



Learning Enrichment Policy
Special Educational Needs and Disability

Person responsible	Head/Head of Learning Enrichment
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Introduction

This policy applies equally to the Early Years Foundation Stage (EYFS), Key Stage 1 and Key Stage 2 as taught at Bute House School. The policy is in line with our Teaching and Learning Policy and Equal Opportunities and Inclusion Policy.

This policy is written with due regard to the following:

- **The SEND code of Practice 2015: 0-25 years (DfE and Department of Health, January 2015)**
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.

This provides statutory guidance on the SEND system for pupils and young people.

- **Education Act, 2011**
- **Disability Discrimination Act, 2005**
- **Part 3 of the Pupils and Families Act, 2014**, which sets out a schools' responsibility for pupils with special educational needs and disabilities
- **Every Pupil Matters, Equality Act, 2010**
- **Teachers' Standards, 2013, updated 2021**
- **Mental health and behaviour in schools, 2015, updated 2018**
- **Statutory Guidance on supporting pupils at school with medical conditions, 2017**
- **Data Protection Act 2018 and UK General Data Protection Regulation (GDPR)**
- **The Equality Act (October 2010): advice for schools DfE May 2014**

This document is a statement of the aims, objectives and strategies for the teaching of pupils with learning difficulties and children with special educational needs and disabilities.

The intention of this policy document is to outline how girls are selected for sessions in the Learning Enrichment Department and how their needs are met by acknowledging the role of the Learning Enrichment (LE) Co-ordinator, LE teachers, form/subject teachers, pupils, parents, carers and outside agencies.

Parents should be aware that the school is a mainstream setting with limited specialist Special Educational Needs and Disabilities (SEND) resources. The staff will use their professional skill and experience to identify and provide for SEND within the resources of a mainstream school. Reasonable adjustments for disability will also be made through our Learning Enrichment Department.

Provision for pupils who need support is referred to as Learning Support (LS).

Aims and Objectives

Bute House School aims to promote good practice in the detection and management of SEND. The school adopts a holistic approach towards all of its pupils with SEND. The school provides the pupils with co-ordinated support from the Head of Learning Support, teaching and support staff and external

professionals, with the aim of giving the pupils every opportunity to realise their full potential academically, emotionally and socially, within a mainstream setting.

- To work within the guidance provided in the SEND Code of Practice 2015
- To ensure all staff are aware of pupils with SEND, the nature of their needs and how best to support them
- To ensure early and earliest identification, assessment and provision for any pupil causing concern
- To recognise and address the needs of all pupils who may have specific learning needs or disabilities, either throughout, or at any time during, their school careers by adopting a positive approach and dismantling misconceptions and fears.
- To empower pupils with knowledge of their own strengths and different learning styles and ensure pupils are actively involved in their learning process
- To increase the self-confidence of pupils and enable them, through support, to optimise their access to the curriculum
- To provide a stimulating inclusive environment through access for all and positive staff attitudes, by removing, where possible, barriers to learning
- To ensure that all pupils receive a broad, balanced and relevant curriculum through differentiated planning, Quality First teaching and regular assessment
- To keep careful assessment and recording of a child's learning needs, strengths and potential, in addition to the action taken and the outcomes
- To identify the roles and responsibilities of staff in providing for the pupils' learning needs
- To ensure that parents are able to play their part in supporting their child's education and that their knowledge, views and experience form a vital part of the partnership
- To provide appropriate material resources, dedicated support and suitable advice to support pupils who have been identified with specific difficulties
- To ensure the continual improvement of our setting to meet the needs of pupils with SEND, through regularly monitoring and evaluating resources, support and training opportunities.
- To disseminate information from outside agencies to all staff to ensure they are aware of the pupil's needs
- to work in true partnership with parents/ carers, valuing their views and contributions, thus enabling and encouraging them to take an active role in their pupil's education.

Pupils with exceptional abilities are also identified and provided with a stimulating and challenging environment in which to learn and develop.

