



# Bletchingley Village Primary School

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## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY**

**Last reviewed:** April 2026

**Next review due:** October 2027

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# Special Educational Needs and Disabilities Policy

## Principles

We are an inclusive school, with a whole school approach to special educational needs. We have a collective responsibility for ensuring that the special educational needs of all children are met through appropriate provision. Our school values and ethos inform everything we do in school.

We believe in providing every possible opportunity to develop the personal best of all our children. All children have the right to a broad and balanced curriculum, including extra-curricular activities where appropriate and full access to the National Curriculum. All children are valued, their self-esteem promoted, their uniqueness appreciated and their achievements and successes celebrated. We work in close partnership with parent and carers, who play an active and valued role in their child's education.

At our school, we ensure parity of access to education. We strive to respond to the diverse learning needs of all children and to create the conditions for optimal learning. We use Maslow's Hierarchy of Needs to inform this process, using our understanding of how the brain operates to develop effective learning and teaching strategies. We understand that, in order for learning to take place, the brain needs to function in an appropriate physical and emotional state. This has implications for children who may have experienced trauma, or those who have distinct medical needs, physical difficulties, sensory, communication, behavioural difficulties, epilepsy, or other associated difficulties.



## Introduction

This policy was created in partnership with teaching staff, teaching assistants, the SENCO and the Head Teacher. A group of parents were also consulted. A group of SEN pupils from across the school were asked their views about the school and how they are supported. Some of their comments have been included throughout the policy. The policy reflects the statutory guidance

set out in the Special Educational Needs and Disability Code of Practice 0-25 years (September 2014).

This policy can be accessed through:

- The school website: [Bletchingley Village Primary School & Nursery - School Policies and Documents](#)
- A hard copy on request at the school office

## **Context**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (September 2014) and has been written with reference to the following related guidance and documents:

- [Equality Act 2010](#): advice for schools DfE Feb 2013, last updated 2018
- [Schools SEN Information Report Regulations 2014](#) (see SEN information report on school website)
- [Statutory Guidance on Supporting pupils at school with medical conditions](#) April 2014, last updated 2017
- [The National Curriculum](#) in England Key Stage 1 and 2 framework document Oct 2013
- Safeguarding Policy (see website - [Bletchingley Village Primary School & Nursery - School Policies and Documents](#))
- Accessibility Plan (see website - [Bletchingley Village Primary School & Nursery - School Policies and Documents](#))
- [Teachers Standards 2012](#), last updated 2021

## **Aims and Objectives**

### **Aims**

At BVPS, we believe all children are entitled to a broad and balanced education; one that is appropriate to their individual needs, whilst promoting high standards and the fulfilment of their potential. This should enable them to:

- achieve their best
- become confident individuals living fulfilling lives
- make a successful transition into their next phase of education and adulthood

At BVPS, all pupils - regardless of their individual needs - are provided with inclusive, high-quality adaptive teaching, which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community. This is in line with our school values (caring, respect and self-discipline).

- We expect that all pupils with SEND will meet or exceed the high expectations set for them based on their age and starting points
- We will use our best endeavours to give pupils with SEND the support they need
- Ambitious educational and wider outcomes will be set for them together with parents and carers
- We want all pupils to become confident individuals who will be able to make a successful transition on to the next phase of their educational journey, and then into adulthood

## Objectives

1. To ensure all pupils, including those with special educational needs and disabilities, access all aspects of high-quality teaching to enable them to reach their potential.
2. To ensure a clear process for identifying, assessing, planning, implementing and reviewing support for pupils who have special educational needs and disabilities, together with pupils and their parents and/or carers.
3. To develop effective whole school provision management of universal, targeted and specialist support for pupils with special educational needs and disabilities.
4. To deliver a programme of training and support for all staff working with pupils with special educational needs and disabilities, which develops our practice within the guidance set out in the SEND Code of Practice, September 2014.
5. To ensure effective communication and co-production of policies and practice relating to pupils with SEN and disabilities with all stakeholders.

## Definition of Special Educational Needs (SEN)

**At BVPS we use the definition for 'SEN' and for 'disability' as stated in the SEND Code of Practice (2014).**

**This states:**

**SEN:** A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age**. Special educational provision means **educational or training provision that is additional to, or different from,** that made generally for others of the same age in a mainstream setting in England

**Disability:** Many children and young people who have SEN may 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.'**

## **Key Roles and Responsibilities**

The SENCO is Suzie Whittick. Her contact details are as follows:

[senco@bletchingleytlit.co.uk](mailto:senco@bletchingleytlit.co.uk)

The SENCO has day-to-day responsibility for the development, operation and implementation of the SEND policy and for the co-ordination of specific provision made to support individual pupils with SEND, including those who have Education Health Care plans. We also have a SEND governor, Andrea Jensen, who works together with the SENCO in order to develop the SEND policy and practice at the school.

