Family SEN Policy

Samworth Family of Schools

Family SEND Policy

Introduction

The purpose of this policy is to outline the practice of the Samworth Family SENCo Group enabling all to work in the family (including external agencies) to be aware of and follow our policies and procedures. The policy also aims to ensure that funding decisions for children with complex needs in the Samworth Family are fair, agreed and the process is transparent. The Samworth Family of Schools SENCo's are

Samworth Church Academy – Adam Cave
Abbey Primary – Elaine Lovatt
Asquith Primary – Helen Jackowska
Berry Hill Primary – Laura Smith
Oaktree Primary – Amy Glover
Wynndale Primary – Liz White

Helen Jackowska is currently the Family SENCo and Asquith Primary the Budget Holder for the Family money.

Aims

- To ensure continuity and consistency across the family
- To ensure parity of provision for children with similar needs.
- To develop shared understanding of the LA descriptors of need.
- To acknowledge and value our joint responsibilities as SENCo's for Family decisions.
- To continue to develop good practice, that leads to improved provision for all children and young people with special educational needs or disability across the Family.
- To keep up to date with new developments and initiatives.
- To review the policy on an annual basis and share with the heads/Governors of schools across the Family.

Roles and responsibilities

SENCo's have many different roles and responsibilities within their own school setting. The role of the SENCo within the family setting is to:

- Identify pupils with SEND and liaise with outside agencies
- Ensure HLN submissions are moderated at a Family Meeting and the Family SENCo is aware they are being submitted.
- Prepare for and take an active role in Family meetings and Springboard meetings
- Provide information to Family SENCo as required
- Utilise the Family SENCo within school to provide additional support to staff
- Keep Family SENCO updated with funding of pupils in school

The role of the Family SENCo is to lead and manage the group of school SENCO's in allocating appropriate funding, managing a family budget, co-ordinating family bids and disseminating appropriate professional development opportunities.

Specific duties include:

- Liaise on behalf of the Family with the LA
- Collate and submit monitoring information in accordance with the LA
- Attend LA meetings and training and disseminate information accordingly.
- Organise and chair the Family meetings and Springboard meetings termly. Ensuring appropriate people invited, minutes taken and distributed.
- Support SENCO's in improving and maintaining quality, continuity and consistency of provision for pupils with identified SEN and D within the Family
- Work in collaboration with colleagues in schools to help improve provision made for pupils withal levels of SEND(this may include mentoring, supporting teachers or TA's with specific needs or around specific children, or an area of development)
- Identify and promote good practice.
- Work with the budget manager to ensure the correct administration of delegated funding according to LA procedure
- Keep accurate records of decisions for the budget.
- Disseminate budget information to SENCO's/headteachers
- Support SENCO's in their understanding of procedures, descriptors of needs and in their preparation of submissions for additional funding
- Co-ordinate training for a range of staff.
- Support and mentor new SENCO's doing the National SENCo Award
- Liaise with Headteachers as required and attend Head teacher meetings as required
- Communicate relevant information to head teachers on a regular basis.
- Produce a termly report of Family SEND developments to be submitted to Headteachers

The role of the Head teachers is to:

- Approve the appointment of the Family SENCo
- Have an overview of SEN systems within the Family
- Receive regular reports (including financial) from the Family SENCO and feedback relevant views or information
- Support their school SENCO wherever possible by facilitating their attendance at meetings and enable them (through release time) to carry out their role within the Family SENCo group effectively
- Ensure good value for money in regards to SEND across the Family.

The role of the budget manager is to:

- Work alongside the Family SENCO to ensure correct administration of delegated funds according to LA procedure.
- Maintain a record of spending in relation to Family funding.
- Liaise with personnel from the LA SEN policy and Provision team in regards to SEN funding issues

Springboard

Family Springboard meetings are held on a termly basis and are attended by all Primary school SENCO's, along with an Educational Psychologist and at least one representative form the SFSS (Specialist Family and Support Service. A representative from SAP may be invited to attend to discuss behavioural priorities within the Family. The Secondary SENCo or a representative may also be present for some of the meeting.

