



## **Particulars of the Educational and Welfare Provision for Pupils with Special Education Needs and Disabilities**

**This policy is applicable to all pupils, including those in the EYFS**

**Head of Learning Support**

**2023-2024**

## **Definition**

The term 'special educational needs and disabilities' (SEND) has a legal definition. At Sherborne Preparatory School, pupils are considered to have a special educational need if they have a learning difficulty or disability which calls for special provision to be made for them. The pupil will have a greater difficulty in learning than the majority of pupils of the same age or the pupil will have a disability which prevents or hinders them from making use of education facilities provided for pupils of the same age.

## **Principles**

We believe that all our pupils have a right to learn regardless of needs and have the same entitlement as their peers. The school's SEND policy is designed to support the provisions of the school's curriculum to all our pupils and offers positive approaches to meet their different needs. It is the responsibility of all the teaching staff to help identify any pupil who may have learning difficulties. They will also take every step to ensure all pupils can fully access the curriculum at a level suitable to their ability. We actively encourage all our pupils to enjoy and participate fully in school life. We aim to prepare them to enter the adult world secure in their own worth and with respect for and understanding of others.

Sherborne Preparatory School aims to identify pupils with specific learning difficulties at the earliest opportunity and offer appropriate provision. The school seeks to offer pupils with specific learning difficulties full access to a broad and balanced curriculum.

## **Education and welfare provision for pupils with Education, Health and Care Plans**

Where the school is made aware of an Education, Health and Care Plan (EHCP) related to a child, or the child is issued with an EHCP whilst a pupil at the school, the Head of Learning Support, in conjunction with the Headteacher, Senior Deputy Head Academic, external advisors and parents will discuss the requirements of the EHCP and devise appropriate measures. The overriding aim will be to provide for the requirements of the EHCP and ensure the best support for the child. If these cannot be met, the school will be unable to take the pupil.

## **Learning Support Staffing**

The Head of Learning Support is responsible for the day-to-day implementation of the Special Educational Needs and Disabilities Policy across the school and holds the qualification of National Award for Special Educational Needs Coordination. The Head of Learning Support teaches individuals with specific learning difficulties throughout the school and works alongside pupils in or out of the classroom, depending on need. The Head of Learning Support also works with class teachers to ensure appropriate provision is in place and provides additional training when necessary.

An additional Learning Support teacher provides individual maths tuition for some pupils. The Learning Support teacher liaises with the Head of Learning Support and class teachers to agree targets and areas for support.

Three Learning Support Assistants support pupils within the classroom and individually; one is based in Pre-Prep and two work across the year groups. They also work with small groups under the direction of the Head of Learning Support, head of Pre-Prep and class teachers.

One Learning Support Assistant is our designated Emotional Literacy Support Advisor (ELSA) and provides individual and small group intervention programmes across the school to support emotional wellbeing. The ELSA works alongside the Head of Learning Support and Deputy Head Pastoral.

In addition, Sherborne Preparatory School has one EAL teacher who teaches and supports EAL pupils individually. Please see our separate EAL policy for more information.

Some pupils receive support from outside agencies in conjunction with support received in school. An external professional may come into school and work with the pupil and liaise with the Head of Learning Support and the pupil's parents. The school has a number of visiting professionals including Educational Psychologists, Speech and Language Therapists and Occupational Therapists.

As an Independent School, all learning support lessons are charged to parents in addition to fees, as outlined in the fee structure. The cost of sessions with external professionals are organised privately between the professionals and parents.

## **Objectives**

- To apply a whole school policy to meeting the pupil's individual needs as set down in The SEN Code of Practice for SEN (2014) and The Equality Act (2010) and Every Child Matters (2006).
- To ensure pupils with learning needs are identified as early as possible.
- To assess the pupil to identify specific areas of difficulty.
- To ensure all school staff are aware of the pupil's needs and can meet those needs within the school setting.
- To ensure the pupil's record includes information relating to their individual needs, interventions, strategies for in-class support and progress.
- To assist staff in modifying the curriculum to meet the pupil's needs within the classroom and provide appropriate training through the school's INSET programme.
- To endeavour to ensure that each pupil with learning needs progresses to a suitable senior school where their needs will be met.
- To ensure that no pupil with learning needs or disability is discriminated against on the basis of their disability.
- To work in partnership with the pupil's parents and to include the pupil's views in target setting.

## **Responsibilities of the Learning Support team**

- Screen and record literacy skills and/or maths skills when appropriate.
- Help subject teachers identify learning needs and make provision through classroom differentiation and support throughout the school.
- Provide targeted and/or specialist teaching to groups or individuals in response to needs identified at Wave 2 or Wave 3.

