

# ST CLEMENT CLUSTER OF SCHOOLS

*“Celebrating diversity by learning, sharing and achieving together.”*

## SEN IDENTIFICATION POLICY

**NB: SEN team refers to the individual school structure of SEN personnel as it is recognised cluster schools may arrange these differently.**

All cluster schools wishing to access additional SEND funding for pupils will need to make sure the following system is adhered to:

It is crucial all cluster schools use the same identification process for funds to be allocated fairly and to ensure the funds reach the pupils for which they are intended.

To ensure consistency of judgement, St Clements Cluster allocation meetings involve all headteachers and a governor representative from each school. Headteachers can also bring their school’s SENcO where the headteacher feels it is necessary. The SENcO is only there in an advisory capacity and not part of the decision making process.

The agreed system is as follows:

1. Each cluster school identifies their pupils whose needs cannot be met through good quality first teaching and/or using the SEND memorandum budget allocated directly to schools.
2. Headteachers must present their requests to the cluster supported by recognised outside agencies such as Norfolk Community Health and Care, Educational Psychology reports to confirm need. Additional evidence could include incident logs/ work samples etc.
3. Each case is discussed by the panel and funding agreed where appropriate with the understanding all allocated funding must be used to benefit the pupil for whom it was requested and the understanding all schools will be required to complete and submit the Cluster impact form at the end of the year or sooner where short term funding has been requested.
6. If schools fail to demonstrate positive impact from their allocated funding, it must be understood the funding could be withdrawn. Schools consistently failing to show positive impact run the risk of having no further funding allocated to their school.
7. All schools must declare honestly where pupils no longer need the same level of funding so this funding can be directed to support the pupils needing it most. This section of the policy makes it clear to parents and carers that SEN funding is not guaranteed to stay with their child especially where clear progress indicates it is no longer necessary.
8. This policy will be reviewed annually or sooner if local or national policy changes.

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