Definition of Special Educational Needs and Disability

The Special Educational Needs and Disability Code of Practice, January 2015 (The Code of Practice) defines a child as having a special educational need (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

The Code also provides that a child of compulsory school age or a young person has a difficulty or disability if she:

- has a significantly greater difficulty in learning than the majority of others of the same age;
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Children's learning difficulties show themselves in a variety of ways. Some are temporary, others more permanent. They may be mild, requiring minimal support, but others may be serious, requiring more long-term intervention and greater support.

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.

Some children who have SEN may have a disability under the Equality Act 2010, "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". This definition includes sensory impairments such as those affecting sight or hearing, and long-term conditions such as asthma, diabetes, epilepsy and cancer. A child can have a disability without having SEN but there is often an overlap.

The four broad areas identified within the SEND Code of Practice 2015 are:

- **Cognition and learning** needs, including specific learning difficulties such as dyslexia and dyspraxia
- Social, emotional and mental health difficulties, for example attention deficit disorder (ADHD)
- **Communication and interaction** needs, including autistic spectrum disorders
- **Sensory and/or physical** needs, including visual or hearing impairments

Bute House School is a broadly selective school and will have a relatively small proportion of pupils who would be considered to have **special educational needs and /or disabilities** as defined by the act.

Nevertheless, we recognise that there will be a greater proportion of pupils who will be hindered in accessing the full curriculum and fulfilling their potential without tailored recognition of their needs and individual provision, which is usually a natural feature of differentiated quality first teaching in the classroom. These pupils are considered by the school to have '**additional learning needs**' (ALN).

The Equality Act (2010): disability has a broad meaning; it is defined as "a **physical or mental impairment** that has a **substantial** and **long-term** adverse effect on the ability to carry out normal day-to-day activities".

- **Substantial** means more than minor or trivial;
- **Long-term** means for longer than 12 months.

Disability covers a broad range of physical and sensory impairments, medical conditions, specific learning difficulties and mental health conditions that have a long-term and adverse effect on work and study. This can include, but is not limited to:

- a sensory (e.g. visual/hearing) impairment;
- a mental health difficulty;
- a mobility impairment;
- a mobility and dexterity impairment;
- Asperger syndrome or other autism spectrum disorders;
- chronic medical conditions (e.g. diabetes, epilepsy, asthma);
- chronic pain/chronic fatigue;
- specific learning difficulties (e.g. dyslexia, dyspraxia);

A pupil must not be regarded as having a SEND because the language or dialect spoken at home is different from the language in which it will be taught – Special Educational Needs Code of Practice 2015). Nevertheless, if Bute House accepts a pupil whose first language is not English, provision will be made to help them access the curriculum. Refer to the school policy on 'English as an additional Language'.

Admissions Policy

We are firmly committed to inclusivity and giving every child the best possible start in life irrespective of their special educational needs or disability. Bute House School aims to give the opportunity to and actively promote the well-being of pupils who are disabled, maintain and drive a positive culture towards the inclusion of disabled people in all the activities of the School, and ensure compliance with equality legislation and to have regard to relevant guidance and advice.

Admission to part of the School is selective. The School must feel confident that a prospective pupil will benefit from the education offered so that there is no reasonable doubt at the time of admission that she will have a complete, happy and successful school career.

Both at the application stage, at 4+ and 7+, and also later in the admissions process, parents/carers must notify the School of any disability or special educational needs affecting their daughter of which the School should be aware.

The parents/carers of a pupil with an existing Learning Difficulty and Disability, an Educational Psychologist, Child Psychologist, Speech and Language or Occupational Therapist's report and/or an Educational Health Care Plan (or Educational Statement) should submit copies of such papers to the Registrar, who will then consult with the Learning Support Coordinator. The Learning Support Coordinator will review all documents provided to the School to establish 1) if any reasonable adjustments are required for the entrance assessment and 2) if any reasonable adjustments within the School and/or curriculum are required if the candidate is successful with their application. The Learning Support Coordinator will report initial thoughts to the Registrar and the DFO, if necessary, for their consideration.

A meeting may then be arranged between the parents of the child, the Learning Support Coordinator and the Phase Leader, so that, if necessary, steps to accommodate the needs of the child can be arranged well in advance of admission. An individual assessment of further observations may form part of this process.