- Regularly review and update Pupil Profiles, including the views of the pupil
- Provide information on the types of specific learning needs of pupils, as well as behaviour and teaching strategies where appropriate, to all members of staff who may be involved with them.
- Liaise regularly with parents through Learning Support parent meetings
- Liaise with future schools to ensure a smooth transition process
- Liaise with external professionals and implement recommendations where appropriate
- Ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and exam access arrangements.

### **Whole School Approach**

There is a whole school approach, which involves all staff, in supporting pupils with special educational needs and disabilities. All school staff are made aware of each pupil's needs at staff and assessment meetings and through information in learning support files, termly notes, Pupil Profiles and the SEND Register. All staff have a responsibility to differentiate lessons and consider reasonable adjustments to cater for individual learning needs.

Staff attend INSET and CPD training, as organised by the Head of Learning Support. They also have access to a specific Sherborne Prep "one-stop-shop" specific learning difficulties website. This website clearly defines the learning difficulties present within the school, along with signs/symptoms, classroom strategies and further information and resources if needed.

### **Admission Arrangements**

Pupils entering the school will usually spend a day with their year group and be assessed by the form teacher and subject teachers. If a pupil has already been identified as having learning needs, relevant reports should be shared with the Head of Admissions and/or Head of Learning Support. If necessary, the Head of Learning Support will meet and assess the pupil and talk to parents. Pupils are admitted to the school at the discretion of the Head Teacher. Pupils with specific learning difficulties will be admitted if the school can offer appropriate provision and support. However, every effort will be made to accommodate a pupil with learning needs. A review of the pupil's needs is also made on transfer from the Pre-Prep to the Prep School.

### **Procedure of Identification and Assessment**

A pupil's needs may become apparent through:

- Admission procedures
- Teaching within nursery or classrooms
- School screening procedures
- Regular school monitoring and tracking
- Parental concerns
- Information provided by previous school.

Children with SEN would be identified as needing support in:

- Communication and interaction

- Cognition and learning,
- Social, emotional and mental health,
- Sensory/physical needs

### **The Referral Process**

The school has in place a structured referral system through CPOMS. Teachers log their concerns with strategies and actions taken so far either on CPOMS or on an Initial Cause for Concern form. The Head of Learning Support receives notification of all SEND concerns logged on CPOMS and after discussion with the teacher may then observe the pupil of concern in their classroom setting, as well as analyse written work and current data, where appropriate.

When relevant, the Head of Learning Support may then carry out further testing. These tests will highlight any areas of weakness that could then be addressed by the class teacher and/or a specialist teacher in a one-to-one setting. The internal assessment results will then be discussed with parents and form teacher and further action considered if relevant.

It may be necessary to consider a more formal assessment by an Educational Psychologist, Speech and Language Therapist, Occupational Therapist or another external specialist. This can usually be organised through the school. These outside agencies will require specific information about the pupil prior to the pupil being seen by them. Sometimes requests are made to parents for a pupil to have an updated sight and/or hearing test. These tests should be organised by the parents or carers.

Early intervention is key. The Head of Learning Support meets with the Head of PrePrep regularly to discuss any pupils of concern in the Pre-Prep.

### **Provision for Learning Needs**

Once a pupil's difficulties have been identified, appropriate provision is made. We operate a wave intervention structure at Sherborne Prep School. Pupils are placed in Wave 1 as the first layer of identification. This specifies pupils who are a cause for concern but do not need intervention other than that provided in class or children with an identified learning need who are making expected or above progress through good quality classroom teaching. This list is updated every term and pupils can be taken off, kept on or moved to the next stage of Wave 2 as appropriate. Wave 2 pupils will be part of small group intervention programmes or in-class supported groups. If a pupil is receiving 1:1 support, then they will be considered as Wave 3. In the event that this level of intervention does not enable the pupil to make satisfactory progress, the Head of Learning Support may need to seek advice from external agencies.

All support is carried out in partnership with parents and follows the graduated response of assess – plan – do – review.

### **Pre-Prep Pupils**

Children in Pre-Prep are monitored regularly and tracked using Tapestry (EYFS and KS1 goals), in addition to formal assessment at the end of EYFS and at the end of Year 2.

Where a child seems to be below expected levels, staff will consider all aspects of the child's learning, using observations made and will consider whether further assessment or specialist advice is required. The Head of Pre-Prep meets weekly with staff to discuss children and raise any concerns. In addition, each class teacher provides a weekly summary of children to the Head of Pre-Prep, where concerns are noted. The Head of Pre-Prep meets regularly with the school's Head of Learning Support to discuss children of concern and decide whether they require further assessment or intervention and whether they should be included on the SEND register. Parents are also consulted. A multi-agency approach would be used if required, supported by approaches such as the Early Help Assessment.

