



Additional Learning Needs Policy

Acton Park Primary School

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| Date: | October 2023 |
| Review date: | October 2024 |
| Version: | 1 |
| Signed (Chair of Governors): | |

Introduction

How was this policy created?

This policy was created in partnership with senior leaders, teachers, governors, parents/carers and children.

The policy reflects the ALN Code (2021).

How can parents access this policy?

Parents can see a copy of this policy on the school website, or a hard copy can be requested from the school office. (Please inform the school if you need the policy to be made available to you in a different format).

Context

This policy complies with the statutory requirements laid out in the ALN Code (2021) and has been written with reference to the following related guidance and documents.

- Equality Act 2010
- Safeguarding Policy
- Admissions Policy
- Behaviour Policy
- Attendance Policy
- Social Services and Wellbeing Act
- United Nations Convention on the Rights of the Child

Ethos

For children with Additional Learning Needs.

- All children are valued as individuals and their varying needs are dealt with sensitively and effectively. We believe that each child receives a broad, balanced and differentiated curriculum, ensuring self-esteem and confidence are enhanced and a positive attitude is developed.
- We are committed to the successful inclusion of pupils with Additional Learning Needs (ALN). Within our school, every teacher is a teacher of all pupils, including those with ALN, incorporating children with social, emotional and mental health needs.
- We aim to promote and sustain a whole school approach to wellbeing, which gives recognition to the strong links between wellbeing and outcomes for our children.

- Every child is equal, valued and unique. We aim to provide an environment where all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs.
- We are committed to providing an education that enables all pupils to make progress so that they achieve their best, become confident individuals living fulfilling lives and make a successful transition into adulthood.
- We are committed to promoting and providing all children with a person-centred education, paying attention to what is important to and what is important for them.
- We are committed to ensuring the rights of the child in accordance with the United Nations Convention on the Rights of the Child.

Aims and Objectives

As a school, we will:

- develop effective whole school provision for children in all areas of need.
- take into account the views, wishes and feelings of children and ensure their full participation, where possible.
- recognise the views of parents/carers to ensure they are fully engaged in decision making.
- ensure a clear process for identifying, assessing, planning, providing and reviewing for children who have ALN, with full participation from the pupils and their parents/carers.
- provide a curriculum that is broad and balanced to engage all children at all levels and to promote an inclusive culture of learning.
- ensure equality of provision for all children, including but not exclusive to, those with ALN.
- enable children with ALN to achieve their potential.
- provide and access advice and support for all staff working with children with ALN.

Partnership with Parents/ Carers

The child is at the centre of everything we do and we will work with families to achieve the best outcomes for their child.

Our school is committed to establishing and maintaining good working relationships with the families of all our pupils and recognises the importance of a partnership between home and school. Parents are kept informed of children's progress and are encouraged to play an active part in their children's learning and to support targets set.

Parents with concerns about their child should discuss these first with the class teacher, who will then inform the Additional Learning Needs Coordinator, if necessary. Parents are fully involved in the review process. Written information is in accessible formats and sufficient notice is given for meetings to enable parents/carers time to prepare.

Pupil Participation

The views of all pupils are valued. A person-centred approach is adopted throughout our school, placing the child at the heart of everything we do. Pupils with ALN are supported to be involved in decision making and to be able to express any concerns.

Definition of ALN

At our school we use the definition of ALN from the Code (Draft 2021)

Additional Learning Needs

- (1) A person has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision.
- (2) A child of compulsory school age or person over that age has a learning difficulty or disability if he or she —
 - (a) has a significantly greater difficulty in learning than the majority of others of the same age, or
 - (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.
- (3) A child under compulsory school age has a learning difficulty or disability if he or she is, or would be if no additional learning provision were made, likely to be within subsection (2) when of compulsory school age.
- (4) A person does not have a learning difficulty or disability solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been used at home.

Role and Responsibilities

Governors will ensure that:

- the necessary provision is made for any pupil with ALN.
- all staff are aware of the need to identify and provide for pupils with ALN.
- pupils with ALN join in school activities alongside other pupils, so far as is reasonably practical and compatible with their needs and the efficient education of other pupils.
- parents are notified if the school decides to make Additional Learning Provision (ALP) for their child.

- they are fully informed about ALN issues, so that they can play a major part in school self-review.
- there are termly meetings with the ALNCo.
- the ALN Policy is subject to a yearly cycle of monitoring, evaluation and review led by the Senior Leadership Team and including the Link Governor with final approval by the Full Governing Body.

