



Thinking Schools Academy Trust

“Transforming Life Chances”

Meon Junior School Policy for INCLUSION 2024-2025

SEND Information Report

This policy will be reviewed annually.

Date of Policy: November 2025

Date for Review: November 2026

Legislative Compliance

This policy complies with the guidance given in Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 65) and the City Council guidelines on the identification and assessment of SEN. It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

Inclusion Statement

- We endeavour to achieve maximum inclusion of all children (including vulnerable learners) whilst meeting their individual needs.
- Teachers provide differentiated learning opportunities for all the children within the school and provide materials appropriate to children's interests and abilities. This ensures that all children have full access to the school curriculum.
- English as an Additional Language (EAL) is not considered a Special Education Need. Differentiated work and individual learning opportunities are provided for children who are learning EAL as part of our provision for learners with additional needs.
- We focus on individual progress as the main indicator of success.
- We strive to make a clear distinction between "underachievement" and special educational needs:
 - o Some pupils in our school may be underachieving but will not necessarily have a special educational need. In such cases we will endeavour that quick actions are taken to ensure that appropriate interventions are put in place to help these pupils catch up.
 - o Children identified as having special educational needs may also have lower-attainment. It is our responsibility to ensure that pupils with special educational needs have the maximum opportunity to attain and make progress in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulties, are essential ingredients of success for these pupils. These will be provided, initially, through additional support funded from the devolved schools budget.

Aims and Objectives of this Policy

The aims of our inclusion policy and practices in this school are:

- To provide curriculum access for all
- To secure high levels of achievement for all
- To meet individual needs through a range of provision
- To attain high levels of satisfaction and participation from pupils, parents and carers
- To carefully map provision for learners with additional needs to ensure that staffing deployment, resource allocation and choice of intervention is leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through a well targeted continuing professional development programme for staff.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, ensuring a multi-professional approach to meeting the needs of all learners with additional needs.

- To “promote children’s self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others.” (National Curriculum, 2014).

Roles and Responsibilities

The head teacher and the governing body have delegated the responsibility for the ongoing implementation of this Inclusion Policy to the Special Educational Needs Coordinator (SENCO).

The executive headteacher is Mrs S. Paine.

The Inclusion lead and SENCO are responsible for reporting regularly to the headteacher and the governor with responsibility for SEN on the ongoing effectiveness of this inclusion policy. The named Inclusion lead is Mrs Rachel Thripp and the SENDco is Mrs Deborah Van Den Broek.

The Ethnic Minority Achievement (EMA) Co-ordinator has strategic responsibility for the inclusion of children who have EAL and the achievement of vulnerable ethnic minority groups. The named EMA co-ordinator is Mrs R. Thripp.

The Designated Teacher for Looked After Children (DT) has strategic responsibility for the inclusion of children who are adopted or in local authority care. The named DT is Mrs R. Thripp.

All staff in school have a responsibility for maximising achievement and opportunity of learners with additional needs – specifically, all teachers are teachers of pupils with special educational needs and EAL. Staff are aware of their responsibilities towards all learners and a positive and sensitive attitude is shown towards all pupils at all times.

Executive Headteacher – Mrs Sara Paine Head of school

- The head teacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn
- The executive head teacher, head of school and the governing body will delegate the day to day implementation of this policy to the Inclusion lead, Special Educational Needs Coordinator (SENCO) and Ethnic Minority Achievement Co-ordinator
- The head teacher will be informed of the progress of all vulnerable learners and any issues with regard to the school’s provision in this regard through:
 - analysis of the whole-school pupil progress tracking system
 - maintenance and analysis of school provision maps or action plans
 - pupil progress meetings with individual teachers
 - regular meetings with the SENCO/EMA Co-ordinator
 - discussions and consultations with pupils and parents

Special Educational Needs Coordinator / Inclusion Lead – Mrs Deborah Van Den Broek / Mrs Rachel Thripp

In line with the recommendations in the SEN Code of Practice 2014, the SENCO will oversee the day-to-day operation of this policy in the following ways:

