

# **OMAGH INTEGRATED PRIMARY SCHOOL AND NURSERY**



## **SPECIAL EDUCATIONAL NEEDS POLICY**

Date ratified by Board of Governors: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## Foreword

For the purposes of this document the term SEN refers to those pupils in your school who have special educational needs and/or a disability which affects their learning.

In line with the [Freedom of Information Act](#), copies of our school's policy information will be available to all relevant stakeholders. This policy should take account of the following legislation and documentation:

### Legislation:

- [The Education \(NI\) Order 1996](#)
- [Special Educational Needs and Disability \(NI\) Order 2005](#)
- [The Special Educational Needs and Disability Act \(NI\) 2016](#)

### Documentation:

- [Department of Education Northern Ireland \(1998\) Code of Practice on the Identification and Assessment of Special Educational Needs. Bangor: DENI](#) (PDF, 644KB)
- [Department of Education Northern Ireland \(2005\) Supplement to the Code of Practice. Bangor: DENI](#) (PDF, 801KB)
- [Equality Commission, Northern Ireland \(2006\) Disability Discrimination Code of Practice for Schools \(SENDO\)](#). (PDF, 761 KB)
- [Department of Education Northern Ireland \(2009\) \*Every School a Good School – a policy for school improvement\*, Bangor: DENI](#). (PDF, 706KB)

## **Rationale/Vision**

Omagh Integrated Primary School staff are committed to providing equal access for all our pupils to a broad and balanced educational experience based on the Northern Ireland Curriculum. We recognise that some pupils during their school career may have special educational needs and/or a disability. In the interests of these children, we will endeavour to make every reasonable arrangement to provide for their individual needs.

The legislation that currently governs practice regarding children and young people (C&YP) with special educational needs (SEN) is the Education Order (1996). The current Code of Practice on the Identification and Assessment of SEN provides guidance on how the legislation is to be delivered in schools and was published in 1998.

SENDO (2005) increased the rights of C&YP with SEN and/or disabilities to be educated in mainstream schools and aimed to ensure that children with disabilities were not disadvantaged compared to their peers in school. This included the school being proactive in areas such as ensuring that the school is prepared with an adapted environment and differentiated curricula for all children who may wish to attend, including those with SEN/Disabilities.

The Supplement to the CoP was published in 2005 and updated parts of the 1998 CoP to reflect the changes following SENDO (2005).

The most recent legislation, the Special Educational Needs and Disability Act (NI) 2016, strengthens and builds upon the duties contained within the Education Order (NI) 1996 and SENDO (NI) 2005. It places new duties on the schools Board of Governors, the Education Authority and Health and Social Care Trusts. It provides new rights for parents and children over compulsory school age. It is one element of the new SEN and Inclusion Framework which include new SEN Regulations and a new statutory Code of Practice as of 2021, awaiting ministerial approval.

In the interim, Omagh Integrated Primary School continues to adhere to all aspects of the Code of Practice (1998) and the Supplement to the Code of Practice (2005), except for recording children under the new three stages of the Code of Practice.

## Definitions

For all involved in a child's education it is important that there is a clear understanding of the terms 'special educational needs,' 'learning difficulty' and 'special educational provision,' as defined in Article 3 of the 1996 Order.

### Special Educational Needs

A child has special educational needs if they have a learning difficulty which calls for special educational provision to be made.

### Learning Difficulty

A child has a learning difficulty if:

- (a) they have a significantly greater difficulty in learning than **the majority of** children of the same age;
- (b) they have a disability which either prevents or hinders them making use of everyday educational facilities of a kind generally provided for children of the same age in ordinary schools; or
- (c) they have not attained the lower limit of compulsory school age and is or would be if special educational provision were not made, likely to fall within (a) or (b) when of compulsory school age.

### Special Educational Provision

Special educational provision (SpEP) is educational provision, which is additional to, or otherwise different from, the educational provision made generally for children of their age in ordinary schools.

