



# Lancing Prep Worthing

A Lancing College Preparatory School

## Policy for Special Educational Needs and Disability

### INTRODUCTION

This policy demonstrates compliance with the statutory requirements laid out in the *Special Educational Needs and Disability Code of Practice (2015)* which provides statutory guidance on duties, policies and procedures relating to Part 3 of the *Children and Families Act 2014*, and the *Equality Act 2010*, and can be found on the DFES website at [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352822/SEND_code_of_practice_0_to_25_years_-_GOV.UK.pdf).

This SEN policy explains how Lancing College Preparatory School at Worthing will identify and support pupils with special educational needs (SEN) and disabilities.

This policy should be read in conjunction with:

- The Teaching and Learning policy
- The Curriculum policy
- The Safeguarding policy
- The Supervision policy
- The Positive Behaviour policy
- The Mental Health and Wellbeing Policy

**Reviewed and updated: in January 2022 by Helen Pelling and in September 2022, November 2022, September 2024 and September 2025 by Amie Bennet**

**Next review due: September 2026**

### SPECIAL EDUCATIONAL NEEDS AND DISABILITY

*The Special Educational Needs and Disability Code of Practice: 0-25 years (2015)* explains that a pupil has special educational needs (SEN) if:

- they have a learning difficulty or disability which makes it much harder for them to learn than other pupils of the same age: and
- they require special educational provision to be made for them.

There are four main areas of SEN:

- communication and interaction needs
- cognition and learning difficulties
- social, emotional and mental health difficulties
- sensory and/or physical needs

A disability is described in law (the *Equality Act 2010*) as 'a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.'

## **VISION AND AIMS**

Lancing Preparatory School at Worthing wants all our pupils to feel welcome, valued and included in the school community. We have high aspirations for our pupils with SEN and disabilities and will provide them with a broad and balanced curriculum, with high quality learning that is differentiated to their needs, to ensure that they achieve their best.

We also want to help our pupils with SEN and disabilities to develop a positive view of themselves so that they can become confident individuals and go on to live fulfilling lives by making a successful transition into adulthood. We will endeavour to fully involve our pupils with SEN and disabilities in all decisions that affect them, so that they can help us to identify what works for them and reflect on what doesn't.

The views of our pupils and their parents are especially important to us and we will take these into account when consulting on, implementing and reviewing this policy.

To achieve the above, we will:

- create an atmosphere of encouragement and acceptance in which all pupils can thrive
- be sensitive to individual pupils' needs and celebrate achievements
- enable each pupil to take part and contribute fully to school life
- provide access to and progression within the curriculum
- where possible, involve pupils in planning to support their SEN or disability
- work in partnership with parents to support children's learning and health needs
- provide quality training for staff that enables them to support pupils with SEN and disabilities.

## **OBJECTIVES OF THE SCHOOL'S SEND POLICY**

The school will do its best to ensure that the right provision is made for each pupil with special educational needs and disabilities. We are committed to discovering and providing the best learning conditions for each pupil.

In implementing this policy, our goals are:

- To apply a whole school policy to meet each child's individual needs following the guidelines of the *Special Educational Needs and Disability Code of Practice: 0-25 years (2015)*
- To identify as early as possible those children who have a specific educational need.
- To identify barriers to learning and participation, and to provide appropriately to meet a diversity of needs.
- To ensure that all staff are aware of each child's needs and are provided with appropriate support so that such needs are met in all areas of the curriculum.
- To use the expertise of staff and the resources available to plan and deliver an appropriate curriculum.
- To ensure that resources, support, tasks or activities are adapted to meet the needs of all learners.
- To ensure that reasonable adjustments are made to meet the needs of all abilities.
- To ensure that children's records include information relating to their individual needs and record the interventions that have been provided as well as their outcomes.

- To ensure that pupils are given high aspirations in their learning; to seek their views about their learning, their progress and their school experience.
- To provide pastoral care and support in order to promote a positive self-image and self-worth of all children in the school.
- To regularly review and evaluate children's progress and to work in partnership with parents and children throughout the entire process.
- To ensure the involvement of all support and child health agencies in a multi-disciplinary approach to special needs.
- To ensure that all children have equal opportunities to experience all aspects of school life and ensure that children with special needs do not stand out as different from other pupils.
- To provide the necessary guidance to parents so that each child with special needs attends a senior school where their needs will be met.