- Maintenance and analysis of school provision map for vulnerable learners
- Identifying on this provision map a staged list of pupils with special educational needs – those in receipt of additional SEN support from the schools devolved budget and with Education, Health Care Plans
- Setting up and termly reviews of the SEN Support Plans
- Co-ordinating provision for children with special educational needs
- Liaising with and advising teachers

- Managing other classroom staff involved in supporting vulnerable learners
- Overseeing the records on all children with Special Educational Needs
- Contributing to the in-service training of staff
- Implementing a programme of person centred Annual Reviews for all pupils with an Education, Health and Care Needs plan. As well as complying with requests from an Education, Health and Care Needs Plan Coordinator to participate in reviews
- Carrying out referral procedures to the Local Authority to request an Education, Health and Care Needs Plan when it is suspected that a pupil may have a special educational need which will require significant support
- Overseeing the smooth running of transition arrangements and transfer of information for pupils with a special educational need
- Liaising and consulting sensitively with parents and families of pupils on the SEN list, keeping them informed of progress and listening to their views of progress, in conjunction with class teachers
- Attending area SENCO network cluster meetings and training as appropriate.
- Liaising with the school's Inclusion Governor, keeping them informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs (nationally, locally and within school)
- Liaising closely with a range of outside agencies

Ethnic Minority Achievement Coordinator – Inclusion Lead

The EMA co-ordinator will oversee the day-to-day operation of this policy in the following ways:

- Maintenance of a list of pupils with ethnic minority heritage and EAL
- In collaboration with the SENCO, maintenance and analysis of whole-school provision map for vulnerable learners from ethnic/linguistic minority backgrounds
- Advising on and co-ordinating provision for children with additional needs relating to ethnic or linguistic background
- Working collaboratively with teachers to plan for and teach children with EAL as part of mainstream teaching practice
- Managing other classroom staff involved in supporting ethnic/linguistic minorities including Bilingual Assistants from the Ethnic Minority Achievement Service
- Overseeing the initial and on-going assessment records on all children with EAL
- Liaising and supporting class teachers with supporting parents of ethnic and linguistic minority children
- In collaboration with the SENCO, evaluating regularly the impact and effectiveness of all additional interventions for children from cultural and linguistic minority backgrounds.
- In collaboration with the SENCO, overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils with EAL.
- Contributing to the in-service training of staff
- Advising on and sourcing bilingual and culturally reflective materials to support children's learning across the curriculum
- Attending training as appropriate.
- Liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for ethnic/linguistic minorities.
- Liaising with a range of outside agencies to ethnic & linguistic minority learners

Designated Teacher for Looked After Children – Inclusion Lead

The designated teacher has strategic responsibility for the inclusion of children who are adopted or in local authority care. The named DT is Mrs R.Thripp

Class Teacher Role

- Liaising with the SENCO/EMA co-ordinator to agree :
 - Which pupils in the class are vulnerable learners.
 - Which pupils are underachieving and need to have their additional interventions monitored on the provision map – but do not have special educational needs.
 - Identifying which pupils may need a SEN Support Plan.
 - Which pupils require additional support because of a special educational need and need to go on the school's SEN list.
 - Which pupils require specialist support from outside professionals.

- Securing good provision and good outcomes for all groups of vulnerable learners by :
 - Providing differentiated teaching and learning opportunities, including differentiated work for EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge.
 - Quality first teaching.
 - Ensuring there is adequate opportunity for pupils with special educational needs to work on agreed targets.
 - Ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners.

SEN - Special Educational Needs

As an inclusive school, we do not seek to closely define the special educational needs for which we will make provision. We strive hard to ensure that appropriate interventions are put in place in order to meet the children's individual needs. The range of needs to-date has included pupils with:

- Specific literacy difficulties
- Autistic Spectrum Disorders
- Dyslexia
- Visual Impairment
- Hearing Impairment
- Hypermobility
- Language Disorders
- Social, Emotional and Mental Health needs
- ADHD

In admitting pupils with special educational needs, we would expect to have informative discussions with both the pupil's family and the local authority to ascertain the suitability of our provision. We understand that it is initially our responsibility to make provision for a pupil with special educational needs through the school's devolved SEN budget. Thereafter we are aware of the process of applying for High Needs Funding if the pupil's and the school's needs make that a necessity. As a mainstream school, it would clearly be difficult for us to make provision for pupils whose needs and/or demands are significant, severe or profound. However, we do not rule this out and would make a careful assessment of the needs of each pupil in constructive conversation with other agencies.