## Disability

The following definition of disability is taken from the Disability Discrimination Act (1995):

A disability is when someone has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

(Paragraph 2.3)

## Key Principles of Inclusion

The Disability Discrimination Code of Practice for Schools (ECNI, 2006), states: *"...all pupils have a right to the same opportunities in the whole of their educational life."*

Omagh Integrated Primary school has an inclusive ethos and actively seeks to promote the inclusion of all children. Inclusion is an integral part of all school policies including the school's SEN policy, school development plan, the school's accessibility plan and policies relating to e.g., discipline, bullying and pastoral care.

## SEN and Medical Categories

The following is the list of the five overarching SEN categories and sub-categories taken from: [Department of Education Northern Ireland \(2019\) Recording SEN and Medical Categories – Guidance for Schools, Bangor: DENI](#)).

- 1. Cognition and Learning (CL) – language, literacy, mathematics, numeracy**
  - a) Dyslexia (DYL) or Specific Learning Difficulty (SpLD) - language/literacy
  - b) Dyscalculia (DYC) or Specific Learning Difficulty (SpLD) - mathematics/numeracy
  - c) Moderate Learning Difficulties (MLD)
  - d) Severe Learning Difficulties (SLD)

- e) Profound and Multiple Learning Difficulties (PMLD)

**2. Social, Behavioural, Emotional and Well-being (SBEW)**

- a) Social and Behavioural Difficulties (SBD)
- b) Emotional and Well-being Difficulties (EWD)
- b) Severe Challenging Behaviour associated with SLD or PMLD (SCB)

**3. Speech, Language and Communication Needs (SLCN)**

- a) Developmental Language Disorder (DLD)
- b) Language Disorder associated with a differentiating/ biomedical condition (LD)
- c) Communication and Social Interaction Difficulties (CSID)

**4. Sensory (SE)**

- a) Blind (BD)
- b) Partially Sighted (PS)
- c) Severe/Profound Hearing Impairment (SPHI)
- d) Mild or Moderate Hearing Impairment (MMHI)
- e) Multi-sensory Impairment (MSI)

**5. Physical Need (PN)**

- a) Physical (P)

## Children with a medical condition

Children who have an identified medical condition will be recorded on the school's medical register. Those who do not require special educational provision will be recorded on the Medical register only and will not be placed on the SEN register.

A pupil with a medical diagnosis or disability may or may not have a SEN but what is key is "does the pupil have a requirement for special educational provision to access the curriculum."

A pupil can be recorded on both the SEN register and medical register if they have both a medical need and require special educational provision to be made for them.

The Medical Register is the responsibility of Mrs McElduff, the school secretary.

The following is the list of the key medical diagnoses as commonly identified and agreed by the Department of Health which occur within the school population taken from [Department of Education Northern Ireland \(2019\) Recording SEN and Medical Categories – Guidance for Schools, Bangor: DENI](#)).

- Epilepsy
- Asthma
- Diabetes
- Anaphylaxis
- Autism Spectrum Disorder (ASD)
- Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD)
- Dyspraxia/ Development Co-ordination Disorder (DCD)
- Developmental Language Disorder (Medical) (DLD)
- Global Developmental Delay
- Down Syndrome
- Complex Healthcare Needs
- Anxiety Disorder (includes social anxiety, phobia, school refusal, obsessive compulsive disorder)
- Depression

- Eating Disorder
- Psychosis
- Other Medical Disorder
- Cerebral Palsy
- Spina Bifida – with Hydrocephalus
- Spina Bifida – without Hydrocephalus
- Muscular Dystrophy
- Acquired Brain Injury
- Visual Impairment
- Hearing Impairment
- Physical Disability
- Other Medical Condition/ Syndrome

## **Policy Aims**

1. To identify pupils with SEN/disability as early as possible using a variety of measures and in consultation with appropriate personnel.
2. To ensure full entitlement and access for pupils with SEN/disability to high quality education within a broad, balanced, relevant, and differentiated curriculum.
3. To ensure that all pupils with SEN/disability feel valued.
4. To offer curricular, pastoral, and extra-curricular opportunities that allow pupils to develop their knowledge, understanding and skills so ensuring progress, promoting success and self-confidence.
5. To offer a broad curriculum which will promote intellectual, emotional, social, and physical progress in order that pupils can develop as valuable members of society both now and in the future.
6. To encourage parental partnerships in all aspects of SEN provision.
7. To consider the views of the child when planning and implementing SEN provision taking into account their age and capacity.
8. To support children in participating in making decisions in all aspects of their learning.