## **ADMISSION**

Although Lancing Prep at Worthing is generally non-selective, it is unlikely to accept children with severe special needs due to the demanding curriculum and high academic expectations. However, pupils with mild special needs including, for example, those formally diagnosed with dyslexia or dyspraxia may be accepted, as will those who have been identified with special needs during their time at the school. The school will aim to provide the best possible education for each child if it is felt that this is the best place to meet the needs of that child.

Prior to admission, children joining the school who have not progressed through the Nursery are invited to spend some time with their prospective class. This enables the teacher to assess ability and ensure that the school can meet the child's needs. Parents are asked to allow us to read previous school reports. Pupils may be asked to complete numeracy and literacy (or equivalent such as CAT) assessments during their visit days.

It may also be necessary for the SENCO to provide parents with information as to where formal assessments can be carried out during their first term/year at the school if this has not been done prior to admission.

## **IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

Our teachers are responsible and accountable for the development and progress of the pupils in their class, and we have systems in place to ensure that special educational needs are identified as soon as possible. We start by:

- providing teaching that is of a high quality;
- regularly assessing our pupils' progress and targeting areas of difficulty;
- adjusting and adapting work for pupils who need this.

A child's needs may become apparent through:

- admission procedures;
- teachers' observations within the nursery or classroom;
- screening procedures: EYFS Baseline assessments, annual Salford Sentence Reading Tests, screening for risk of dyslexia in Year 2, and CATS tests in Years 4, 6 and 8, ELSA assessments (for identifying and managing social, emotional and behavioural difficulties);

- expression of parental concerns.

Where a teacher has identified a concern regarding a child, they fill out a 'Cause For Concern Form' and email it to the SENCO or have a meeting arranged with the SENCO, to discuss the pupil. The SENCO will then, as appropriate, discuss the teacher's concerns with the teacher, observe the child and determine whether an educational assessment is required (see Appendix A). Parents will be informed of this by the class or subject teacher, usually at Parents Evening or at another meeting scheduled.

In the Nursery, the Head of Nursery and Nursery staff will carry out a clear analysis of a child's needs should any areas of weakness be identified. Concern forms will be used to collate information. Advice will be sought from external agencies, where relevant. The Head of Nursery and relevant staff will discuss concerns with parents at this point.

Following an assessment and the identification of specific needs, and if it is decided that a pupil requires special educational provision – provision that is additional to and different from that which is available to other pupils in the school - the pupil will be placed on the SEND Register, and a programme of 'school support' or 'monitoring' established. Parents will be informed by the form tutor, class or subject teacher, or the SENCO, when this happens, and staff will be available to discuss concerns with parents.

## **SUPPORTING PUPILS WITH SEN**

### **The Mainstream Class setting**

The school recognises the importance of meeting individual learning needs of its pupils within the setting of the mainstream classroom and lessons. Every teacher is responsible and accountable for the progress and development of the pupils in his or her class, including where pupils access support from specialists. The SENCO works closely with teachers, giving specific advice based on their knowledge of pupils and particular recommendations within assessment reports. They also communicate with external therapists and/or agencies when they are providing ongoing intervention or area of provision, to support their work in school where possible.

### **Monitoring of pupils with identified learning support needs**

The SENCO monitors the progress of pupils with known specific learning support needs and their ongoing classroom provision, through discussion with teachers, through the school system of standardized testing, classroom observation and looking at subject/class workbooks.

### **Levels of Intervention**

**Wave 1** is good quality, inclusive teaching which takes into account the learning needs of all children in the classroom. This includes providing work adapted to the needs of the pupils (adaptive teaching) and creating an inclusive learning environment with an understanding of individual children's barriers to learning.

**Wave 2** is where a teacher recognizes that a pupil is not making expected progress and / or they request support and advice regarding a potential barrier to a pupil's learning. At this stage, more specific and targeted support is to be delivered by class and / or subject teacher(s) in the classroom, with advice from SENCO regarding adaptive teaching methods and approaches. Additionally, it may be that a pupil engages in a short-term, targeted intervention that may be delivered by a subject teacher, a teaching assistant (directed by the teacher) or a member of the Learning Support department (ELSA). This may be

1:1 or as part of a small group and does not incur an additional cost.