Identification and Assessment of SEN

Children's needs should be identified and met as early as possible through:

- The analysis of data including KS1 results, reading ages, other whole-school pupil progress data
- Classroom-based assessment and monitoring arrangements. (Cycle of plan, do and review.)

- Following up parental concerns
- Tracking individual children's progress over time,
- Liaison with feeder schools on transfer
- Information from other services
- Maintaining a provision map for learners with additional needs but which clearly identifies pupils receiving additional SEN Support from the school's devolved budget or in receipt of High Needs funding.
- Undertaking, when necessary, a more in depth, individual assessment. It may include a bilingual assessment where English is not the first language through EMAS.
- Involving an external agency where it is suspected that a special educational need is significant.

Curriculum Access and Provision for SEN

Where children are underachieving and/or identified as having special educational needs, the school provides for these additional needs in a variety of ways and might use a combination of these approaches to address targets identified for individual pupils.

- Teachers differentiate work as part of quality first teaching
- Following the 'plan, do, review' cycle of support
- Applying support interventions as appropriate
- Small group withdrawal time (limited and carefully monitored to ensure curriculum entitlement is not compromised)/ small group support in class
- Individual class support / individual withdrawal
- Bilingual support/access to translated materials
- Homework
- Pastoral Support
- Behavioural Support

Monitoring and Evaluation of SEN

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- classroom observation by the senior leaders
- ongoing assessment of progress
- Work and planning sampling
- informal feedback from all staff
- pupil interviews ●
- pupil progress tracking using assessment data (whole-school processes)
- monitoring targets and evaluating the impact of those targets on pupils' progress
- head teacher's report to parents and governors

Identification, assessment and provision for all pupils

The school adopts the 'Wave' approach for its allocation of resources:

Wave 1 - Well-differentiated, quality first teaching, including, where appropriate, the use of small group interventions. All learners with additional needs to be included on a year group provision map.

- All learners will have access to quality first teaching.
- Some learners will have access to carefully differentiated activities or approaches directly related to the school curriculum which are part of our good practice in making teaching and

learning accessible to pupils learning at different rates. These will usually be pupils who are underachieving and have been identified by the school as needing to make accelerated progress but will not necessarily be pupils with special educational needs. This is considered to be a differentiation of the usual school curriculum – not a special intervention for pupils with SEN.

- Children who have been identified as having a special educational need will be included on a year group provision map which outlines and monitors all additional interventions across the school. The provision map enables the school to:
 - o Plan strategically to meet pupils' identified needs and track their provision.
 - o Audit how well provision matches need
 - o Recognise gaps in provision
 - o Highlight repetitive or ineffective use of resources
 - o Cost provision effectively
 - o Demonstrate to all staff how support is deployed and staff training needs
 - o Inform parents, LEA, external agencies and Ofsted about resource deployment
 - o Focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation.

Wave 2: Targeted Support: SEN Support

- Pupils will be offered SEN support when it is clear that their needs require intervention which is “additional to” or “different from” the ordinarily available provision offer for all pupils in the school ie: they have a special educational need as defined by the SEN Code of Practice 2014.
- Under-achieving pupils and pupils with EAL who do not have SEN will not be placed on the list of pupils being offered additional SEN support (but will be on the school's action plan and provision map).
- In keeping with all learners, intervention for pupils on the SEN list will be identified and tracked using the school provision map.
- For those pupils on a SEN Support Plan, pupils will automatically have outcomes to address which be reviewed termly alongside parents.
- Some children may require additional input from outside agencies and professionals - permission will be sought from parents should this be necessary.