The purpose of the meeting is two-fold;

- 1.To identify organisational /group level work or development needs within a school or the Family that may be facilitated by the EPS or SFSS
- 2.To discuss and clarify ongoing support and make new requests for involvement for individual pupils with complex needs, who may require additional intervention or support. Numbers of CLA will also need to be provided at the meeting.
  EPS/SFSS may also provide consultation support within schools in addition to Springboard. Numbers of children supported through such consultations will also be recorded on the Springboard minutes.
- Springboard meetings will be further developed to act as a sounding board to discuss children with other professionals around the table. This will not necessarily be in conjunction with a referral but to seek advice and share expertise. SENCO's are able to bring anonymous children to the table if parental permission has not been obtained.
- When making a new request for external support the SENCO will ensure they have gained the appropriate written parental consent to discuss and refer the child. A referral form will be completed as fully as possible and additional information to support the referral brought to the meeting. Should additional information need to be sent following the meeting ensure this is done promptly, to enable a fair decision to be made.
- It is possible to make a new request for involvement from EPS or SFSS and other LA professionals outside of the Springboard meetings for any pupils with complex special educational needs who are admitted to a school within the Family or for pupils who have a significant change in need. This can be done by contacting the appropriate service directly to discuss.
- Referrals for behavioural support are made direct to Alison Hardwick at SAP (Sherwood Area Partnership) at anytime.

Funding

Nottinghamshire SEN funding policy currently recognise three blocks of additional funding (in addition to AWPU) that are available to meet additional SEN needs:

1. Additional School Needs (ASN) – budget devolved directly into schools budget
2. Additional Family Needs (AFN and FNF) – budget devolved annually to the Family of schools.
3. High level Need (HLN) – budget held by the Local authority

AWPU

The largest element of each school's budget is distributed by means of the Age Weighted Pupil Unit. The number of pupils on roll determine how much money the school receives. Consistent with the SEN code of practice, and the ethos and context of the SEN Disability ACT 2001, it is intended that the AWPU should fund

- A curriculum that is appropriately organised to address the learning needs of all children and young people; and
- The cost of the school SENCo and the time taken to undertake their duties.

ASN

This element is delegated to schools by a formula based on free school meals and prior attainment. The formula is intended to take account of relative social disadvantage and levels of attainment. This forms the second largest block of funding for the support of SEN and inclusive learning. It is intended that ASN resources will, together with AWPU, be used to support the majority of pupils who face moderate barriers to their learning. They are intended to fund additional targeted learning approaches such as:
Focused curriculum support and interventions for some underachieving groups of pupils;

Small group teaching and support; and

Some individual support (up to 7.5 hours of individually assigned support)

AFN

This funding block is intended to provide additional, individually targeted support for pupils with a range of more complex special educational needs. Such children may be at the SEN support level of Intervention or in exceptional circumstances have an EHCP.
Family resources are intended to support pupils with more complex special educational needs and to provide the equivalent of 7.5 to 15 hours of teaching assistant time for targeted pupils. They are intended to support the cost of provision that is regularly made in addition to that available through AWPU and ASN arrangements, such as:

- Structured learning opportunities in small groups
- Teacher or Teaching assistant support to address individual targets
- Opportunities for per support and interaction :and /or
- Support for equal access to breaks, lunchtime activities, out of hours learning and other opportunities.

These arrangements will be made :

- Within the classroom setting
- Through limited periods of withdrawal: and /or
- Through out of hours learning opportunities.

The Samworth Family is allocated AFN funding yearly. For the financial year 22/23 it is £221,698

There are 3 levels of AFN funding available; low, medium and high.