9. To strive for close co-operation between all services and agencies concerned to achieve an effective multi-disciplinary approach to meeting SEN.
10. To educate pupils with SEN, wherever possible, alongside their peers.
11. To develop a recording system so that each pupil's performance can be monitored and reviewed appropriately.
12. To encourage and/or maintain the interest of pupils with SEN in their education.
13. To encourage a range of teaching strategies that accommodate different learning styles and promote effective learning.
14. To create a caring and supportive environment in which pupils can contribute to the planned provision in relation to their individual learning needs.
15. To meet the needs of all pupils who have SEN by offering appropriate forms of educational provision and the most efficient use of available resources.
16. To promote collaboration amongst teachers in the implementation of the SEN policy.
17. To work closely with EA services and other outside agencies as appropriate to support each pupil with SEN.

## **Arrangements for Co-ordinating SEN Provision**

Although meeting the needs of pupils with SEN is a whole school issue the overall responsibility for managing SEN provision resides with the Board of Governors and the principal of the school. However, to facilitate the day-to-day running of the provision the board of governors has delegated responsibility to co-ordinate the provision for pupils with special educational needs to Mrs Siobhan Taggart (SENCo/Learning Support Co-Ordinator/LSC) and a Special Educational Needs team

## **Roles and Responsibilities**

The following section highlights the key roles and responsibilities of all those involved in SEN provision:

### **Board of Governors**

The role of the Board of Governors of at Omagh Integrated Primary School is to ensure that provision is made for registered pupils with special educational needs. The SEN Governor is Mrs Helen McLaughlin.

Chapter 12 of the document '*Every School a Good School*' (DENI, 2010) relates specifically to the role of the governor in supporting pupils with special educational needs. Based on this information, The *SEN Resource File* (DENI, 2011) outlines that the Board of Governors has a statutory duty to:

- take account of the provisions in the DE Code of Practice on identifying and assessing special educational needs;
- use their best efforts to provide for pupils identified with SEN and that parents are notified of their child's special needs;
- maintain and operate a policy on SEN;
- ensure that where a registered pupil has special educational needs, those needs are made known to all who are likely to teach them;
- check that the teachers in the school know the importance of identifying those registered pupils with SEN and of providing appropriate teaching; and
- allocate funding for special educational needs and disability; and
- prepare and take forward a written accessibility plan.

## **Principal**

According to the Code of Practice (1998) the principal should:

- keep the board of governors informed about SEN issues;
- work in close partnership with the SENCo/LSC;
- liaise with parents and external agencies as required;
- delegate and monitor the SEN budget;
- ensure the senior leadership team (SLT) are actively involved in the management of SEN within the school;
- SLT members should ensure consistency of practice and contribute to the realization of the school development plan; and
- provide a secure facility for the storage of records relating to special educational needs.

## **SENCo (Learning Support Co-ordinator)**

In all mainstream schools, a designated teacher who usually assumes the title of the special educational needs co-ordinator (SENCo/LSC) should be responsible for:

- the day to day operation of the school's special educational needs policy;
- responding to requests for advice from other teachers;
- co-ordinating provision for pupils with special educational needs;
- maintain the school's SEN register and oversee all the records on pupils with special educational needs;
- working in partnership with parents of children with special educational needs;
- establishing the SEN in-service training requirements of the staff, and contributing as appropriate to their training; and
- liaising with external agencies.

## **Special Needs Team**

The Special Needs Team will:

- meet regularly to discuss SEN related matters
- advise the LSC

- keep up-to-date with developments in SEN by reading relevant materials and attending training courses where possible
- support teachers by offering advice on strategies or available support
- support teachers with the referral process
- review, purchase and distribute SEN resources
- monitor and evaluate SEN pupil provision through IEPs and evidence files.