Andrea's email address is: [a.jensen@bletchingleytlit.co.uk](mailto:a.jensen@bletchingleytlit.co.uk)

## **Specialist Provision (SLCN Centre)**

BVPS is home to a specialist SLCN centre for children with speech, language and communication needs, predominantly those with Developmental Language Disorder (DLD). This is a 21-place facility for children from reception age through to Year 6 in the East Surrey area.

The staffing for the specialist centre consists of specialist teachers and highly qualified teaching assistants. There are also part-time speech therapists working within the centre and based at the school.

Children who attend the SLCN centre attend sessions in both the centre and in their mainstream class. They have access to an intensive level of speech and language therapy and specialist teaching, either individually or in groups, which is necessary to meet their needs and the objectives outlined within their Education Health Care Plan. They enjoy the same activities as their mainstream peer group, such as educational visits and other whole school events.

To gain a place in the centre, children must have an Education Health Care Plan. Places are determined and allocated by the Surrey SEN team.

## **Identification of Needs**

At BVPS we recognise the importance of early identification and aim to ensure that effective systems are in place to identify children who may be facing difficulties with any aspect of learning or social development. We identify the needs of each pupil by considering the needs of the whole child, which are broader than just the special educational needs of the child or young person. This in turn will lead to the setting out of the arrangements we will put in place to address those needs.

## **Broad areas of need** **(as set out in the Code of Practice, September 2014)**

### **Communication and interaction**

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

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

### **Cognition and learning**

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate adaptation and differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as Dyslexia, Dyscalculia and Dyspraxia.

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

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

The Department for Education publishes guidance on managing pupils' mental health and behaviour difficulties in schools.

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1069687/Mental\\_health\\_and\\_behaviour\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf)
- <https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

You can also view our Behaviour for Learning Policy here: [Bletchingley Village Primary School & Nursery - School Policies and Documents](#)

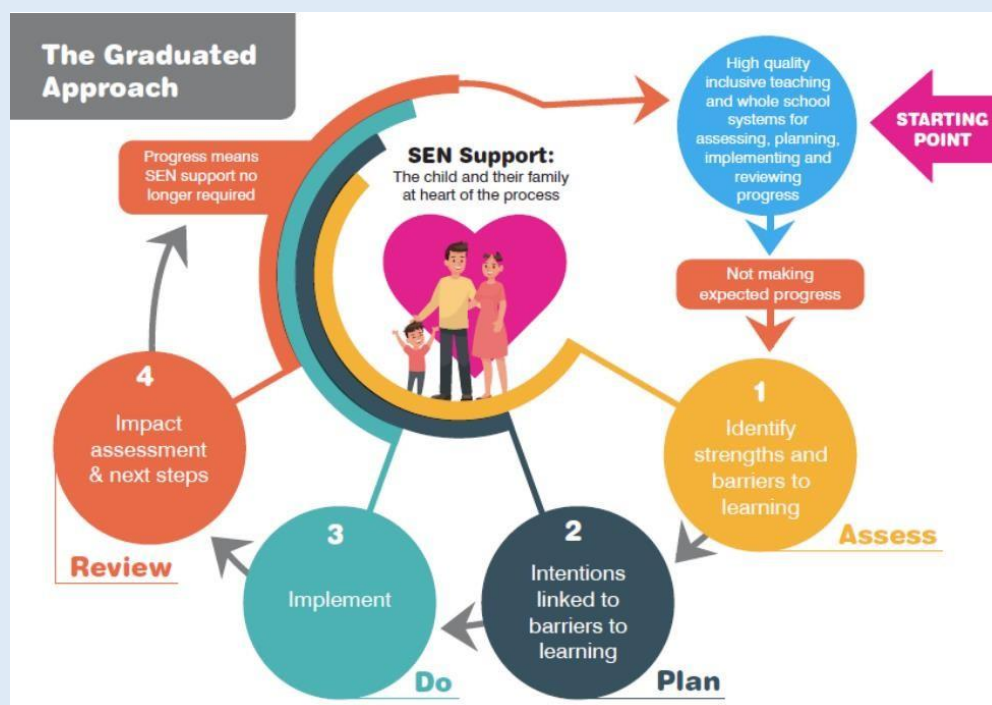
## **Sensory and/or physical needs**

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning. Children and young people with an MSI have a combination of vision and hearing difficulties. Information on how to provide services for deafblind children and young people is available through the Social Care for Deafblind Children and Adults guidance published by the Department of Health.

Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

## **A Graduated Approach to SEND Support**

This diagram below shows how the child and their family will be integral to our response to meeting their needs to enable them to fulfil their potential.



[chapter-3-the-graduated-approach.pdf](#)

## High quality teaching

We believe that high quality teaching, adapted and differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. When considering barriers to a child's learning, we are mindful that additional intervention and support cannot compensate for a lack of good quality teaching.

## The role of the class teacher

The role of the class teacher in providing differentiated expectations for all pupils and good quality personalised teaching is the first step in responding to pupils who may have SEND. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Teaching Assistants or specialist staff.

## Tracking of progress and achievement

We monitor the progress and outcomes for all pupils through our pupil tracking system and termly pupil progress meetings. Pupils who are at risk of underachievement are identified and removing barriers to learning will be discussed with the year group teacher, Head teacher, Deputy Head and/or the SENCO. An action plan will be drawn up and reviewed at the next meeting. The SENCO meets regularly with teachers to discuss pupils on the SEND Register and their provision.

## Staff training

Through the monitoring and evaluating of our provision, the SENCO, together with the Head teacher, will identify any professional development needs of the staff. This will, where appropriate, be linked closely to the school's improvement plan and/or performance management objectives.

Weekly staff development meetings and INSET days are used to support staff development. Regular opportunities are taken to develop the understanding of teachers and teaching assistants; their repertoire of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered.

We also make use of the expertise of the Speech and Language Therapists in our SLCN centre to develop staff understanding of SLCN needs and how to support children with these needs within the mainstream classroom.

Staff who attend further courses may cascade information or feedback on courses attended through staff meetings or other methods. The effectiveness of such professional development will be monitored and evaluated by the SENCO, and information provided during the annual evaluation of the school's overall SEND provision.

### **How we decide whether to place pupils on the SEND register**

Identification of the need for SEN Support will be made through the Assess, Plan, Do, Review cycle (see diagram above).

#### **Assess – what is the child's need?**

We will ensure that we regularly assess all pupils' needs so that each child's progress and development is carefully tracked compared also to their peers and national expectations. We will listen to the views and experience of parents/carers and the pupil. In some cases, we will draw on the assessments and guidance from other education professionals e.g. Educational Psychologists, Learning and Language Support Service, Speech and Language Therapy Service and from health and social services where appropriate.

#### **Plan – what are we going to put in place and why?**

Where SEN Support is required, the teacher will complete an Individual Learning Plan (ILP) in consultation with the child, parent/carer and other staff who work with them. The teacher or SENCO and the parent/carer will put together a plan which looks at the whole child. This also outlines the adjustments, interventions and support which will be put in place for the pupil, as well as the expected impact on progress and outcomes, including a date when this will be reviewed (Surrey SEND Support Arrangements). Targets for the pupil will be shared with her/him using child friendly language. All staff who work with the pupil will be aware of the plan and targets. Parents will be asked to share in the monitoring of progress through any home learning.

## **Do - implementation of support**

The class teacher is responsible for working with the pupil on a daily basis. She/he will also liaise closely with TAs or specialist staff who provide support set out in the plan and monitor the progress being made. The SENCO will provide support, guidance and advice for the teachers.

## **Review – what impact has been had?**

The plan, including the impact of the support and interventions, will be reviewed at least termly through SEND Support Arrangements review meetings by the teacher, parent/carer and the pupil. This will inform the planning of next steps for a further period, or - where successful - the removal of the pupil from SEN Support. For pupils with an Education Health Care Plan (EHCP), the Local Authority must review the plan at least annually.

## **How are parents, families and children involved in this process?**

Parents and carers are important partners in the effective working relationship with the school in raising their child's attainment. They are fully involved in the identification, assessment and decision-making process in the school. The contributions made by parents and carers to their child's education is valued highly.

Teachers, the child and parents and carers will meet at least termly to review the support and progress of the child. New targets will be set when updating the Individual Learning Plan. The child will be consulted and will always be encouraged to have an input into the plan by saying how they have got on and contributing towards the setting of new targets, as appropriate for their age and stage of development.

For pupils with an EHCP, an annual review meeting will be held. Invitations will be sent to parents and carers and key professionals, asking them to attend the review. Pupils will prepare their contribution for the annual review meeting in advance with an appropriate adult and present it at the meeting. For some children, it is not appropriate for them to attend the meeting. In these cases, the pupil's contribution will be presented by the class teacher.

