement undertaking to comply with the school's child protection policies and to attend the child protection induction briefing that is given to all new members of staff before working unsupervised on site.

A pupil's dedicated carer is not a school employee and the pupil's parents would be asked to provide the school with a written undertaking indemnifying it from any legal responsibility or cost connected with the provision of their services to their child.

### **School Examinations**

If the class teacher and Learning Support Coordinator consider that help should be given in a school examination (e.g. extra time) then the nature of the help will be recorded on the paper and discussed with parents at the next parents' evening.

For some pupils it may be appropriate to seek the services of an external SpLD specialist teacher who will provide an independent and full assessment report during the course of Y5 to better facilitate access arrangements in the external examinations in Y6.

### **Transition**

At the end of Year 4 all pupils are assessed for reading fluency so that strategies may be put in place to support any boys with low scores. These boys will be reassessed in the Spring Term of Year 5 in order to determine if they meet the criteria for extra time in the entrance exams for secondary schools held the following Autumn Term.

The Learning Support Coordinator will be responsible for passing on to secondary schools any relevant records and will be available for meetings with Learning Support Coordinators from these schools.

### **Physical Accessibility**

We recognise that some children with special educational needs may also have physical disabilities. Parents and prospective parents of disabled children can obtain copies of the schools Accessibility Plan and Disability Policy from the web-site. This shows the ways in which we plan to make our buildings progressively more accessible to disabled pupils, parents, staff and visitors.

## **Other Adjustments**

We are able, depending on need, to arrange for children to use laptop computers in class.

## **Charging Policy**

Whether or not it is appropriate to levy any further fees for additional support for individual pupils will be considered on a case-by-case basis, on the basis of what is reasonable.

## **Evaluation of the Special Needs Policy and Provision**

The policy is reviewed annually at the beginning of each academic year as part of the School Development Plan and reported to the Governors.

### **The Role of Parents**

Parents are encouraged to support their son's learning and to contact the class teacher if they have any concerns or issues. Class teachers will inform parents if they feel their son needs extra support to help him access the curriculum (see Identification of Special Needs).

## **Complaints**

The school naturally hopes that a parent will not feel that they have cause to complain. Any complaints about the provision of SEN support should initially be addressed to the class teacher. The Learning Support Coordinator may then be consulted and should this fail to resolve the situation the complaint will be referred to the Headmaster.

Additionally, all parents of children with SEND have the legal right to seek redress from the First Tier Tribunal (Special Needs and Disability) if they believe that their son has been discriminated against.

## **Links**

Maureen Fraser (Speech and Language Therapist)  
Alice Bailey (Behavioural Ophthalmologist)  
Margaret Schofield (SEN specialist teacher)  
Barbara Robson (M.Ed, AMBDA SpLD Patoss)  
Simon Birch (Behavioural Specialist)

V Hayton

Learning Support Coordinator

Reviewed 4th February 2019