### **Class Teacher**

The class teacher should:

- be aware of current legislation;
- be aware of the individual needs of every child in his/her class and strive to meet these needs;
- have overall responsibility for the children in his/her class who have SEN/Disability;
- gather information about the child and for early identification and initial assessment of the child's SEN/Disability;
- in conjunction with the classroom assistant, draw up, implement and evaluate an appropriate individual programme/education plan to address the core needs of children with SEN/Disability ensuring the use of SMART targets;
- manage the effective deployment of classroom assistants working with children with SEN/Disability;
- keep up to date with information on the SEN Register;
- gather information through observation and assessment;
- develop an inclusive classroom;
- work closely with other staff to plan for learning and teaching;
- compile, manage, and review IEPs in consultation with the SENCo/LSC; and ensure that these are "working documents";
- involve classroom assistants as part of the learning team;
- express initial concern;
- liaise with LSC, Principal, Parents and outside agencies and utilise advice given to address needs of children with SEN/Disability;

- provide support in class in all areas of the curriculum through differentiation, alternative teaching strategies, classroom organization and ICT;
- develop a caring and supportive relationship to enhance the child's self-esteem and confidence.

### **SEN Support Staff/ Additional Adult Assistants**

Support Staff/ Additional Adult Assistants should:

- work under the direction of the class teacher;
- be involved in planning;
- look for positives by talking to the child about his/her strengths;
- provide practical support;
- listen to the child/speak to staff on the child's behalf;
- explain boundaries and operate these consistently and fairly;
- keep records and attend meetings; and
- share good practice.

### **Pupil Views**

At Omagh Integrated Primary School, as far as reasonably practicable, we seek and have regard to the child's views about their strengths, learning difficulties and education, taking into account their age and maturity. We seek and listen to their views about how they learn effectively and then focus on the strategies that work for them.

Key decisions for a particular pupil might include:

- contributing to their own assessment, provision, and progress;
- contributing to the review of IEPs, Annual Reviews, and the Transition process; and
- involving and supporting the pupils to participate in making decisions about matters affecting them.

Seeking their views and supporting them to participate in making decisions about their learning is good practice. The child's progress will be more effective when both they and, where appropriate, their parents are involved, and account is taken of their wishes, feelings, and perspectives.

## **Parent/person with parental responsibility**

At Omagh Integrated Primary School, we acknowledge that successful partnerships between parents, pupils and school play a key role in promoting a culture of co-operation, openness and transparency and have a crucial impact on the effectiveness of special educational provision. Seeking the views of the child or young person also plays a key role in helping us understand individual needs.

Teachers, pastoral staff, SENCo/LSCs, and other school staff all have a significant role in developing positive and constructive relationships with parents and pupils. We encourage this participation and value its contribution.

It is the school's responsibility to inform parents when staff are considering placing the pupil's name on the SEN register or moving the child between stages. It is essential that parents inform the relevant school staff of any significant needs their child may possess. They should do this as early as possible. For example, essential information may need to be made available by a parent upon a child's entry to the school.

Parents should be invited as necessary to:

- meet with staff to discuss their child's needs;
- attend review meetings;
- inform staff of changes in circumstances; and
- support targets on IEPs.

## **Admissions**

The admission arrangements with respect to the majority of pupils with SEN must be consistent with the school's general arrangements for all other pupils.

The Special Educational Needs and Disability Order (SENDO) (2005) legislation strengthened the right for children with a Statement to an ordinary school place unless it is against the wishes of parents, or it is incompatible with the efficient education of others. Children who have special educational needs but do not have a statement, must, except in specific circumstances, be educated in an ordinary school (Article 3(1) SENDO, 2005).

Children with Statements of SEN are placed in the school at the request of the Education Authority (EA). When seeking to place a pupil with a Statement, the EA will take into account the wishes of the child's parents and the provision of efficient education for other children in the class or school and the efficient use of resources to determine the suitability of the placement. This arrangement is in line with SENDO legislation.

## **Accessibility**

Omagh Integrated Primary School is located in a state of the art new school building where great attention has been given to access arrangements. The school buildings are compliant with all current legislative and accessibility requirements.

- pupils with SEN/Disabilities have equal access to all shared areas around the school
- all classrooms and school areas are accessible to wheelchair users
- there is a specially designed personal care facility, including a toilet, changing area and a shower which has been adapted for use by pupils with disabilities
- there are two additional disabled toilets which can be used by pupils, staff, parents and members of the school community
- a sensory room and a calming/sensory area are both used by pupils who need to de-stress and take time out of class (with adult supervision)
- a lift has been purchased for the use of wheelchair users for access to the stage and this is serviced annually
- access to a broad and balanced curriculum can be facilitated appropriate to age, ability, aptitude and attainment.
- Written information can be provided in a variety of formats on request.