If a pupil is accepted into the School with a known learning difficulty/disability, the School (acting on the advice and guidance of the Learning Support Coordinator) will make reasonable adjustments to meet her needs. The School will agree with the parents/carers how the needs of the pupil can best be met. If a pupil is accepted into the School and their needs become identified at a later stage, the School will assess how best to meet those needs in consultation with the parents/carers, the Learning Support Coordinator and the Form Tutor.

The school reserves the right to charge parents for additional support where required.

Responsibility for SEND

The SEND Code of Practice makes explicit that, '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'. All subject staff are required to be aware of a pupil's specific needs and be prepared to differentiate work appropriately. The Learning Support Team works closely with pupils and parents when reviewing targets and assessing effectiveness of strategies/interventions. In cases where there is a complex need (including pupils who have an Education Health and Care Plan), reviews may need to include outside agencies/specialists.

Safeguarding

"Safeguarding is everyone's responsibility"

All staff should actively promote the well-being of pupils and create a whole school culture of openness, safety, equality and protection. All adults who work with children and young people with SEND, at Bute House should be aware of the additional needs children may have that could mean they are more vulnerable to abuse and/or less able to speak out if something isn't right.

Some children may be vulnerable because they:

- have additional communication needs
- they do not understand that what is happening to them is abuse
- need intimate care or are isolated from others
- are dependent on adults for care.

Please refer to the **School Safeguarding Policy** for more information.

School Monitoring

Class and subject teachers monitor the progress of individual pupils in literacy, numeracy and other areas of the curriculum. Formal standardised tests are used as well as on-going informal observations or assessments, depending on the age of the child.

If a child's progress is causing concern the teacher will:

- Review the teaching strategies currently being used and consider the ways in which these might be developed and/or differentiated
- Discuss concerns with the pupil and her parents
- Continue to monitor and review the pupil's progress
- Consult with the LE co-ordinator and/or Learning Enrichment teacher

The Learning Enrichment Co-ordinator, will:

- Monitor and record progress made by the pupil through liaison with the form/subject teacher
- Offer advice, where necessary, to the form or subject teachers involved
- Liaise with parents, if necessary
- Assess pupil with Dyslexic Portfolio, CTOPP2 or DASH
- Record the pupil's need on the Monitoring Register

School Action

Following a review of teaching strategies and the monitoring of progress it may be decided that a pupil requires help over and above that which is normally available within the particular class or subject.

The class/subject teacher will:

- Continue to implement differentiated strategies in the classroom
- Work with the LECo or Learning Enrichment teacher to implement an Individual or Group Learning Plan, if necessary
- Consider seeking further specialist internal assessments from the school's LECo
- **The LE Co-ordinator will:**
- Work with Head Teacher and cooperate with relevant agencies and comply with the SEND Code of Practice (2015), in ensuring appropriate support and provision for pupils with Special Educational Needs and/ or with Education, Health and Care Plans (EHCP). Other staff will be involved as applicable to the needs of the pupil: form teachers, subject coordinators, teaching assistants, support staff.
- Oversee identification, referral and assessment of additional needs
- Liaise with Learning Enrichment teachers and form/subject teachers

- Ensure plans and schemes of work take proper account of all pupils with special educational needs and plan any future interventions for the pupil in discussion with colleagues
- Ensure that parents are kept informed of all developments
- Where possible, try to ensure that interventions 'additional to' or 'different from' those provided as part of the differentiated curriculum, are implemented
- Ensure that an Individual or Group Support Plan is set up, where necessary, and targets are monitored and evaluated throughout the year
- Ensure that teaching support is offered, where possible, in order to meet the individual needs of pupils (including withdrawn support and/or in-class support)
- Track and monitor pupil progress and review of any action taken. Liaise with Form Teacher, Phase Leader and Assessment Coordinator
- Ensure that relevant advice is offered to form/subject teachers
- Ensure suitable assessment arrangements are made for pupils who may need adaptations to the usual procedures
- Ensure the list of educational psychologists, speech and occupational therapists is kept up-to-date

The LECo may also carry out a broader range of assessments, such as Dyslexic Screener (GL Assessment) or Dyslexic Portfolio in order to identify more specific areas of strengths and weaknesses.