Wave 3: Specialist Intervention: Education, Health and Care Needs Plan

- It may be decided that a very small number of the pupils on the SEN list will require additional High Needs funding from the Local Authority. This will initially commence with an 'SEN Support Plan' being put in place and will then be reviewed termly with parents/carers in order to ensure their underlying special educational need is being addressed. This may particularly be the case where outside agencies have been involved in assessing the pupil or contributing to their provision. Where the school can evidence that more than £6,000 above the Average Weighted Pupil Unit has, or will need to be spent on a pupil within any one financial year, in order to meet his or her special educational needs. An application can then be made to the Local Authority for an Education, Health and Care Needs Assessment.
- Where a pupil has a significant, severe and sustained need, it may be necessary to enter a multi disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan.
- Pupils with an Education, Health and Care Needs Plan will have access to all arrangements as for pupils on SEN support and, in addition to this, will have an Annual Review of their plan.
- Our school will comply with all local arrangements and procedures when applying for: an Education, Health Care Plan, transport and will ensure that all prerequisites for application have been met through ambitious and pro-active additional SEN Support using our devolved budget at an earlier stage.

- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with local NCC policy and guidance - particularly with regard to the timescales set out within the process.

Assessing and Reviewing pupils' progress and the effectiveness of our educational provision for pupils with Special Educational Needs

Depending upon the stage of support as outlined above, the progress of our pupils will be assessed and reviewed through:

- Daily monitoring and assessment.
- Pupil Progress meetings with Head teacher / SENCO / class teachers and year leaders as appropriate.
- Evaluation of the effectiveness of interventions on the provision map.
- Evaluation of whether pupils with Education Health and Care Plans are meeting their individual targets which have been written to address their underlying special educational need.
- Ongoing reviews to adjust provision as required within staff discussion and termly reviews with Parents / Carers of those pupils on SEN Support Plans.
- Annual review of Education Health and Care Plans are prescribed in the SEND Code of Practice (September 2014).

How children and young people with SEN are enabled to engage in activities

- As an inclusive school, we do everything we can to ensure that pupils of all abilities and needs are fully included in the life of the school.
- Where appropriate and legitimate, we endeavour to provide different ways for all learners to access the same learning experience, rather than withdrawing pupils and providing an entirely different activity.
- Our deployment of additional staffing and resources funded from our devolved additional needs budget through the Local Offer, ensure that all curriculum experiences are available to all pupils in the school (EG: educational visits, extra-curricular activities), particularly where a voluntary financial contribution from parents is required for the activity to run. This is in compliance with the Equality Act 2010.
- All lesson planning seeks to address the learning needs of all pupils in the class. This is also regularly monitored by subject leaders and /or senior leaders during observations of teaching and learning in classrooms, attention is given to whether the ongoing learning offer is inclusive.
- Pupils are encouraged to analyse how they themselves learn and there is an ongoing dialogue about this in the classroom. Pupils are given the opportunity and support to develop self-help strategies to ensure their full access to the curriculum.

Emotional and Social Development

Meon Junior recognises all its pupils as equal individuals and are committed to developing an inclusive and supportive learning environment that removes barriers to learning and in which all learners achieve their full potential.

Within school we have a range of support networks. These include:

- Pastoral Support: to enable pupils to discuss views and concerns in a non-judgmental environment
- Tailored support from class teachers, SENCO, behaviour support and ELSA - e.g. drop ins, worry box, support programmes

- Friendships / Behaviour / Social and Emotional groups

Staff Training

- In accordance with Section 6 of the SEN Code of Practice 2014 the SENCO at Meon Junior School is a Qualified Teacher and is mentored by the Inclusion Lead who has achieved her Statutory Accreditation.
- The SENCO will regularly attend local network meetings and / or cluster groups
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of continuous professional development. Specific training needs will be identified and met through the appraisal/performance management process.
- Specialist advice and expertise in relation to assessment and support of individual pupils will be commissioned by the school, accessing, as far as possible, services available as part of the Local Offer. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the head teacher and senior leaders will be responsible for reporting to governors on these arrangements (including value for money).
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised to ensure our school employs staff of the highest calibre.