## **SEN Provision – what is it?**

Special educational provision is provision that is ***different from or additional to*** that normally available to pupils or students of the same age, which is designed to help children and young people with SEN or disabilities to access the National Curriculum at school or to study at college.

At BVPS, we understand that the learning journey for every child is unique and, therefore, so is appropriate provision. We strive to promote independence, empowering children to take some accountability for their learning and their success. While adult support is one type of provision, this can take many alternative forms. These can include:

- a special learning programme for your child
- extra guidance from a teacher or a teaching assistant
- visual support/structure to support access to learning and teaching e.g. task board, visual reminders/prompts
- making or changing materials or equipment
- working with your child in a small group
- task and reward systems
- observing your child in class or at break and keeping records
- helping your child to take part in the class activities
- making sure that your child has understood things by encouraging them to ask questions and to try something they find difficult
- helping other children to work with your child, or play with them at break time
- supporting your child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing

### **Managing the needs of Pupils on the SEND Register**

At BVPS we treat each child as an individual and their needs will be addressed on an individual basis. Children may require different levels of support at different times in their school lives and as such, the movement from one level of support to another is closely monitored for each child. The SEND register is managed by the SENCO, and children will be placed on, or taken off, the register after discussion with the class teacher and parents as appropriate. Our SEND register is reviewed termly.

The level of provision for an individual child or group of pupils will be decided by following the procedures set out in our SEN Information Report which can be found on our school website. The Individual Learning Plans for children in the SEN Support stage of our register will be reviewed by the class teacher, SENCO, all adults who work closely with the child, the child and parent/carer. In reviewing the plan, all parties involved will be able to provide evidence that the outcomes have been met or not. If all outcomes have been met, then a new plan may not be necessary and the pupil may no longer need to be in the SEN Support group and move instead to the intervention stage.

If outcomes have not been met, the targets may remain in place, or new targets may be set if required. The child's Individual Learning Plan will then be updated accordingly. We provide a range of interventions, as can be seen on our School Provision Map and these are regularly reviewed to ensure they provide the desired outcomes for the pupils whilst also representing value for money.

## **Supporting parents/carers and young people**

Parents and carers can find additional information in our SEN Information Report and more about support offered by the Local Authority via the Surrey website at <https://sendadvice.surrey.org.uk/>

We offer all pupils with SEND additional transition sessions at our school and all incoming Year 3 pupils benefit from transition visits throughout the year and a day spent at our school before they join.

## **Supporting pupils at school with medical conditions**

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some children may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed. Children with medical conditions will have an Individual Healthcare Plan written to reflect their needs and this will be shared with key staff as required.

Further information on arrangements made at school for pupils with medical conditions can be found in our Supporting Pupils with Medical Conditions Policy and our Medical Intervention Policy. Where a pupil with a medical condition is disabled, we will comply with our duties under the Equality Act 2010.

## **Monitoring and evaluation of SEN**

The monitoring and evaluation of our provision for pupils with SEND is under review on a termly basis through our Pupil Progress Meetings, formative assessments from teachers, reviews of Individual Support Plans and when reviewing our School Development Priorities. When evaluating our overall curriculum provision, we also review our SEND provision. We make use of feedback from parent and pupil questionnaires to enable us to monitor the enjoyment as well as the efficacy of some interventions.

## **Training and development**

The training needs of our staff are identified when we wish to make changes to our school provision, or where a pupil's needs dictate that additional training may be necessary. Our INSET training may be provided by in-house specialists, or by those who support us from the Local Authority, or by specialist providers. We have a well-skilled and experienced workforce, many of

whom are trained to support emotional needs, medical needs, language and communication difficulties and/or broader or more specific learning needs.

### **Storing and Managing Information**

Information will be securely managed within the school's own data management system and confidentiality policy.

### **Reviewing the SEND Policy**

This policy will be reviewed regularly.

### **Comments and complaints**

The school's complaints policy is in line with the model policy recommended by Surrey County Council. If parents/carers have a complaint concerning provision for their child, in the first instance, they should discuss this with the class teacher. If this proves unsuccessful, the matter should be referred to the Head teacher.

Should the matter remain unresolved, the parents and/or carers should contact the 'responsible person' on the governing body. If the complaint still remains unresolved, the Chair of Governors should be involved and a panel of governors will review the complaint to ensure that correct procedures were followed, and may make a recommendation to amend the decision of the investigating governor.