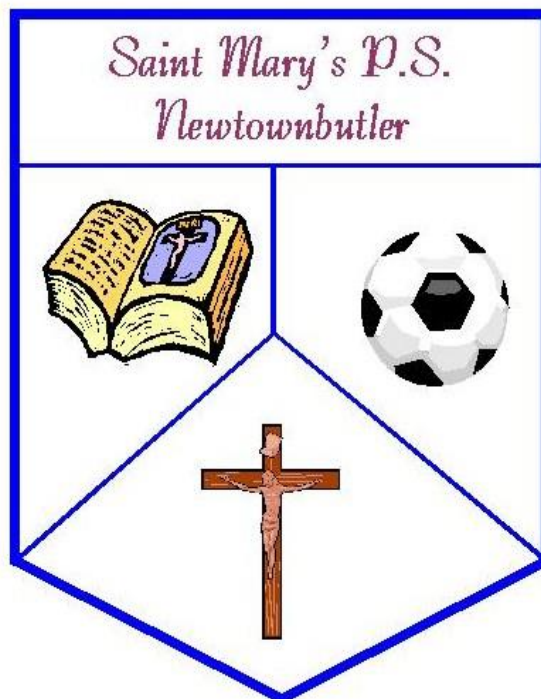


St. Mary's Newtownbutler



Special Educational Needs Policy

Vision

St. Mary's Primary School staff are committed to providing equal access for all our pupils to a broad and balanced curriculum including 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.

NB: In the interim, schools have been advised that they must continue 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.

In keeping with our school's principles of providing a broad and balanced curriculum for all of our children regardless of their ability or disability, our belief is that children with special educational needs should receive equality of entitlement and are integrated into all activities of the school as far as it is practical and compatible. We in St. Mary's aim to make this provision possible through a whole school educational approach to Special Needs Provision where appropriate support will be offered to those children who experience learning difficulties, in order to help them gain the full benefit of the Northern Ireland Curriculum and all other aspects of life in our school so that they may develop personal qualities such as self-esteem and self-discipline.

We are determined to develop the necessary resources needed to meet this wide diversity of ability in our school and are committed to the process of collaboration between school, the parents and the support agencies. We recognise that parents are the vital component in our shared task of providing for all the pupils in our care and we actively consult with and support their participation.

Definitions

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."*

All schools should have an inclusive ethos and actively seek to promote the inclusion of all children. Schools should approach inclusion as 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.

In order to make sure that we meet our pupils' needs and include them in all aspects of school life, this SEN policy links closely with all our other policies in supporting pupils such as; Positive Behaviour, Safeguarding & Child Protection, Intimate Care, Behavioural Management Risk Assessment Health and Safety and Medical Needs. It also links with our Inclusion Policy for example a pupil may;

- Have English as an additional Language but also have a specific literacy difficulty;

- Have a medical need which has an impact on their learning.

SEN and Medical Categories

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)
- c) Sever 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 Difficulties

- 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)

Pupils should be under this category if they have a medical diagnosis that requires provision in addition to reasonable adjustments.

*** Under Assessment (U)- It is not anticipated that this will be commonly used.**

A pupil with SEN who is recorded in any one of the five overarching SEN categories and who has been assessed by the Educational Psychology Service at the current Stage Three of the Code of Practice (1998) can be recorded as 'Under Assessment' (U) if no other descriptor applies, and:

either

1. They have been referred for a medical diagnosis and are on the waiting list.

or

2. They are too young for an educational psychologist to make a clear category determination and they plan to follow up.

or

3. They have been placed in a specialist provision by Statutory Operations as an emergency placement and are undergoing statutory assessment.

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 Clare Leonard.

The following is a list of the key medical diagnoses as commonly identified and agreed by the Department of Health which occur within the school population.

- 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

(Source: Department of Education Northern Ireland (2019) Recording SEN and Medical Categories – Guidance for Schools, Bangor: DENI)

Policy Aims

St Mary's Primary School believes in promoting the spiritual, personal, social and academic goals desirable for all our pupils, including those with a disability or special educational needs. We wish to promote in all our pupils such values that will help them to become caring responsible citizens of the future. These Catholic values are inherent in all areas of the school's life.

In St. Mary's, we aim:

1. To identify pupils with SEN/Disability as early and thoroughly as possible using a variety of means 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 involvement in all aspects of SEN provision.
The support of parents and pupils is crucial if an Education Plan (EP) is to be effectively implemented.

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 in order 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 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 all EA services and other outside agencies in order to improve the quality of support available for each pupil with SEN.

Arrangements for Co-ordinating SEN Provision

Roles and Responsibilities

Although meeting the needs of pupils with SEN is a whole school issue the overall responsibility for managing SEN provision resides with of the Board of Governors and Principal of the school. However, in order to facilitate the day-to-day running of the provision the Board of Governors have delegated responsibility for pupils with special educational needs to Mrs. **Clare Leonard (SENCO)**

Roles and Responsibilities

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

Board of Governors

In 'Every School a Good School' (DE) – The Governor Role (2010) Chapter 12 of the document relates specifically to the Governor role for pupils with special educational needs.

Mrs Marie McCaffrey is the Designated Governor with responsibility for SEN.

The role of the Board of Governors of a mainstream school is to exercise its functions in relation to the school with a view to ensuring that provision is made for registered pupils with special educational needs. 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 endeavours 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;
- Ensure that the teachers in the school know the importance of identifying those registered pupils with SEN and of providing appropriate teaching;

- Allocate funding for special educational needs and disability.
- Prepare and take forward a written accessibility plan.

We recommend that the Governors take account of the specific guidance from Chapter 12 of the Handbook. The Board of Governors may establish a committee of its members to monitor the school's work for children with special educational needs.

