



**WARLINGHAM
PARK SCHOOL**

Warlingham Park School

Special Educational Needs Policy

This policy applies to the whole school, including the EYFS

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1 Aims

1.1 This is the policy on special educational needs and learning difficulties of Warlingham Park School.

1.2 The aims of this policy are as follows:

1.2.1 to promote good practice in the detection and management of special educational needs (**SEN**);

1.2.2 to explain the support the School can provide for children who have learning difficulties and the co-operation needed from parents;

1.2.3 to actively promote the well-being of pupils.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, March 2023)

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Data Protection Act 2018 and General Data Protection Regulation (GDPR);

3.1.6 Equality Act 2010; and

3.1.7 Children and Families Act 2014.

3.2 This policy has regard to the following guidance and advice:

3.2.1 Special educational needs and disability code of practice: 0 to 25 years (DfE and Department for Health, January 2015) (**Code of Practice**)

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 equal opportunities policy;

3.3.2 safeguarding and child protection policy and procedures;

3.3.3 risk assessment policy for pupil welfare;

3.3.4 anti-bullying policy;

3.3.5 English as an additional language policy;

3.3.6 admissions policy;

4 Publication and availability

4.1 This policy is published on the School website.

- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website.
 - 5.1.2 References to an **Individual Education Plan (IEP)** are references to a plan or programme designed for children with SEN to help them to get the most out of their education. An **IEP** builds on the curriculum that a child with learning difficulties or disabilities is following and sets out the strategies being used to meet that child's specific needs.
 - 5.1.3 References to **Provision mapping** are references to provision maps used by the School as an efficient way of showing all the provision that the School makes which is additional to and different from that which is offered through the School's curriculum. The use of provision maps can help the Special Educational Needs Co-ordinator (**SENCO**) to maintain an overview of the programmes and interventions used with different groups of pupils and provide a basis for monitoring the levels of intervention.
- 5.2 "**Special educational needs**" and "**learning difficulty**"
 - 5.2.1 Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them.
 - 5.2.2 Children have a learning difficulty if they:
 - (a) have a significantly greater difficulty in learning than the majority of others of the same age; or
 - (b) have a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in mainstream schools or mainstream post 16 institutions
 - (c) are under five and fall within the definition at (a) or (b) above or are likely to do so do when of compulsory school age if special educational provision is not made for the child.
 - 5.2.3 A child must not be regarded as having a learning difficulty solely because the language or form of language in which he or she is or will be taught is different from a language or form of language which is or has been spoken at home. However, children for whom English is an additional language will be provided with appropriate support. Please see the School's English as an additional language policy.
 - 5.2.4 A child who finds a particular subject difficult does not necessarily have a "learning difficulty" in the legal sense of that expression; there will often be disparities in the speed with which children learn, in their skill at solving problems and in their general acumen.

5.2.5 The expression "learning difficulty" covers a wide variety of conditions and may include those known as dyslexia, dyscalculia, dyspraxia, attention deficit (hyperactivity) disorder, semantic processing difficulty and learning problems which result from social, emotional or mental health difficulties. The expression may also include those who have problems with their eyesight or hearing or who have an autistic spectrum disorder.

5.2.6 Learning difficulties may affect children who have a high IQ and academic ability as well as those of lower IQ and ability.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Head Teacher has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Jane O'Neil (SENCo)	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Annie Ingrassia (Head)	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Jane O'Neil (SENCO)	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Jane O'Neil (SENCO)	As required, and at least annually
Formal annual review	ILG	Annually

6.3 The School's SENCO has responsibility for:

6.3.1 ensuring liaison with parents and other professionals in respect of a child's special educational needs;

6.3.2 advising and supporting other staff in the School;

- 6.3.3 ensuring that appropriate IEPs are in place and effectively implemented;
- 6.3.4 ensuring that relevant background information about individual children with special education needs is collected, recorded and updated;
- 6.3.5 undertaking any other appropriate duties in accordance with the Code of Practice.

7 Procedures

7.1 The School is a mainstream independent school with high academic standards. Even so, we carry out screening tests on each pupil, in order to detect signs of learning difficulties, where apparent from the test results.

7.2 The School's approach to the detection and management of learning difficulties will be guided by the Code of Practice. In general, the School's approach will be cautious so as not unnecessarily to run the risk of a child being labelled when a later assessment might result in a different explanation for the difficulty.

7.3 Formal assessment

7.3.1 If the test results indicate that a pupil may have a learning difficulty which ought to be assessed without delay, we will ask the pupil's parents to agree to the pupil being formally assessed by an Educational Psychologist or Specialist Assessor. The School will ask the parents to agree to follow his / her recommendations unless there are persuasive reasons to the contrary.