The expression of concern, the gathering of information, and the registration and consideration of a pupil's learning difficulties, often combine to resolve the problems over a short period of time.

Individual Support Plan (ISP) or Group Support Plan (GSP)

The plan will set out:

- The short-term targets set for or with the pupil
- The provision to be put in place
- When the plan is to be reviewed
- Evaluation

Targets for Learning Enrichment sessions are set in September on an Individual or Group Support Plan. The LED coordinator will decide whether an ISP or GSP will be beneficial to the pupil. Individual targets are set when a pupil is receiving 1:1 support on top of their small group support sessions. They are then reviewed and new ones are set in February. The new targets are finally reviewed in July and sent home with a report on the pupils' progress throughout the year.

Very occasionally pupils come to Bute House with an **EHCP** (Education, Health and Care Plan) in place where outside agencies have already been involved. These are now incorporated into Individual Learning Plans and should be in place for any child with an EHCP so that short-term targets can be monitored and evaluated. The EHCP of all pupils in this category, are reviewed annually by the local authority.

Advice and/or an assessment may have been requested from/given by one or more of the following:

- Educational Psychologist
- Clinical Psychologist
- Psychiatrist
- Speech and Language Therapist
- Occupational Therapist
- Optometrist
- Audiologist
- Paediatrician
- GP
- Child and Adolescent Mental Health Services (CAMHS)
- School Counsellor

Please note, with regard to all the provision contained in this Policy, if we at the School think that more specialist advice is required we will discuss this with a child's parent (or parents) and will ask the parent to pay for such advice. If special educational provision is required (whether as a result of advice or not) which is additional to the school's ordinary mainstream resources, or any form of adjustment is required which it is not reasonable for us to provide, we expect the parent to pay for it or provide it themselves, where it is lawful to do so.

If, in the judgement of the Head, the School cannot provide for a pupil's SEN and/or disability after all relevant provision and/or reasonable adjustment has been made (or we have requested it from a parent) the School reserves the right to ask the parent to withdraw their child. The Head and the Learning Enrichment Coordinator will advise parents on a more appropriate school to meet the needs of the pupil. The pupil's reports and SEND file will be passed on to the next school and parents will be supported through the transition. The withdrawal of a pupil in these circumstances will not incur a charge to fees in lieu of notice and any deposit will be returned.

Provision of SEND

Not all pupils identified with SEND will require individualised support, whilst some pupils who do not have a SEND may benefit from individualised support. The four parts of the cycle are: Assess, Plan, Do, Review (SEND Code of Practice 2015)

Assess

- As recommended by the Special Needs Code of Practice (September 2014, updated January 2015), Bute House School adopts a graduated response when addressing a pupil's learning difficulty. Early identification of pupils' needs is the key to unlocking the potential of pupils who may have special educational needs. Some assessments are carried out internally: Wellcomm Speech and Language Toolkit in Reception, Dyslexia Screener and Dyslexic Portfolio, if necessary, in Years 4, 5 and 6. Bute House adopts a graduated approach to ensure that pupils, who do not develop age-appropriate knowledge and skills, or who fall

behind their peers, are identified as early as possible. This encompasses an array of teaching strategies and makes full use of all available classroom and school resources before calling upon outside agencies. The school has links with a number of educational psychologists and other advisers who are able to assist when required. It is the responsibility of parents/carers to engage the services of an external psychologist or other professional and to cover all costs relating to the consultation and report.

The Learning Support Department will provide specific feedback to parents/ carers on any internal assessments which have been conducted.

Plan

- In providing SEND support, parents are notified of any adjustments and interventions put in place. Parental involvement is encouraged to reinforce and contribute to progress at home.