**Wave 3** is targeted provision for a small number of children to address specific learning needs. This support is usually on a 1:1 basis and involves children being withdrawn from class or form-time. A charge set by the Lancing College Bursary is made for this 1:1 support.

### **Plan, Review and Do cycle**

If a pupil is withdrawn for a 1:1 Learning Support session with the SENCO or if applicable, one of the Specialist Teachers, then there will be learning targets for these sessions. These will be reviewed at the end of each term, with information related to these shared with parents/Care Givers/relevant teachers, and with the pupil, as appropriate. If the 1:1 support is to be continued, new targets will be set and reviewed, with pupils as appropriate and as before, there will be opportunities to discuss these with parents

### **ICT**

Desktop computers, laptops and iPads are available for use, for the purposes of learning support. ICT and technology has a valuable contribution to make to the learning experiences of pupils with SEND as it can encourage pupils and enable them to:

- express themselves more effectively by providing tools that help them to overcome their difficulties;
- make learning more multisensory
- explore and investigate by stimulating interest and enhancing problem-solving abilities;
- consolidate skills in an enjoyable and rewarding way;
- enhance the presentation of their work.

Laptops can be borrowed from the Learning Support room (The Hive) and used for certain classroom tasks if the need has been identified by an Educational Psychologist or equivalent specialist or medical report. These pupils need to have competent keyboard skills and will be encouraged to practice touch-typing on a regular basis.

### **EXAM ARRANGEMENTS**

We are guided by the Joint Council for Qualifications (JCQ) guidelines for access arrangements. The following arrangements can be made, subject to the relevant criteria being met. In all cases, access arrangements are only provided where it is the normal way of working for a pupil. Exam arrangements requests may also be shared in consultation with the SENCO, at Lancing College (Claire Martin) or other SENCOs at Senior Schools, who can be contacted for further information. Certain access arrangements may require a child to be formally assessed. Additionally, access arrangements for Common Entrance and / or Advance Programme must be agreed by the relevant senior school.

The following exam access arrangement(s) can be considered:

- Use of word processor / laptop (when used regularly in class and lessons, as a 'normal way of working')
- Reader
- Scribe
- Movement breaks / rest breaks (no extra time)

- Additional Time (up to 25% - usually only given to children who have been formally assessed and is guided by the JCQ guidelines for awarding this)

## **EAL**

Guidelines for supporting children for whom English is an additional language can be found in the whole school Policy for English as an Additional Language.

## **RECORD KEEPING**

Detailed records are kept of all children placed on the SEND Register to record all actions taken, assessments performed and ongoing progress. These records are important as part of the ongoing monitoring of a child and provide evidence for the thrice yearly review of progress towards achieving their targets. All data including electronically stored data is subject to GDPR. All paper records will be held in line with the school's policy/protocol on security of information.

## **PARENTS AS PARTNERS**

The support and understanding of a pupil's parents is critical to enable the school to meet the child's needs. To this end, the parents of children with identified needs will be fully informed and engaged with any programme of support and where they can provide out of school support.

Parents are regularly updated on their child's progress by the SENCO in meetings and by email. They will receive one report per year, in addition to being invited to two parents' evenings and up to three ILP review meetings.