Link Governor for Additional Learning Needs: **TBC**

Head Teacher/ Senior Leadership Team

The ALNCo has a clear line of communication to the Head Teacher and Senior Leadership Team and supports them in their role. This will enable our school to plan, manage and deliver its duties and responsibilities in identifying and meeting the needs of children with ALN.

Additional Needs Co-ordinator (ALNCo)

The role of the ALNCo has been statutory since January 2021. As identified in Chapter 8 of the ALN Code (2021), the ALNCo is responsible for:

- overseeing the day-to-day operation of the school's ALN policy.
- coordinating the Additional Learning Provision (ALP) for pupils with Additional Learning Needs (ALN).
- ensuring all learners who have ALN in our school have an Individual Development Plan (IDP).
- identifying a pupil's ALN and coordinating the making of ALP that meets those needs.
- identifying a designated person (either the head or deputy head teacher) to work collaboratively with ALNCo when necessary to make an ALN decision and, if an IDP is then required, the ALNCo/class teacher would be responsible for preparing it.
- securing relevant services that will support a pupil's ALP, as required.
- keeping records of decisions about ALN and IDPs.
- promoting a pupil's inclusion in our school community and access to the curriculum, facilities and extra-curricular activities, having regard to the views, wishes and feelings of the child and the child's parent(s).
- monitoring the effectiveness of any ALP, review and adjust accordingly.
- advising teachers about differentiated teaching methods appropriate for individual pupils with ALN.
- supervising and arranging training of learning support workers who work with pupils with ALN.
- contributing to in-service training for teachers.
- keeping up to date on the latest guidance, support and evidence of best practice available for ALN.

Other ALNCo responsibilities

In addition to the mandatory tasks above, the ALNCo **should** also:

- oversee the providing of documents, notifications or information to a child or a child's parent.
- oversee the day-to-day operation of the school's arrangements for ALN.
- oversee the ALP across the school to meet the needs identified within IDPs.
- ensure that regular reviews of the ALP made for learners in school are undertaken and, where appropriate, lead the review process to ensure provision continues to meet identified needs.
- ensure IDPs are developed and reviewed appropriately.
- learners with an IDP are supported with their transition between education settings.
- oversee the appropriate transfer of information between education settings about the learner's ALN and ALP.
- contribute to the development and implementation of appropriate ALN procedures and systems within school, including strategic financial planning, effective deployment of resources, data collection and data analysis, with a view to improved outcomes for learners with ALN.
- become a source of expertise on ALN by developing specialist skills and knowledge.
- keep up-to-date on the latest guidance and support available for ALN.
- enhance their own professional learning by liaising with the local network of ALNcos (which local authorities **should** consider establishing and facilitating) and, where appropriate, special schools to develop and share experience and best practice.
- ensure the record of their roles and professional learning as part of their registration with the Education Workforce Council is an up-to-date record in respect of ALN.
- provide professional support to all staff to enable the early identification, assessment and planning for learners with ALN. This might include supporting staff to undertake whole school tracking and supporting staff to manage good target setting.
- ensure that the arrangements put in place by the local authority in relation to avoiding and resolving disagreements are fully utilised, as appropriate.
- act as the key point of contact with the relevant local authority's inclusion and support services, external agencies, independent/voluntary organisations, health and social care professionals, educational psychologists, etc.
- liaise with careers specialists to ensure that learners with ALN receive appropriate careers advice (not sure if this bit is relevant for us).
- work strategically with the senior leadership team and governors to ensure school is meeting its responsibilities under the Act, this Code and the Equality Act 2010.

ALNCo name: Mrs Rebecca Lloyd

Class teachers are responsible for:

- providing high quality teaching for all children and setting high expectations which inspire, motivate and challenge pupils.
- assessing pupil's needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the pupil.
- regularly reviewing the impact of these adjustments, interventions and support, including pupils with ALN, in the classroom, through providing an appropriately differentiated curriculum.
- retaining responsibility for the child, including working with the child on a daily basis.
- making themselves aware of the school's ALN policy and procedures for identification, monitoring and supporting pupils with ALN.
- directly liaising with parents of children with ALN.
- managing behaviour effectively to ensure a good and safe learning environment.
- Liaising with parents/carers to update them on pupil progress / next steps termly.

Teaching assistants and support staff are responsible for:

- supporting groups or individual pupils in accessing the curriculum under the direction of the class teacher and/or the ALNCo.
- providing feedback to the class teacher regarding children's progress in class lessons.
- providing feedback to the class teacher and/or the ALNCo as appropriate, regarding children's progress in achieving individual targets.
- delivering and reporting back on specific intervention programs / assessment information under the direction of the ALNCo and/or class teacher.

Provision for children with ALN

Every educational/ school practitioner is a teacher of every child and young person. Teaching is, therefore, a whole school responsibility.