Do

- Staff are provided with a pupil profile which contains the appropriate SEND information including the pupil's strengths and areas of difficulty, how these are likely to manifest themselves in the classroom and suggested teaching strategies to be used in the classroom to remove barriers to learning.
- In addition, occasional support (i.e. for missed topics through illness or difficulty with a particular topic) is offered.
- Lessons are weekly (on going) with an agreed set of twice-yearly targets. However, there is flexibility within lessons to respond to a pupil's immediate need.
- Lessons are tailored to the needs of the pupil. Learning Enrichment teachers and subject /class teachers liaise to ensure a pupil's specific difficulties are supported effectively.

Review

- A pupil's progress is reviewed termly in Pupil Progress Meetings and measured through sustained progress (linked to termly targets and measured through summative assessment in the form of internal tests and qualitative assessment of evidence from classwork featuring the areas for which the pupil was originally referred).
- Targets are reviewed in the pupil's end of year ISP or GSP.
- Parents can contact the Learning Enrichment teachers at any time to discuss their daughter's progress.
- Pupils cease Learning Enrichment lessons when sustained progress has been made and staff feel they are no longer required. The girls are put on the monitoring register.
- For pupils with EHC plans, annual meetings with the local authority and pertinent professionals and specialists involved in the care of the pupil.

Examination Concessions

In order to qualify for extra time in an examination, the school will adhere to exam board regulations set out by the Joint Council for Qualifications (JCQ). Pupils with extra time will complete it in green pen to reflect their need for it.

If a report by an Educational Psychologist or other professional, such as an Occupational Therapist, recommends the use of a laptop in class, pupils should aim to type faster than they write and touch-typing classes are suggested to support this. If the laptop is part of a normal way of working in lessons then it may be used in examinations.

The Learning Enrichment Coordinator will pass on any information and communicate with secondary schools during the examination period and when the pupils leave.

SEND Professional Development, Training and Induction

- All new members of staff will have explained to them the most relevant sections of the policy to ensure they understand the procedures for identification, assessment and provision of pupils with SEND.
- All staff in the school will be provided with general or specific training or information on meeting and working with pupils with learning difficulties and disabilities.
- The SEND department will be given the appropriate opportunities to attend external courses to keep abreast with current expertise and thinking in order to best address SEND issues and support SEND pupils.
- Occasionally, specialised training will be necessary to support the needs of a particular pupil. This will be provided to those staff most directly involved with the pupil.

LE Registers and Record Keeping

- Registers are kept of all pupils who attend Learning Support sessions in the Learning Enrichment Department.
- In addition, a Monitoring register is kept. This lists girls who have experienced difficulties in English or Maths at some point, but not at a level to warrant withdrawal from class. It also includes girls who have been withdrawn previously, but currently do not need support. These girls will be taken off this register when it is agreed there is no longer a cause for concern.
- Records are kept of the progress of SEND and the more able pupils. They are reviewed by LE staff and discussed at Pupil Progress Meetings.
- Copies of any assessments, internal or external are kept in Pupils Folders within the Learning Enrichment Department on Teacherlink.

All teachers should be aware of the individual and differing needs of the pupils, and have access to individual records via teachers shared site. The Learning Support Coordinator will ensure that when an external report is received, a copy of the report is circulated to all relevant members of staff to read, a synopsis of the report and any recommendations shared with all staff.

The LE Co-ordinator's role is to take responsibility for:

- Managing the day-to-day operation of the school's Learning Enrichment Policy
- Organising, monitoring and co-ordinating the work of the Learning Enrichment Team
- Analysing assessments throughout the school in order to identify those pupils who may require support
- Providing pupils' resources necessary to access curriculum
- Attending and contributing to Pupil Progress Meetings
- Work in close liaison with teaching staff to ensure confidential communication on learning needs and progress of pupils
- Co-ordinating provision for children with different learning needs
- Overseeing the compilation of all LE Registers and provision tracker
- Produce pupil profiles which contain the appropriate SEND information, including pupils' strengths and areas of difficulty and suggested teaching strategies to be used in the classroom.
- Ensuring that Individual and Group Support Plans are drawn up for pupils, where necessary
- Encouraging the involvement of parents
- Maintaining and monitoring the records on all pupils in the LE Department
- Monitoring and contributing to the in-service training of staff
- Liaising with external agencies
- The purchasing and organisation of resources for the Learning Enrichment Department
- To ensure plans and schemes of work consider those pupils with EHC plans

The Learning Enrichment Team

The Learning Enrichment team supports pupils in the following ways:

- Individual or group support in the class to ensure full access to the curriculum
- Individual or group support out of the classroom with differentiated materials being used that are closely related to class lessons
- Individual or group support out of the class that addresses more specific learning difficulties/differences
- Record progress on Feedback Forms, which can be accessed by all staff on Teacherlink/Google Classroom.