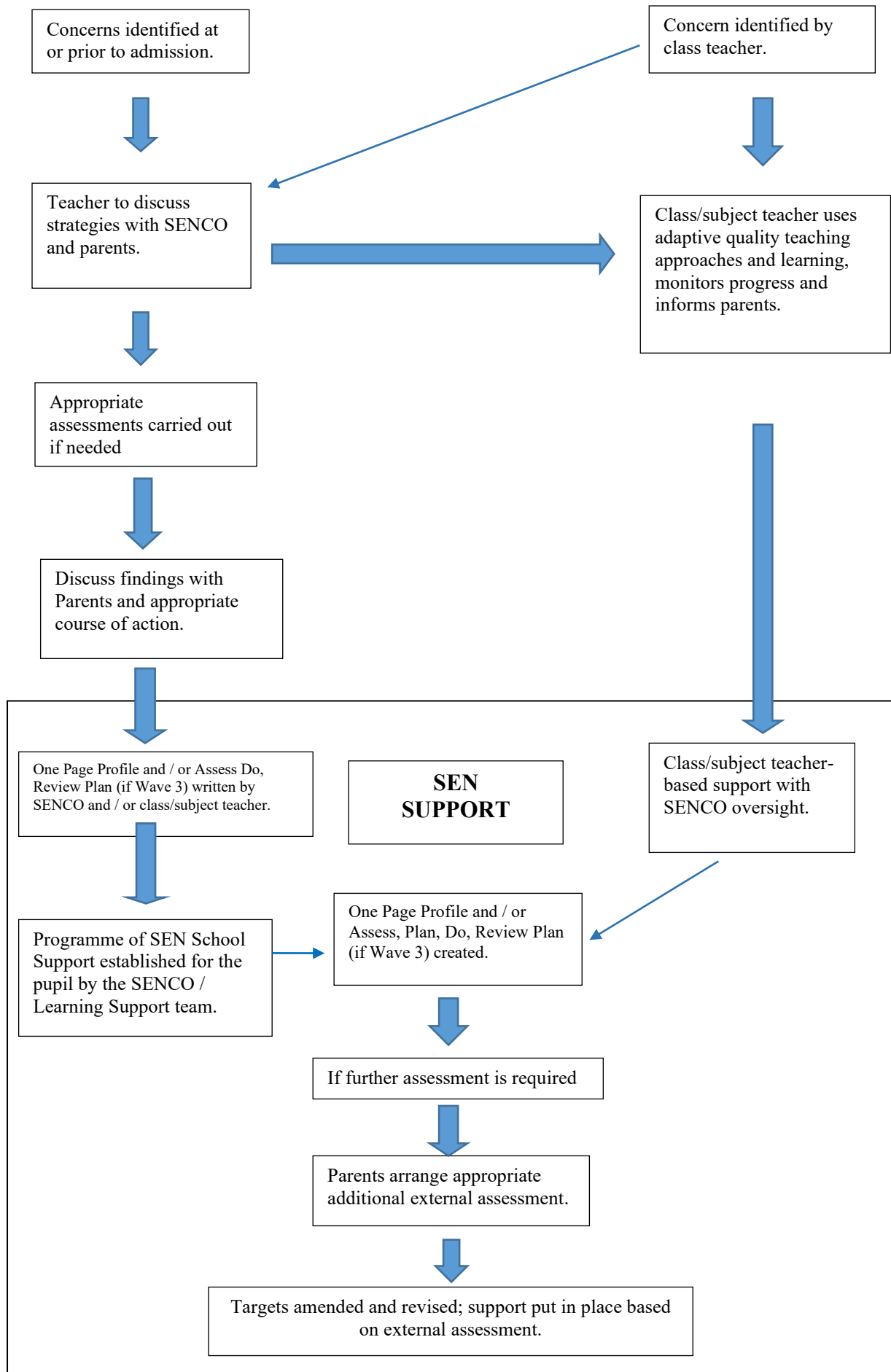
Parents will be given guidance on how to assist their child with work at home and will be encouraged to build up their child's confidence and self-esteem.

Parents are always welcome to discuss their child's progress or any concerns they may have with the SENCO, form tutor, class/subject teacher or learning support assistant by appointment. A relationship based on mutual respect is encouraged.