7.3.2 The parents may consult a specialist SpLd/Dyslexia Assessor retained by the School, or use an Educational Psychologist or Specialist Assessor of their own choice. The cost in either case must be borne by the parents.

7.3.3 Additional specialist teaching

7.3.4 As an alternative to a formal assessment, the School may suggest a course of additional specialist teaching by a qualified specialist on a one-to-one basis in school. This would normally be during term time.

7.4 Learning support

7.4.1 If there are concerns that a pupil may have a learning difficulty but the circumstances are not such as to indicate an immediate formal assessment or a course of additional specialist teaching is required, the School may suggest that the pupil has some additional support to develop skills such as phonics, spelling, maths and handwriting.

7.4.2 Learning support of this kind will be provided at no additional cost.

7.4.3 The pupil's progress and needs will be monitored and, if necessary, the School will recommend a formal assessment if the learning support does not appear to be meeting the pupil's needs.

7.5 External teaching

7.5.1 Parents may opt for additional specialist teaching outside the School, provided that the Head Teacher is satisfied with your child's safety and travel arrangements and also that the additional specialist teaching is at times which

fit in with the remainder of the curriculum, timetable and community life of the School.

7.6 Examinations

7.6.1 Pupils who have been diagnosed as having a learning difficulty may be eligible for extra time and / or other "access arrangements" to complete internal examinations and public examinations.

7.6.2 Parents are asked to liaise with their child's form teacher in good time with respect to this.

7.7 Information sharing and parent involvement

7.7.1 Parents are asked to provide the School with a copy of any report or recommendations which have been made in relation to special educational needs at their child's previous school or elsewhere within the last 12 months. Confidential information of this kind will only be shared within the School on a "need to know" basis.

7.7.2 The School will do all that is reasonable to report and consult with parents about their child's learning difficulties and to ensure that teachers are given any necessary information about a child's learning difficulties and that teaching practices are appropriate.

7.7.3 Parents should notify the School immediately if their child's progress or behaviour causes concern so that the School can devise and agree a strategy with the parents.

7.7.4 Parents bear the overall responsibility for taking decisions about the management of their child's learning difficulties. A parent who would prefer to have a formal assessment instead of additional specialist teaching or learning support should make arrangements accordingly with the School or outside, as appropriate. In these circumstances parents must ensure that the School is given copies of all advice and reports received.

7.8 Individual Education Plan

7.8.1 The SENCO will ensure that an appropriate IEP is in place where required.

7.8.2 The IEP will be prepared in consultation with the parents and, if appropriate, the pupil and will include:

- (a) the adjustments, interventions and support required to meet the outcomes identified for the pupil;
- (b) the expected impact on the pupil's progress, development or behaviour, as appropriate; and
- (c) clear dates for review.

7.8.3 In carrying out the review, the SENCO will consider:

- (a) the effectiveness of the support and interventions and their impact on the pupil's progress;

- (b) the views of relevant teaching staff, the parents and, if appropriate, the pupil; and
- (c) any changes that are required to the support and outcomes set out for the pupil.

8 Education health and care plans (EHC plan)

- 8.1 Parents and the School have the right under section 36(1) of the Children and Families Act 2014 to ask the local authority to make an assessment with a view to drawing up an EHC plan. The School will always consult with parents before exercising this right. If the local authority refuses to make an assessment, the parents (but not the School) have a right of appeal to the First-tier Tribunal (Special Educational Needs and Disability).
- 8.2 Where a prospective pupil has an EHC plan, the School will consult the parents and, where appropriate, the local authority to ensure that the provision specified in the EHC plan can be delivered by the School. The School will co-operate with the local authority to ensure that relevant reviews of EHC plans are carried out as required.
- 8.3 Any additional services that are needed to meet the requirements of the EHC plan will need to be charged to the local authority if the authority is responsible for the fees and our school is named in Section I of the EHC plan. In all other circumstances charges will be made directly to parents unless the additional services can be considered to be a "reasonable adjustment" for which no charge will be made, in accordance with the provisions of the Equality Act 2010.

9 Additional welfare needs

- 9.1 The School recognises that pupils with special educational needs or learning difficulties may be at risk of being bullied. The School's anti-bullying policy makes it clear that bullying behaviour of any kind is not acceptable and will be taken very seriously.
- 9.2 If parents are concerned about their child's welfare they can approach the pupil's form teacher or any senior member of staff to discuss their concerns in private at any time.
- 9.3 Additional barriers can exist when detecting the abuse or neglect of pupils with a special educational need or disability creating additional safeguarding challenges for those involved in safeguarding and promoting the welfare of this group of children. The School is mindful in particular that:
 - 9.3.1 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's special educational need or disability without further exploration;
 - 9.3.2 pupils with a special education need or disability can be disproportionately impacted by bullying without outwardly showing any signs; and
 - 9.3.3 there may be communication barriers which are difficult to overcome to identify whether action under this policy is required.
- 9.4 Any safeguarding concerns will be dealt with in accordance with the procedures set out in the School's safeguarding and child protection policy and procedures.