Supporting children and young people with Special Educational Needs

- When specialist equipment or a high level of staffing support is required to support a pupil with special educational needs, our school will fund this as additional SEN support up to £6,000 per annum for each individual pupil. Thereafter, if the cost is higher and the provision of these facilities is likely to be prolonged, the school will set up a SEN Support Plan which will be reviewed termly to identify needs/ and funding levels required before submitting an application for an EHCP, if required.
- Specialist equipment and expertise in relation to its use will be purchased/hired/ commissioned by the school from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our school will, wherever possible, join with other schools in joint purchasing/hire of equipment.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

Arrangements for consulting and involving children and parents of children with Special Educational Needs

Partnership with Parents/Carers

As all teachers are teachers of SEN, parents are asked to discuss any concerns about their child's learning with the class teacher first. The SENCO will work alongside teachers and parents to support identification and any additional educational needs. The school aims to work in partnership with parents and carers.

We do so by:

- Working effectively with all other agencies supporting children and their parents.
- Giving parents and carers opportunities to play an active and valued role in their child's education
- Making parents and carers feel welcome.

- Encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing.
- Supporting parents through involvement with our behaviour support worker, SENCO and outside agencies.
- Instilling confidence that the school will listen and act appropriately.
- Focusing on the child's strengths as well as areas of additional need.
- Allowing parents and carers opportunities to discuss ways in which they and the school can help their child.
- Agreeing targets for all pupils, in particular, those not making expected progress and, for some pupils identified as having special educational needs, involving parents in the drawing-up and monitoring progress against these targets.
- Keeping parents and carers informed and giving support during assessments and any related decision-making process.
- Making parents and carers aware of the Parent Partnership services available as part of the Local Offer.
- Providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language.

Involvement of Pupils

We recognise that all pupils have the right to be involved in making decisions and exercising choice. In most lessons, all pupils are involved in monitoring, reviewing their progress and addressing their own identified targets. We endeavour to fully involve all pupils by encouraging them to:

- State their views about their education and learning.
- Identify their own needs and learn about learning.
- Share in individual target setting across the curriculum so that they know what their targets are and why they have them.
- Self-review their progress and set new targets.
- Monitor their success at achieving the targets on their SEN Support Plan (not required for all pupils with special educational needs).

How our school involves other organisations in meeting children and young people's Special Educational Needs and supporting their families.

Our school will identify sources of support and training from outside agencies and specialist teachers. We seek to respond quickly to emerging need and work closely with a wide range of outside agencies including :

- Multi Agency Support Hub (MASH)
 - Children and Adolescent Mental Health Service (CAMHS)
 - Educational Psychology Service (EP)
 - Multi Agency Behaviour Support (MABS)
 - Solent NHS Trust Speech and Language Therapists (SALT)
 - Springboard Speech and Language (SALT)
 - Mental Health Support Team (MHST) Outreach Team
- In accordance with the SEND Code of practice 2014 we invite all relevant agencies to annual review meetings, transition meetings and specific provision planning meetings involving pupils with special educational needs in our school. For pupils with SEN Support Plans and Education, Health and Care Plans, we comply fully with requests from independent facilitators to provide information and cooperate fully with other agencies.

- We liaise with voluntary bodies in order to be as familiar as possible with best practice when the special educational needs of a pupil are very specific (E.g: Autism, Visual impairment etc).
- We have a clear point of contact within the school who will coordinate the support from outside agencies for each pupil. Most often this will be the SENCo but in some cases it can be another member of staff who we have identified as a key worker.

Arrangements for Transition

- We ensure a smooth transition into our school from the previous phase of education and from our school into the next phase of education.
- We will ensure early and timely planning for transfer to a pupil's next class/phase of education and pupils with Education Health and Care Plans will have transition arrangements discussed at review meetings convened by the plan coordinator.
- Support for the pupil in coming to terms with moving on will be carefully planned and will include familiarisation visits and support from a familiar adult to the child or a member of the inclusion team as appropriate. Pupils will be included in all "class transition days" to the next phase but may also be offered additional transition visits.
- Pupils and parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits may be arranged as appropriate.