Omagh Integrated Primary School has a written accessibility plan which will be publicly available and accessible via the school's website. The focus in the school's accessibility plan is to:

- increase the extent to which disabled pupils can participate in the school's curriculum. By way of example, this covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure, and cultural activities;
- improve the physical environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services provided or offered by the school; and
- improve the delivery to disabled pupils of the information which is provided in writing to pupils who are not disabled. This should be completed within a reasonable time and take into account their disability and any preferences expressed by them or their parents.

## **Special Facilities, Resources and Accommodation**

Omagh Integrated Primary School has:

- A designated Learning Support/Resource room where pupils can be withdrawn from class individually or in small groups to work with an adult
- Sensory Room and additional Sensory/Calm Space with sensory resources
- ICT Suite, classroom computers and iPads for use in all classrooms
- Four Resource areas for use with groups of pupils
- Additional Reading Schemes including Jelly and Bean and Rapid Readers
- Accelerated Reading Programme – Yr5-7 (Yr4 in final term)
- A range of practical Maths Resources including Numicon

## **Annual Report**

The Board of Governors report annually on all aspects of SEN provision in school. The SEN section in the Annual Report contains information on: the number of statemented pupils;



pupils that received provision from EA Pupil Support Services or Health and Social Care Trust; and those that accessed school-delivered special educational provision.

## **Identification and Assessment of Special Educational Needs**

It is vitally important that children with SEN are identified as early as possible and that an awareness of their possible difficulties is clearly communicated between all the professionals involved with their development.

*(Code of Practice 1998, paragraph 2.14)*

Children with SEN should be identified as early as possible and assessed as quickly as is consistent with thoroughness.

*(Supplementary Guide of the Code of Practice paragraph 5.12 - page 44)*

In Omagh Integrated Primary School, the following may be used to identify pupils' needs:

- information from transferring school;
- teacher observations;
- standardised tests;
- diagnostic assessments;
- whole school assessment (e.g.: CAT/PTE/PTM);
- Key Stage assessments;
- class tests/school examinations;
- individual education plans, (IEPs);
- Care Plans;
- Personal Education Plans (PEPs) for children who are looked after;
- Statements of Special Educational Need;
- Annual Reviews;
- professional reports;

- parental contributions;
- pupil contributions.

## Criteria for Placement on the SEN Register

This is based on one or more of the following criteria:

- use of Standardised tests – i.e. pupils scoring 80 or below in Standardised tests in Reading, Spelling and/or Maths\*
- pupils with a wide gap between their CAT or BPVS quotient and their reading or spelling quotient i.e. a gap of a minimum of 10
- concern expressed by an educational professional or outside agency
- concern regarding social, emotional or behavioural difficulties
- a physical difficulty which may impact on the child's ability to learn.

*\*Standardised tests cannot always be relied upon for accuracy and must be used in conjunction with a teacher's professional judgement.*

## Practice and Procedures

- The class teacher will notify the LSC and discuss concerns regarding a pupil's progress before a decision is made whether to place them on the SEN register
- Where possible, pupils should be placed in a target group and given targeted support before being placed on the SEN register
- After further discussion and analysis, the LSC and class teacher will pursue a course of action. For Stage One pupils, this will take the form of one or more of the following:
  - In class support from the class teacher and/or teaching assistant – differentiated work, etc
  - Careful monitoring by the class teacher

- For Stage 2 pupils, in addition to the above, the class teacher will liaise with the LSC, parents and pupils to create an Individual Education Plan (IEP)
- Individual education plans are drawn up by the class teacher for each child on Stage 2 or 3 on the SEN register. These pupils will require additional support in class from the class teacher and classroom assistant (where available).

At Omagh Integrated Primary School we aim to provide early intervention to improve pupil progress.