### **Transition from EYFS to KS1 Pre-Prep or to another school**

Children in the EYFS are socially integrated within the Pre-Prep on a daily basis through joint assemblies, school events and mixing with the Pre-Prep children and staff at playtime. Reception class is included within the main body of the Pre-Prep building. There are planned transition sessions during the summer term where children meet their new teachers in their new classrooms. EYFS children with additional needs may have additional opportunities to visit and become familiar with staff and the new environment on a 1:1 or small group basis, depending on their needs. Any graduated response carries over into KS1. SEND information is kept centrally within the Pre-Prep and on ISAMS and shared with the Head of Learning Support during regular meetings.

### **Transition from Pre-Prep to Prep**

In the summer term of Y2, the Pre-Prep pupils spend a morning in the Junior Department with Y3 teachers. Any graduated response carries over automatically into the Prep School. In the summer term preceding transition, the Year 2 teachers will discuss SEN pupils moving into Y3 with the Head of Learning Support, and with Y3 teachers as necessary.

### **Pupil Profiles**

A pupil receiving individual support will have a Pupil Profile. These are written for pupils who may not be making expected progress and who require specific, specialist intervention from the Learning Support Department or pupils with special educational needs that require strategies and support additional to and different from their peers. Pupil Profiles are written in collaboration with pupils, parents and teachers and circulated to staff and parents following termly reviews. Pupil Profiles outline a pupil's strengths and difficulties and include strategies for class teachers. For pupils receiving individual learning support lessons their Pupil Profile will also include targets and specific resources.

### **Emotional and Behavioural Difficulties**

Some behaviour or emotional needs can interfere with and inhibit learning and social relationships. Such behaviour is shared with form teachers and the Deputy Head Pastoral, so that appropriate strategies and/or action can be agreed. In some cases, where a pupil's social, emotional and behavioural difficulties need further intervention, it may be necessary to instigate a support plan. Occasionally the pupil may need to be referred to an external provider for more specialised support including GP, Portage, Counsellor or Education Psychologist. Support strategies and targets will be recorded on an individual Pupil Profile to monitor progress and to ensure that the correct provision is in place.

## **Timetabling**

The amount and type of support offered to a pupil is dependent on need. Where possible, pupils will not be withdrawn from lessons unless it is necessary to do so.

When a pupil needs to be withdrawn for Learning Support, every effort is made to ensure that a pupil does not miss the same lesson every week. Their individual strengths are also considered, in addition to the advice of staff members and parental requests. Some support lessons, interventions for spelling, reading, literacy skills and maths are given during other times within the school day.

## **Additional support**

In addition to in-class support and individual or group support lessons, some pupils use specific programmes to support their learning. This may involve the use of assistive technology using laptop computers in lessons, chrome books and/or iPads. Pupils who board and receive learning support can be assisted by boarding staff.

## **Exam Procedures**

In school exams, access arrangements such as 25% extra time, a reader, a scribe, a prompter and/or supervised rest breaks may be granted. All special arrangements for examinations are overseen by the Head of Learning Support and Deputy Head Academic and are only implemented on the recommendation of a qualified assessor or specific assessments.

Future schools are consulted, where relevant, to agree on specific exam access arrangements for entry tests and exams.

## **Communication**

Sherborne Prep School is committed to developing solid partnerships with parents/carers and strongly believes that this will enable pupils and young people with SEND to achieve their learning potential. We recognise that parents/carers have a unique overview of the pupil's needs and how best to support them, and that this gives them a key role in the partnership.

We firmly believe education is a three-way partnership of the teacher, parent/carer and pupil and we all must work together to offer the best opportunities possible for our pupils to achieve success. The Learning Support Department operates an open door policy, so that parents and pupils can visit and meet as often as they need to discuss matters arising. Parents are also invited to two Learning Support parent meetings per year.

Teachers, tutors and boarding staff have a duty to share information and advice about pupils. This can be done in weekly Children of Concern meetings, general staff meetings and through CPOMS. The Learning Support department also holds weekly meetings to discuss individual pupils and to share good practice.

The Head of Learning Support liaises with staff to inform them about advice given by Educational Psychologists and other professional reports. Staff have access to the SEND Register and Pupil Profiles via Sharepoint and a link to updated information is sent regularly to staff.

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### **Support for all pupils in Sherborne Prep**

Any pupil is welcome to visit the Learning Support room whether or not they receive special provision. They are welcome to discuss any learning difficulties or concerns they may have with a member of the Learning Support Team.

### **Review**

This policy is monitored and reviewed annually by the Senior Deputy Head Academic in consultation with the Head and the Head of Learning Support.