Admission Arrangements

No child will be refused admission to school on the basis of his or her special educational, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against children with a disability/additional need and we will take all reasonable steps to provide effective educational provision (please also see Admission policy for the school, as agreed with the Portsmouth Local Authority)

SEN INFORMATION REPORT The school's information report and contact details of all support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 can be seen on the Portsmouth Local Offer website at:

www.portsmouthlocaloffer.org

EAL

Inclusion of pupils with English as an additional language

A pupil who has English as an Additional Language is a pupil whose first language is not English, and who uses that language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need, but are seen to benefit from the ability to live and learn in more than one language.

We strive to recognise, welcome and celebrate linguistic and cultural diversity and have high expectations of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

The routine and prolonged withdrawal from mainstream of children with EAL is not recognised as good practice and does not promote rapid language acquisition. Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.

Admissions

No pupil will be refused admission on the basis of ethnicity or EAL. Pupils who have EAL will be admitted under the same criteria as any other pupil applying for a school place. Where parents do not speak English, we endeavour to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school.

Provision

Pupils with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve the acquisition of English: The following provision can be expected:

- Initial assessment of EAL
- A further mother tongue assessment may be applicable where SEN is known or where further information needs to be gathered in the pupil's first language
- Pupils will be set work to match their academic ability.
- Work in class will be differentiated for pupils to lessen linguistic difficulties without significantly reducing academic challenge. Differentiated homework will be provided as required to enable the pupil to improve their knowledge and use of English and to participate in homework activities on an equal basis with their peers.
- Additional support for pupils may be given through: first language resources & translation facilities; teaching support on a 1:1 or small group basis, peer group support; pre-teaching of key concepts and vocabulary.
- Where necessary, catch-up work will be provided for pupils arriving from overseas who have experienced a different curriculum or who may have gaps in their schooling. Where pupils are ahead of their peer group in terms of learning, differentiation will be made in order to access learning at an appropriate level.
- Progress of EAL pupils will be monitored against National Curriculum indicators. Where accelerated progress in English is needed for reasons of EAL, targets will be set and provision made on agreement between the class teacher and the EMA Co-ordinator or SENCO. Provision will be recorded and monitored for effectiveness using the school's provision map, in line with standard practice for all vulnerable learners in the school. The pupil will not be placed on the SEN register for reasons of EAL.

Parental Support

We recognise that some parents who are learning English may find it difficult to communicate with the school and approach the school regarding any concerns they may have on their child's progress. We endeavour to fully include EAL parents in the life of the school by, wherever possible, providing interpreting facilities at parents' evenings and other school meetings and by providing key school information in translated format.

LAC

Inclusion of pupils who are Looked After in Local Authority Care

Our school recognises that:

- Children who are looked after in local authority care have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and

loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.

- There are commonly understood reasons (Social Exclusion Unit Report :2003] why children who are looked after in local authority care often fail to make expected progress at school: - Placement instability - - - - Unsatisfactory educational experiences of many carers Too much time out of school Insufficient help if they fall behind Unmet needs - emotional, mental, physical
- There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children. (The name of the current designated teacher at our school is given at the end of this inclusion policy). The responsibilities of our designated teacher include:
 - Monitoring the progress of children who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school.
 - Ensuring that children who are 'looked after' have access to the appropriate network of support.
 - Being involved with the Personal Education Plan (PEP) and that it is regularly reviewed, at least every six months.
 - Ensuring that information concerning the education of children who are 'looked after' is transferred between agencies and individuals.
 - Preparing a report on the child's educational progress to contribute towards the statutory review.
 - Discussing feedback from the statutory review (chaired by the Independent Reviewing Officer) with social workers and, where necessary, the carers and a member of the school team.
 - Liaising with the child's social worker to ensure that there is effective communication at all times.
 - Celebrating the child's successes and acknowledge the progress they are making.
 - Writing in conjunction with parents a PLAC plan to support, where required, any children who have been previously Looked after.

Self-evaluation and monitoring arrangements

We are committed to ongoing self-review of our inclusive practice using arrangements that have been devised by the Portsmouth Local Authority.

Complaints

Any complaints relating to the Inclusion Policy will be dealt with under the school's normal complaints procedure.