## **The Management of Special Educational Needs**

### **The Three Stages of Special Education Provision**

In Omagh Integrated Primary School, we adhere to the three stages of the Code of Practice. These stages focus on the level of intensity of the special educational provision required for a child to make adequate progress commensurate with their abilities and improve their outcomes. Responsibility for pupils with SEN at each stage lies with the school, given the day-to-day role of the school in a pupil's teaching and learning, with increasing EA involvement when required. A summary of the three stages of special education provision is set out below:

#### **Stage 1 includes:**

- School delivered special educational provision;
- A PLP is required (currently IEP);
- The majority of special educational needs will be met at this stage;
- The responsibility lies with the school;
- Operates in mainstream schools and classes; and
- Reasonable adjustments and additional strategies and approaches are implemented, aimed at meeting, and addressing the child's SEN.

The PLP (currently IEP) should contain the core information/evidence of the school action to inform a request, if considered necessary, for access to EA SEN services at Stage 2. The child

will only move to Stage 2 once any external special educational provision is being implemented.

**Stage 2 includes:**

- School-delivered special educational provision plus external provision, for example, the EA or the HSC Trust;
- A PLP is required (currently IEP). A smaller number of children will need this provision;
- The responsibility lies with the school plus external provision from EA;
- Operates in mainstream schools and classes (and by exception in special school or Learning Support Centre (LS Centre) for the purpose of assessment; and
- Reasonable adjustments, additional strategies and approaches are implemented plus resources, advice, guidance, support, and training provided through the EA SEN support services to address the child's SEN.

In the event of a child not making progress, despite the external support from the EA, the child may require consideration for a statutory assessment. A new online form designed to guide the user through the process is used to make a request for statutory assessment. The PLP (currently IEP) contains the core school information the EA will use to consider and if appropriate make, a statutory assessment.

The pupil will remain at Stage 2 when a request for a statutory assessment is being considered, is being made and, if appropriate until a Statement is made.

**Stage 3 includes:**

- Pupils with a statement of SEN;
- School and EA delivered special educational provision plus any relevant treatment or service identified by the HSC Trust;
- A PLP is required (currently IEP);
- A smaller number of children will need this provision;
- The responsibility lies with the school and the EA –with input from the HSC Trust where relevant;

- Operates in mainstream schools, Learning Support Centres attached to mainstream schools or special schools (as determined within the child's statement;
- Reasonable adjustments, the school delivered special educational provision are implemented plus EA provision as set out in the Statement).

At Stage 3, the child has a statement and is receiving special educational provision (as set out in the Statement).

The pupil's PLP (IEP) is revised, to reflect the content of the statement (as it relates to the PLP (IEP) including the SEN category (or categories); setting intended outcomes based on the objectives of the special educational provision and the nature and extent of the EA's provision including any relevant service and treatment the HSC Trust are to provide; and any additional school provision or modifications to the curriculum, as itemised in the statement; the pupil's PLP (IEP) will be subject to regular monitoring, review and evaluation and will form the key basis of educational information to inform the annual review of the statement.

## **Exceptional Cases**

In most cases transition through the three-staged assessment process occurs in sequence. However, in exceptional circumstances, pupils may demonstrate such significant or unforeseen difficulties that with multi-professional and parental agreement a move to a higher stage of need is necessary immediately.

## **The Annual Review**

Article 19 of the Education (Northern Ireland) Order 1996 requires that any child or young person who is the subject of a statement of special educational needs, whether attending a special or mainstream school, must be reviewed annually, to make sure that the needs of the child or young person are still being met and to consider the appropriateness of the placement. Annual Reviews should be seen as part of the process of continuous monitoring of the child's progress. The Annual Review procedure is designed to:

- gauge the child's progress towards meeting the objectives specified in the Statement;
- review the special provision made for the child, including placement; and

- consider the appropriateness of maintaining the statement of special educational needs.

The annual review is carried out by the school on behalf of the EA.

The Review will take place in school and is chaired by the SENCo/LSC.

Relevant forms and the EA's guidance for this process are available by contacting Statutory Assessment and Review Service (SARS) of the school's local EA office or they can be downloaded from the [EA website](#).