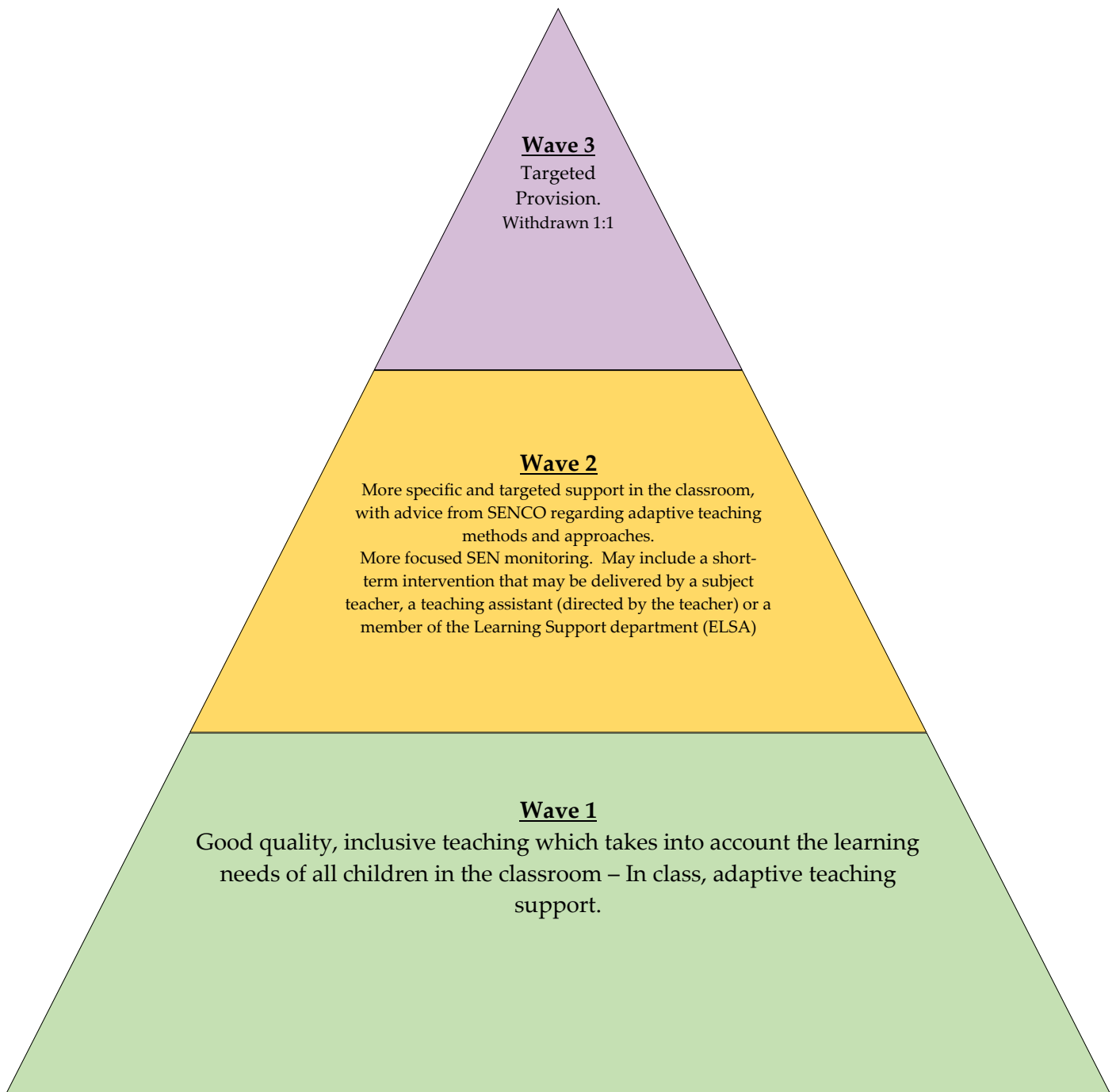
## **COMPLAINTS**

It is hoped that all situations of concern can be resolved quickly through discussion and early action. If at any point a parent has concerns about how their child's needs are being met, they should firstly contact their child's class teacher, form tutor or subject teacher as appropriate. For specific concerns or complaints about SEND provision, please contact Amie Bennet, SENCO, [abennet@lancing.org.uk](mailto:abennet@lancing.org.uk). If a parent feels that their concern or complaint has not been dealt with satisfactorily, an appointment can be made to speak to the Headteacher or any other member of the Senior Leadership Team. A copy of the school's Complaints Policy can be obtained from the school office.

## Appendix A: SEND ASSESSMENT AND PROVISION PROCESS OVERVIEW



## Levels of Intervention Diagram



N.B Please note that Wave 3 level of Intervention is a Chargeable service, with a charge set by Lancing College Bursary