Universal Provision

We adopt a 'high quality teaching' approach. High quality teaching, differentiated for individual pupils, is available to all pupils who have or may not have ALN. Reasonable adjustments will be made to support our pupils.

The key characteristics of high quality teaching are:

- A broad, balanced and relevant curriculum with high engagement of pupils.
- High quality teaching that is differentiated.
- High expectations of every pupil.
- Appropriate use of teacher questioning, modelling and explaining.

Targeted Universal Provision

There may be times where some of our pupils will require more support with their learning through a targeted approach. Where it is decided a pupil will have Targeted Universal Provision, we will talk to the parents and their child. We will agree what intervention will be put in place and set small step targets, as well as detail the expected impact on progress, development or behaviour, along with a clear date for review. The class teacher will remain responsible for working with the child. If a pupil continues to make progress accessing Targeted Universal Provision, this can continue as required.

ALN Determination

If a pupil does not make progress, according to the outcomes described over a sustained period of time, school will seek specialist expertise. This will inform future provision. School may liaise with the following services - Educational Psychology Service, Literacy Support Service, ANEW (previously the Behaviour Support Service), School Nurse, CAMHS (Child and Adolescent mental health services), Speech & Language Therapy Service, Physiotherapy Service, Occupational Therapy Service, and, when appropriate, Social Services and Looked After Children Team.

The appropriate processes, as documented in the statutory ALN Code, will then be followed. If deemed appropriate, an Individual Development Plan (IDP) will be formulated.

Review

The effectiveness of the provision and interventions, and their impact on the pupil's progress, will be reviewed on an agreed date. Person-centred reviews will be carried out in accordance with person-centred processes through a collaboration, placing the child and their family at the centre.

The class teacher, working with the ALNCo, will revise the provision in light of the child's progress. Outcomes created from the person-centred review will take account of the aspirations of the child and their family.

Managing pupils needs / IDPs

Formal person-centred review meetings for children with an IDP will take place with parents and children being fully involved in reviewing progress and setting new person-centred outcomes. School practitioners are responsible for evidencing progress, according to the outcomes described in the child's plan (IDP).

Supporting children with a medical condition

Each case will be discussed on an individual basis to ensure appropriate and personalised care is in place. Where a pupil also has ALN, their provision will be planned and delivered in a coordinated way with their individual healthcare plan.

Looked after children (LAC)

The ALNCo and LAC Lead (headteacher/ deputy headteacher) meet on a termly basis to ensure that arrangements are in place for supporting pupils that are looked after and who also have ALN.

Early Dispute Resolution

Initially, an attempt will be made to resolve a dispute about ALN provision at school level. Parents who are dissatisfied with the school's provision for their child's ALN should, in the first instance, report this to the class teacher. If they remain dissatisfied, they should then make an appointment to see the ALNCo/Headteacher. Should this fail to resolve the problem, the matter can then be reported to the school's Governor for ALN, who may be contacted through the School Office. If parents are still not happy, after using the school's complaints procedure, they should then contact the Local Authority for advice, support and information. School will inform parents/carers of the local authority's commissioned independent disagreement resolution service.

If the dispute is regarding ALN determination, parents/ carers should follow the process stated within the ALN determination letter.

Staff development

In order to maintain and develop the quality of teaching and provision to support the strengths and needs of all pupils, all staff are encouraged to undertake training and development. The Senior Leadership Team reviews the training needs of staff through Performance Management and pupil progress meetings, to plan appropriate professional development in relation to ALN.

The ALNCo ensures staff are informed of local and national developments in relation to ALN and Inclusion.

Monitoring and Evaluating ALN

Provision for pupils with ALN is a matter for the school as a whole. The board of governors, in consultation with the Headteacher, has a legal responsibility for determining the policy and provision for pupils with ALN. It is a statutory obligation of the school to keep their provision under review to ensure that the needs of all pupils are being met effectively.

Admission Arrangements

Please refer to the information contained in the school's Admissions Policy, which can be accessed on the school website. The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes pupils with any level of ALN.

Transition Arrangements

Transition is carefully planned. In order to ensure successful transition, both within school and onto a new setting. The child and their parents/carers will be fully involved in the planning for the child's transfer to the new setting. Key information about ALN provision will be shared with the next setting through the review process.

How is this policy evaluated?

This policy is subject to a yearly cycle of monitoring, evaluation and review by the Senior Leadership Team, ALNCo and ALN Governor, and is approved by the Full Governing Body.

The ALNCo, Headteacher and Governing body annually evaluate the effectiveness of the policy against the principles and objectives set out in the policy.