



From the Headmaster
M.E. Punt, M.A., M.Sc.

Chigwell, Essex, IG7 6QF
General Tel: 020 8501 5700
Direct Tel: 020 8501 5708
Fax: 020 8500 6232
E-mail: mpunt@chigwell-school.org
www.chigwell-school.org

Staff champion	LJS
Last reviewed by staff	June 2018
Next review date by staff	June 2020

Learning Support Policy

This policy is applicable to all Pre Prep, Junior and Senior School pupils including those in the EYFS and has regard to the SEND Code of Practice 2015.

1. Introduction

Chigwell School endeavours to provide those pupils who have gained admission:

- an education which is diverse, yet inclusive, and develops the unique talents of the whole child – academically, socially, morally, emotionally and physically
- an atmosphere of honesty, integrity, tolerance and respect for all its members.

2. Aims and Objectives

The School aims reflect our belief in the principles of individual development. This policy has been developed to reinforce how we take reasonable steps to:

- recognise and respond to pupils' diverse needs, gifts and talents
- enable pupils to maximize their potential
- actively set suitable learning challenges for pupils of all abilities
- build opportunities for both support and extension into existing schemes of work
- overcome potential barriers to learning through assessment for individuals and groups of pupils
- identify the roles and responsibilities of the team providing support for individual and groups of children
- maintain a positive ethos encouraging success

3. Educational Inclusion

We respect the fact that young people:

- have different educational, physical and behavioral needs and aspirations
- require different strategies for learning
- require, assimilate and communicate information at different rates
- need a range of different teaching approaches and experiences

4. Special Educational Needs

Children have special educational needs if they have a *learning difficulty* which calls for *special educational provision* to be made for them. Children have a *learning difficulty* if they:

- have a significantly greater difficulty in learning than the majority of children the same age; or

- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age

Pupils are not regarded as having a learning difficulty simply because the language, or form of language, used at home is different to that used in school.

5. Roles and Responsibilities

There is a Learning Support Co-ordinator and Deputy Learning Support Co-ordinator with responsibility for pupils in Year 3 and above. The Head of Pre Prep is the SENCO for EYFS and KS1. Together, they:

- are closely involved in the strategic development of the Learning Support Policy and provision
- operate the day to day implementation of the Learning Support Policy
- ensure all staff understand their responsibilities to children with SEN and the School's approach to identifying and meeting SEN
- oversee the screening of pupils for dyslexia
- co-ordinate provision for pupils with learning difficulties and special educational needs
- liaise with the relevant teacher/form tutor to set appropriate improvement targets
- advise and support colleagues
- manage a range of resources, human and material, linked to provision for pupils on the Learning Support register
- liaise with parents and pupils, taking account of their insight
- co-ordinate applications for exam Access Arrangements
- liaise with professionals and other external agencies

The form/house tutor:

- monitors individual pupil progress, in liaison with subject teachers.
- will usually make the initial identification of a pupils learning needs and advise the Learning Support Co-ordinator of concerns

Teachers:

- support pupils by differentiating the curriculum, adapting teaching strategies and adjusting pastoral or disciplinary procedures to take account of individual strengths, weaknesses and learning styles.
- Reporting any on-going concerns to the form/house tutor and the Learning Support Co-ordinator.

6. Admission of new pupils

Admission to Chigwell School is conditional on candidates meeting the entry criteria according to the Admissions Policy. The School must be reasonably sure that throughout the pupil's time at Chigwell, it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers. These criteria are applied to all pupils and potential pupils, regardless of any disability which is advised by parents. The School has a legal obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared with other pupils who are not disadvantaged because of disability.

Chigwell School requires parents to inform the School of any disability of a prospective pupil in the relevant section of the application form. In assessing any pupil or prospective pupil, the School may take such advice and require such assessments e.g., Educational Psychologist's report, and recommendations as it regards as appropriate. With prior notification of disability, supported by the recommendation of an Educational Psychologist's report, the School may allow some extra time in the entrance exam for prospective pupils with a special educational need or disability.

Pupils requiring learning support may only be admitted to the School as long as the School has the necessary trained staff/ facilities to support these children.

Chigwell School is housed in a variety of buildings on the same site. The School is co-educational catering for children aged 4 - 18 years, boarding facilities cater for a limited number of pupils. There is currently no specific provision for disabled pupils within the older buildings although hand rails have been added to assist easier access. The most recently constructed buildings have disabled toilet facilities and ramped entrances to allow wheel chair access.

Any additional new pupils are screened using 'Lucid Rapid' in their first half term at Chigwell School.

In the Pre Prep, all new pupils are screened using the NFER Reception Baseline Assessment and Development Matters.

Pupils in Year 3 are screened for dyslexia using 'Lucid Rapid', administered during the Lent Term.

Pupils in Year 7 are screened for dyslexia using 'Lucid Rapid', administered during the Michaelmas Term.

Pupils in Year 9 are screened for dyslexia using 'Lucid Rapid', administered during the Lent Term.

Pupils in Year 12 are screened for dyslexia using 'Ann Arbour', administered during the Michaelmas Term.

7. Identification of a Learning Difficulty

The School believes early intervention is crucial to ensure pupils with *learning difficulty* achieve success. To help identify children who may require support and to assess their progress we refer initially to the subject teacher's ongoing observations and assessments of an individual's performance in relation to their potential. These observations are further backed by evidence from:

- Parental information
- Pupil progress against objectives specified in the National Curriculum Programmes of Study for Mathematics and English
- Pupil performance against the attainment targets on the National Curriculum
- The outcomes of continuous common assessments
- The outcomes of more specific screening and assessment tests
- The outcomes of professional reports e.g. educational psychologist, speech and language therapist etc.