## **Record Keeping**

It is the role and responsibility of the class teacher to monitor and keep up-to-date records on each pupil on the SEN Register. They should complete initial concerns and pass these to the LSC immediately, set targets on Individual Education Plans and keep samples of work and records of liaisons with parents or outside agencies. The LSC offers advice in these areas. Targets on Educational Plans are set with pupils and parents and should be:

- S - specific
- M - manageable / measurable
- A - achievable
- R - realistic
- T - timebound
- E - evidenced

Education Plans are reviewed and evaluated termly and new targets are set for the following IEP.

An original copy of the IEP should be given to LSC for the SEN file and the class teacher should keep a copy for their own class SEN file.

All records including liaison records and samples of work may be accessed as necessary by the LSC and should be kept by the class teacher to the end of the school year and then passed on to the LSC.

Teachers should pass their SEN files (including evidence that targets have been met on IEPs) on to the next class teacher at the end of the academic year.

The SENCo/LSC keeps the following records in school:

- SEN Register;
- records of concern;
- individual education plans/(PLP)reviews;
- statements/annual reviews/transition plans;
- assessment results/data;
- individual pupil files;
- record of liaison/meetings with staff from the Education Authority's SEN Support Services/Health and Social Care Trust
- minutes of meetings with parents; and
- support, advice, and training provided to staff.

## **Monitoring the Progress of Pupils with Special Educational Needs**

It is the responsibility of the SENCo/LSC to ensure that the progress of pupils on the SEN register is monitored. This is achieved by:

- Individual Education Plans are monitored and reviewed for quality, progression, and appropriateness through meeting with teachers on a regular basis;
- Evidence is collated to demonstrate whether the pupil is making progress; and
- Information gathered is used in future planning for intervention and to inform movement either up or down through the stages of the Code of Practice.

## **Professional Development**

The principal, in consultation with the SENCo/LSC, oversees the professional development of all staff in the school. All staff are kept up to date with SEN developments to provide effective teaching and support for pupils.

Following attendance at relevant internal or external education and training programmes, staff members are encouraged to disseminate the information provided to build the capacity of their colleagues.

## Partnership working

In school we work with a range of EA Pupil Support Services, where appropriate, to receive training and guidance to support the school and parents in meeting the needs of children with special educational and medical needs. Examples of EA [Pupil Support Services](#) may include:

- Autism Advisory and Intervention Service (AAIS)
- Sensory Service
- Special Educational Needs Inclusion Service (SENIS)
- Literacy Service
- SEN Early Years Inclusion Service (SENEYIS)
- Language and Communication Service
- Primary Behaviour Support and Provisions

## Other Support Services

- RISE NI

## Complaints

All complaints regarding SEN in your school will be dealt with in line with school's existing complaints procedures.

If you have any queries in relation to special educational needs of a child with a Statement or who is currently being assessed for a statement of special educational needs, you can contact your local [EA Office](#). Please contact your SEN Link Officer in the first instance. Contact details should be on the EA documentation issued to you alongside your child's statement.

## Dispute Avoidance and Resolution Service (DARS)



The [Dispute Avoidance and Resolution Service \(DARS\)](#) provides an independent, confidential forum to resolve or reduce the disagreement, in relation to special educational provision, between parents and school/Boards of Governors or the EA for pupils who are on the Code of Practice where previous attempts to do so have been unsuccessful.

Parents can contact the service which is provided by [Global Mediation](#).

Involvement with DARS will not affect the right to appeal to the Special Education Needs and Disability Tribunal (SENDIST)

### **Special Educational Needs and Disability Tribunal (SENDIST)**

The [Special Educational Needs and Disability Tribunal \(SENDIST\)](#) considers parents' right to appeal against the decisions made by the Education Authority about their child's special educational needs whenever an agreement cannot be reached.

This service also addresses claims of disability discrimination in school.

### **Monitoring and evaluating the SEN Policy**

The SEN policy will be reviewed annually. It will be amended as appropriate in light of changes in legislation or practice following targeted consultation with all staff members, parents, and external agencies. This policy will be brought to the Board of Governors for final approval.

Policy Date: \_\_/\_\_/\_\_\_\_

Signature of Principal:.....

Signature of Chairperson of Board of Governors: .....

Review Date: \_\_/\_\_/\_\_\_\_