- Low currently equates to £0 as no low level bids have been moderated during the last 2 years. Should funding be needed this would be discussed at a liaison meeting. It provides approximately 2.5hours additional support per week (in addition to the 7.5 hours ASN)
- Medium currently equates to £ 3500 per year which provides approximately 7 hours additional support per week (in addition to the 7.5 hours ASN)
- High currently equates to £ 5500 per year which provides approximately 9 additional support per week (in addition to the 7.5 hours ASN)

These figures may be adjusted within year to allow best funding for pupils and match the monies allocated by the LA.

When making a bid for funding the school SENCO will complete the appropriate LA form and clearly evidence provision and funding used for the child. Only agreed attachments may be submitted with the form (decisions made annually). School SENCO's will copy and distribute copies of their bids on an arranged date, to be read prior to the moderation meeting.

All SENCOs and Heads will have agreed a criteria for deciding which children are eligible to be bid for. See Appendix 1

AFN moderation takes place in the late spring/early summer term and decisions will be made for the for the Summer and the Autumn and Spring term of the following academic year.

A contingency fund should be held by the Family where possible. This can be accessed through an emergency AFN bid. An emergency bid can be made throughout the year for any new pupils admitted to a school in the Family, known pupils who have a significant change in needs or for Early Years pupils who have apparent significant needs. SENCO's must notify the Family SENCO of their intention to bid at least 2 weeks prior to a SENCO meeting. Bids will then be brought to the meeting and be moderated by the rest of the Samworth Family SENC0's, and funding allocated accordingly.

If a pupil in receipt of funding changes school within the Family, funding will transfer to the receiving school. If a pupil moves outside of the Family, the school SENCO must inform the Family SENCo immediately and funding for that child will cease at the end of the term in which that child transfers or sooner if possible.

FNF

This funding is used to pay for the Family SENCo, and any training or resources support for the Family of schools to support specific needs during the year. This spending is determined through discussion with the SENCOs' and agreement of the Heads. This funding is to be kept and used centrally for all schools. It will not be shared amongst the schools unless that is the agreement for the year by both SENCO's and Heads.

HLN

Applications for HLN must first be moderated at a Family level. Pupils will need to be in receipt of high AFN funding before an HLN bid can be made. The highest level of AFN funding will be ring- fenced by the Family in case HLN funding is not made available. Intentions to bid for HLN must be made via email to hln.panel@nottscc.gov.uk , in accordance with HLN pane dates which are published annually. The Family SENCO must also be made aware of the intention to submit and the HLN bids should be sent to Family SENCO for verification. Pupils for whom a HLN bid is made should have highly complex and enduring special educational needs. Resources allocated through the HLN panel typically provide 16 additional hours individually targeted support. These are treated as devolved cash sums and it is for head teachers and SENCO's to manage the funding within their schools to ensure the barriers to learning experienced by targeted pupils are addressed. HLN funds may be allocated for a year or a period of years. It is the school SENCo who will need to ensure they re-submit for HLN funding if they wish funding to continue. Schools SENCo's have a duty to report the names of all children in receipt of HLN to the Family SENCo so a record can be kept.

<u>Moderation arrangements.</u>

The AFN moderation meeting will take place late spring/early summer term. The meeting will be chaired by the Family SENCo and will be attended by all SENCO's in the Family. There may also be representatives of the LA at the meeting.

Prior to moderation Family SENCO will visit each school to observe the children who are being bid for (where possible) to support the moderation process.

All SENCO's will read the bids prior to the meeting, and submit their decision to the Family SENCo by an agreed date. The Family SENCO will then amalgamate all the decisions. At the moderation meeting the only bids which will be discussed are those which had differing decision or which lie on the border between 2 bandings. If following moderation there is insufficient monies to cover the bids, decisions will need to be made regarding bandings or cutting funding. Family SENCO will report to the head teachers and an agreement reached.

Dyslexia Policy

As a Family we have written and agreed a Dyslexia Policy. This is reviewed on a bi-annual basis. Last reviewed July 2022

This policy was reviewed by SENDCOs and Agreed by Headteachers Sept