The Pre Prep has a clear approach to identifying and responding to pupils with SEN or disabilities and to promote equality of opportunity in the EYFS.

- Baseline assessments are undertaken for all new EYFS pupils within the first few weeks of starting Reception. A pupil's progress is monitored as part of daily practice and more formally every half term. Progress is regularly discussed with the EYFS team, the SENCO and parents.
- Within the final term of Reception, the EYFS profile is completed for each pupil. The profile provides parents and teachers with a well-rounded picture of the pupil's knowledge, understanding and abilities, their progress against expected levels, their readiness for Year 1 and identifies any additional needs for support.
- Where a child appears to be behind expected levels during the School year, the methodology outlined in the SEND Code 2015 for gathering information and seeking 'early help' is applied. The cycle of action: assess/plan/do/review is used to create a graduated response to needs.
- Parents are informed if their child is receiving SEN support and decisions to involve external specialists are always taken following discussion with parents.

8. Graduated Response

Once a need has been identified:

- the pupil's parents are informed
- the class teacher will make reasonable adjustments to the curriculum; their teaching style or to the learning environment in order to support the pupil within their class
- interventions will be reviewed and if deemed successful no further action will be taken
- if the evidence shows that further support is required this will be allocated according to need and availability
- support may take the form of additional in class support; withdrawn 1:1 or group work; inclusion in existing support groups
- interventions will continue to be monitored, reviewed and adjusted as required
- if deemed appropriate a decision to seek the services and support of an external professional

9. Review Process

Reviews with parents are scheduled on at least a twice yearly basis. They are attended by either the Learning Support Co-ordinator or Deputy Learning Support Co-ordinator. Progression towards targets and future actions are recorded and used to inform the new targets and update the internal database. All parties at the review meeting are given copies of any paperwork generated from the meeting. Pupils are involved in the review of their provision and their views are taken into account in discussions and decisions made regarding their support. We recognise that a *learning difficulty* may be temporary and subject to change. Through the review process we are able to decide whether support needs to be adapted or terminated.

10. Individual Education Plans (IEP)

A synopsis of need, targets and possible support strategies are updated regularly and available on the Learning Support section of the Pupil profile in iSAMS and on Gateway.

11. Educational Health Care Plans

An EHC plan states that the LEA has a statutory duty to monitor and review provision for the pupil annually. The School conducts an annual review of EHC plans in conjunction with the LEA advisors, staff, parents, teaching assistants and the pupil. The School will seek to make reasonable adjustments within the limits of the historic site in accordance with the SEND Code of Practice 2015.

12. Gifted and Talented

Gifted and talented provision is overseen by the Director of Studies in Year 7 and above, and by the Heads of Junior School and Pre Prep.

13. Provision for support/extension

Support is subject to budgetary constraints and allocated according to priority of need. Parents may be expected to contribute towards the cost of assessment or support specific to the needs of their child e.g. word processing facilities. Whilst allowances are made and flexibility of approach or materials may be necessary, it is expected that all children will participate fully in school life.

14. Public Examinations

Reasonable steps are taken to provide Access Arrangements for those pupils with a professionally diagnosed need when it comes to public examinations. This may include extra time for some candidates, the facility to

use a laptop or a scribe. These adjustments can only be made in strict accordance with the public examination board and JCQ regulations.

15. Physical Access

Chigwell School covers a wide area with many old buildings of more than one storey and without lifts. The School has designated subject areas and, therefore, pupils are required to move around the site, using steps or stairs to access classrooms. Pupils with impaired mobility may, therefore, be somewhat disadvantaged by these arrangements. However, each case is dealt with on an individual basis and if a prospective pupil would relish a Chigwell education, then we would do all we reasonably could to make adjustments. Please see the Disability Policy and Accessibility Plan for Pupils.

16. Those with English as an Additional Language (EAL)

All applicants for a place at Chigwell School for whom English is not their first language will sit a special English Entrance test. This will be organised by the Admissions Secretary or Head of Sixth Form as appropriate and assessed by the EAL co-ordinator.

Where difficulties are likely to impede academic progress and unlikely to be remedied in the course of normal teaching, it will be a condition of entry that the pupil has extra coaching in English. This coaching will be co-ordinated by the EAL co-ordinator and a charge may be made to parents.

17. Partnership

Continual Professional Development in relation to SEND and SEND pupils is offered taking into account the needs of the School and the needs of the individual's professional development.

The School endeavours to work closely with parents to provide the level of support needed to ensure their child's progress. Parents are invited to attend and contribute to the review process. Thereafter they are actively encouraged to support their child's learning by helping to implement the Individual Education Plan.

Should pupils transfer elsewhere, every reasonable effort is made to liaise with the receiving school. Wherever possible, records and individual programmes are discussed in advance to ensure continuity and the continuing well-being of the pupil.

18. Monitoring

The School considers the success of the Learning Support policy in relation to individual pupils and the progress made towards achieving the agreed targets.

19. Complaints

In the event of a parental complaint, concerning the level of provision made at the School, the procedures are clearly laid out in the Complaints Procedure which is available on request.

For and on behalf of the Governors
M.E. Punt