9.5 Disability

- 9.5.1 The School recognises that some pupils with special education needs or learning difficulties may also have a disability.
- 9.5.2 The School will make all reasonable adjustments in order to afford opportunity to disabled pupils. However if, despite such adjustments, the School is unable to provide adequately for the pupil's needs, the School may decline to offer a place to a pupil or request that parents withdraw their child from the School (see 10 below).

10 Alternative arrangements

- 10.1 We reserve the right, following consultation with you, to ask or require you to withdraw your child from the School if, in our opinion after **making all reasonable adjustments and exhausting appropriate strategies**:
 - 10.1.1 your child is in need of a formal assessment, additional specialist teaching, learning support or medication to which you do not consent; and / or
 - 10.1.2 your child's learning difficulties require a level of support or medication which, in the professional judgment of the Head teacher, the School is unable to provide, manage or arrange;
 - 10.1.3 your child has special educational needs that make it unlikely he / she will be able to benefit sufficiently from the mainstream education and facilities which we provide.
- 10.2 In any of these circumstances we will do what is reasonable to help you to find an alternative placement which will provide your child with the necessary level of teaching and support.
- 10.3 Withdrawal of a pupil in these circumstances will not incur a charge to fees in lieu of notice. The deposit paid in respect of your child will be credited to your account.

11 Training

- 11.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 11.2 The level and frequency of training depends on role of the individual member of staff.
- 11.3 The School maintains written records of all staff training.

12 Risk assessment

- 12.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 12.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

12.3 The Head Teacher has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

12.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to Mrs S. Buist (Head Teacher) has been properly trained in, and tasked with, carrying out the particular assessment.

13 Record keeping

13.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

13.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy.

14 Version control

Date of adoption of this policy	October 2018
Date of last review of this policy	November 2022
Date for next review of this policy	November 2023
Policy owner (SMT)	Annie Ingrassia (Head)
Policy owner (Proprietor)	ILG

Appendix 1 Report to parents: no learning difficulty indicated

Dear Parents

Screening for learning difficulties

I am pleased to tell you that the routine screening tests provided for all pupils in this year group have revealed no indication of a learning difficulty or other special educational need in the case of your child. The tests used were [• please describe].

These tests are indicative rather than diagnostic but we are reasonably confident in their results. These tests will, in any event, be repeated at the appropriate level at the next key stage or earlier if cause for concern arises.

There are two other matters that I should mention. The first is that the School needs to know as soon as possible if parents are at all concerned at any time about their child's progress or have reason to think that a particular learning difficulty exists. In these circumstances, please speak to your child's class teacher and write directly to me.

The second matter is that a learning difficulty can sometimes become apparent for the first time at secondary stage when the educational demands tend to increase. The cause of a learning difficulty is often inherited and for these reasons we need to know at this stage if either parent or any of their children or close relations have / had a learning difficulty.

A copy of our policy on learning difficulties is available to parents on written request to my secretary.

Yours sincerely

[• Name of Head]

Appendix 2 Report to parents: possible learning difficulty indicated

Dear Parents

Screening for learning difficulties

This is to let you know that during the routine screening tests which are carried out recently for all pupils in this year group, [**• name of pupil**]'s results indicated the possibility that [**• he / she**] may have a learning difficulty in the area of [**• please describe**]. The tests which we use are not diagnostic tests of a kind which an educational psychologist / Specialist Assessor would carry out. Their purpose is to detect circumstances which may need further investigation or a formal assessment and they are not infallible. It may turn out that your child has no problem after all.

I enclose a copy of the School's policy on special educational needs and learning difficulties which I should be grateful if you would read carefully and keep with your records.

[**• My recommendation at this stage is that we try [**• learning support / additional specialist teaching**] for the remainder of this year and then assess [**• name of pupil**]'s needs again at that stage.]**

OR

[**• Because the test results were considerably below the levels normally to be expected of children of this age, my recommendation is that [**• name of pupil**] should be formally assessed by an educational psychologist.]**

I enclose some further details of the provision we can make for children who have certain kinds of learning difficulty. If [**• name of pupil**] turns out to have a learning difficulty which is formally diagnosed, we will need to co-operate closely so as to ensure that support is given at the right level.

Please contact my secretary for a convenient appointment if you would like to discuss the various choices in more detail. Otherwise, would you please write to me as soon as you can with your decision.

Yours sincerely

[• Name of Head]

Appendix 3: Identification of SEND at Warlingham Park School