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.
- 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 realisation of the School Development Plan. (SDP)
- Provide a secure facility for the storage of records relating to Special Educational Needs.

SENCO (soon to be the Learning Support Co-ordinator)

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

- The day to day operation of the school's special educational needs policy
- Be aware of current legislation.
- 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
- Work 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
- Liaison with external agencies.
- Be involved in the Annual Review process
- Attend professional training

Class Teacher

The class teacher should

- Be aware of current legislation.
- Keep up to date with information on the SEN Register.
- Gather information through observation and assessment.
- Record relevant information on pupil profile in SEN records.
- Develop an inclusive classroom.
- Work closely with other staff to plan for learning and teaching.
- Contribute to, manage and review IEPs in consultation with the SENCo.
- Involve classroom assistants as part of the learning team.

SEN Support Staff/Additional Adult Assistants

SEN Support Staff/Additional Adult Assistants should:

- work under the direction of the 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

In 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 the assessment, provision, and progress;
- contributing to the review of individual education plans, Annual Reviews, and the Transition process;
- involving and supporting the pupils to participate in making decisions about matters affecting them;
- working towards achieving agreed targets.

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 St Mary's, 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, 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

Every grant-aided school and independent school is required to have a written accessibility plan which should 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.

At Present:

- Pupils with disabilities have equal access to all areas of the school building;
- The school is fully accessible to wheelchair users;
- There is a SEN resource base and facilities for personal care, including a toilet adapted for use by persons with the disabilities;
- Access to a broad and balanced curriculum can be facilitated appropriate to age, ability, aptitude and attainments; and
- Written information can be provided in a variety of formats upon request.

Special Facilities, Resources and Accommodation

In St. Mary's Primary School our special facilities include:

- Ramp access to Key Stage 2 playground.
- A room with a bed for pupils who may require special medical assistance.
- Accessible toilet.
- Additional reading materials: Rapid Readers
- Additional special needs resources include i.e. sloping boards, mov-n-sit cushion Take Ten App

- ICT Programmes I.E Lexia, Mathelics, Accelerated Readers
- Small Sensory Resource Room
- Pop up Tent to provide a calm relaxing space.

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.

This report is made available upon request.

Information for this report is collated by the SENCO and the Principal.

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 St Mary’s Primary School, the following may be used to identify pupils’ needs:

- Information from Nursery School or other transferring school
- Cognitive ability tests
- Standardised tests

- Diagnostic assessments
- Whole school assessment (e.g. CATS/ PTE/PTM SWST/SWRT)
- Key Stage Assessments
- Class tests
- Teacher observation
- Professional Reports
- Statements of special educational need
- Care Plans
- Personal Education Plans for looked after children
- Individual Education Plans, IEP Reviews
- Annual Reviews
- Parental contributions
- Pupil Contributions

The Management of Special Educational Needs

The Three Stages of Special Education Provision

In St Mary's 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, LS 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) should be 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;
- consider the appropriateness of maintaining the Statement of special educational needs.

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

The Review will take place in school, chaired by the Principal (or other person as delegated by the principal).

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

The SENCo 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;
- Records of specific advice/support received meetings with parents
- minutes of meetings with parents:
- Pupil Support or Advice records/Pupil Profile
- Staffs' Support, Advice and Training Records

Records held by the teacher include;

- Results of standardised tests with relevant analysis
- Copies of statements, psychologist's reports and/or feedback from other external agencies.
- Current IEPs (soon to be PLP) together with Reviews and necessary evidence.
- Pupil Profiles

Monitoring the Progress of Pupils with Special Educational Needs

It is the responsibility of the SENCO to ensure that the progress of pupils on the SEN register is monitored.

This may be achieved by considering that:

- 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.
- 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 Mrs. P Kelly oversees the professional development of all staff in St. Mary's Primary school in consultation with Mrs. C Leonard. (SENCO). It is essential that all staff keep 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 should disseminate the training with colleagues, to build capacity within the staff.

The SENCo should keep a record of all training attended by or delivered to staff in relation to special educational needs.

Partnership Working

The children in St. Mary's are central to all partnerships. Their dignity and self-esteem is paramount and all pupils experience and celebrate success. In St. Mary's we strive to involve children in decision making related to their own learning and, if appropriate, encourage them to generate/acquire knowledge of their own personal targets.

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 education 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

Other services may include:

- [Behaviour Support and Provisions](#)
- [Education Psychology Service](#)

Other Support Services

- RISE NI
- Barnardo's
- Child and Adolescent Mental Health Services (CAMHS)

- Child Development Clinic (CDC)
- Independent Counselling Service for Schools (ICSS)
- Action for Children-Play Therapy (Aisling Centre)
- Mindwise
- Fermanagh Hub
- Health and Social Care Trust; Speech Therapy, Occupational Therapy

Parental consent is sought before making a referral to any of the above agencies.

Parents

In St Mary's Primary School, we aim to involve parents fully in the education of their children is a key aim of our SEN and Inclusion policy.

To achieve this parents are:

- Asked to identify any special educational need their child may have upon entry to school.
- Informed of progress through discussions with class teachers, comments in workbooks and involvement with homework.
- Made to feel welcome in school, encouraged to highlight concerns and celebrate success.
- Informed that their child may have special educational needs.
- Made aware of Education Plans and Reviews.
- Fully informed and agreement sought if external specialist support is required.
- Welcome to discuss progress with SENCo and or principal.

Internal partnerships

- Meetings with principal, SENCo/class teachers, class teacher's/classroom assistants.

Complaints

All complaints regarding SEN in St. Mary's Primary 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)

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 Policy

St. Mary's SEN Policy will be reviewed at least every 3 years and 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: April 2022

Signature of Principal: _____

Signature of Chairperson of Board of Governors: _____

Review Date: April 2025