Education, Health and Care Plan (EHCP)

If it is considered at a review meeting that a pupil's difficulties are so severe that her needs cannot be met within the school-based phases, the Head Teacher together with parents may apply to the LEA (Local Education Authority) for a statutory assessment (SEND CoP 4:41). If, after the assessment, the authority grants a plan the LEA will be involved in funding the resources to meet the pupil's needs and monitoring the pupil's progress and provision. However, where funding is insufficient to cover the cost of specialist provision, parents are able to contribute an additional amount to meet the cost of external provision. The plan is reviewed annually. If the LEA decides not to grant a statutory assessment or compile an Education, Health and Care Plan parents can appeal against both these decisions. The above procedures are also followed for Early Years Pupils.

If the school receives a form from another agency, we would also complete the relevant educational section. The completion of any form would nearly always be done with parents' consent. However, the form may be completed without parents' consent if the needs of the pupil were such that the pupil would suffer unless they receive support. This might be because the parents are in denial of their pupil's SEND. The lead professional who will take the 'lead role' to coordinate the different services is the Head teacher in conjunction with the Learning Enrichment Coordinator.

If a pupil arrives at Bute House with an EHCP, they will receive support in accordance with stated recommendations. Annual reviews are carried out (SEND CoP 4:46).

Welfare

Bute House School recognises that pupils with special educational needs or learning difficulties or with a disability could be vulnerable and may be at risk of being bullied. Please refer to the **School's Anti-Bullying Policy** for more information.

- Bute House School will tackle inappropriate attitudes and practices through staff leading by example, through the personal, social, health and economic (PSHE) programmes, through the supportive School culture and through the School's policies.
- When teaching pupils about safeguarding, the School recognises that a one size fits all approach may not be appropriate for all pupils and will consider whether it should adopt a more contextualised approach for pupils with a disability.
- 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.
- Additional barriers can exist when detecting the abuse or neglect of pupils with a special education need, disability or certain medical or physical health condition that can create additional safeguarding challenges (both online and offline) for those involved in safeguarding and promoting the welfare of this group of children.
- Bute House School will consider providing extra pastoral support and attention for these pupils, along with ensuring any appropriate support for communication is in place.
- Any safeguarding concerns will be dealt with in accordance with the procedures set out in the School's **Child Protection and Safeguarding Policy** and procedures.

Pupil Involvement

- The pupil's views form an important part of the whole process of meeting her needs. We encourage active participation and try to foster an awareness of how each pupil can work towards improving her skills with our help.
- We encourage pupils to make judgements about their own performances and offer opportunities to put forward their own suggestions for targets, where possible.

Partnership with Parents

Bute House School firmly believes in working as closely as possible with parents of the pupils. This is particularly important with parents of pupils with SEND in order to keep them informed of their child's progress and areas of development. The partnership will be achieved by:

- a) Listening to parents' wishes and feelings about their pupil and meeting with them on request.
- b) Involving parents by informing them of what support their child is receiving.
- c) The therapists, class teachers and Learning Enrichment Coordinator have frequent dialogue and targets are set so that home and school can work together.
- d) Advice can be sought on external assessments, Health Care Plans and other schools.
- e) Inviting parents to meetings and also giving them opportunities to talk to staff informally.

If a parent is not satisfied with the provision provided for their child they will be referred to the School Complaint Policy.

Confidentiality

Bute House School's commitment is that no sensitive or confidential information will be made available to others except with parental permission. The school commits to adhering to guidelines, stipulated by GDPR.

The School reserves the right to adjust staffing of the Learning Enrichment Department over time.