



Special Educational Needs and Disability Policy

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Policy Status

Statutory

Responsible member

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Contents:

Compliance.....	3
Aims.....	3
Learning Support Provision.....	4
Personnel.....	5
Admission.....	5
Curriculum.....	5
Identification, Assessment and Provision.....	5
Stages of Support.....	6
Assessment.....	6
Advice.....	6
Role Specifications.....	6
Partnership.....	8
Monitoring of Policy.....	9
Complaints.....	9
Summary.....	9

At Henlow Church of England Academy, we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and a safe and fully equipped learning environment which caters to the needs of every child as an individual. We are committed to inclusion within the school curriculum and participation in all aspects of school life. We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care. Henlow Church of England Academy believes that Special Educational Needs and Disability (SEND) is a whole school issue and that 'Every teacher is a teacher of SEN.

Compliance

This policy complies with the statutory requirements laid out in the SEND Code of Practice 0-25 (2015) and has been written with reference to the following guidance and documents.

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0-25 (2015)
- Schools SEND Information Report Regulations (2015)
- Statutory Guidance on supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Safeguarding Policy
- Accessibility Plan
- Teaching Standards 2012
- This policy was created by the Schools SENDCO

Aims

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the Special Educational Needs Code of Practice (2015)

Our aims are:

- To ensure that all pupils with SEND have their needs identified in order to support academic progression and continued good physical and mental health and wellbeing
- To ensure that every child is protected from harm and neglect and that every effort is made to enable them to learn and grow independently
- To ensure all children can access a balanced curriculum, differentiated where appropriate
- To ensure that all pupils with SEND are able to fully access the curriculum by providing extra support or additional resources where appropriate and by removing their barriers to learning
- This will be reflected in decision-making but also encouraged through wider opportunities for participation in school life.

Learning Support Provision - A Graduated Approach

All the teachers at Henlow CofE Academy are responsible and accountable for the progress and development of the pupils in their class. It is the class teacher who is responsible for allocating support from teaching assistants to pupils in their class.

All class teachers provide quality teaching to meet the needs of each and every pupil every day. This means that they differentiate or personalise activities for different groups of pupils. This is recorded in their daily planning. Teachers make arrangements designed to overcome any possible barriers to learning and make reasonable adjustments so that all pupils can learn.

In Year 5, pupils who are not making adequate progress in literacy (any pupil with a reading age below 9) are offered a reading intervention, Read Write Inc.. If they are not making adequate progress in numeracy they work in smaller groups. Pupils may also be invited to social skills groups and lunch time clubs. Additional access to technology may be needed by some pupils (e.g. modified equipment or recording devices).

The progress that all children make is monitored each term. For a small number of pupils who have “significantly greater difficulty in learning” and for whom previous interventions may still not be enough to ensure adequate progress, as the Code of Practice indicates. At this point, a young person is considered to have a special educational need.

Sometimes outside agencies are consulted for advice on how best to support a pupil's needs. The school works with a number of services including:

- Educational Psychologists
- Speech and Language Therapists
- SPLD
- CAMHs
- ASD Advisory Teachers
- School Nursing Team/ NHS Staff e.g. Paediatricians, Occupational Therapists etc.
- Children's Services
- Family Worker
- ADHD Behavioural Nurse
- Visual Impairment Team
- Hearing Impairment Team

While the vast majority of learners will have their needs met by the graduated response described above, occasionally a pupil may require assessment to determine whether it is necessary for the Local Authority to make provision in accordance with an Education and Health Care Plan (EHCP). This is a legal document that records a young person's needs, both educational and health, and suggests intended outcomes to be worked towards. EHCPs are reviewed yearly.

Personnel

The SENDCo will coordinate day to day SEND provision while the SEND Governor and The Senior Leadership Team will monitor the policy and provision on behalf of the Governors. The name of the current SEND Governor can be obtained from the SENDCo. The Learning Support team comprises:

- SENDCo - Mrs Sue Jones
- Deputy SENDCo - Mrs Niki Robson
- Intervention Lead - Mrs Faye Carrington
- 21 Teaching Assistants

The SENDCo will be the overall line manager of the SEND department.

Admission

Henlow Church of England Academy is an all-ability Middle School deemed secondary, the admissions policy of which conforms to the National Admissions Framework. For more information see the Admission Policy. The school will do its best to ensure that the necessary provisions and preparations are made prior (where possible) to the start of the child's school year. The child will be closely monitored from the start of the new school year to ensure that all the appropriate provisions are in place.

Curriculum

The curriculum entitlement for all children will be exactly the same, irrespective of ability or disability, unless other arrangements are agreed under provision for disapplication or modification.

Identification, Assessment and Provision

The SENDCo will produce a provisional register of pupils with potential special educational needs before they arrive at Henlow Church of England Academy, by contacting feeder schools for information. The provisional SEND Register will be published to school staff. For each pupil on the SEND register the SENDCo will produce a Personal Provision Plan (PPP); these provide information to staff and are pupil focused.

Stages of Support

SEND Support (K): a pupil who is identified as needing additional support, this is provided mainly within the classroom; some pupils may be timetabled for additional support. The subject teacher will provide work matched to the needs and abilities of all the pupils in the class. The SENDCo will deploy resources from the learning support team as appropriate to the needs.

Education Health and Care plan (E): following Statutory Assessment, an EHC Plan may be provided by Central Bedfordshire Council, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school and parents will be involved in developing and producing the plan. In addition to the support detailed in the plan, pupils also receive the support outlined at Stage K. The Education Health Care plan is reviewed at least once a year.

Assessment

Assessment of a child's special needs will be undertaken jointly by the SENDCo, and other SEND staff as decided by the SENDCo, using some, or all, of the following: Information and data from the child's previous school(s), parents, subject teachers, Learning Support staff, outside agencies, National Curriculum data at Key Stage 1 and 2, Cognitive ability test data, school screening tests. Such information will be collected and used regularly by the SENDCo for the following purposes:

- The monitoring of progress of pupils on the SEND Register
- To provide appropriate and necessary support to pupils
- The writing, review and update of pupil personal provision plan
- Accountability to the Senior Leadership Team and the Governors.

Advice

The SENDCo will provide advice, as required, for example

- to teachers considering curriculum differentiation, modification or disapplication
- to the Senior Leadership Team concerning the appropriate curriculum provision for pupils with SEND
- to the Senior Leadership Team and the Governors concerning the appropriate level of resources and staffing to address the needs of pupils with SEND.

Role Specifications

Subject Teachers will:

- make themselves familiar with the needs of pupils who have been placed on the SEND Register
- match the tasks for pupils to their ability and their needs
- assess, record and report progress in a way that provides information that assists the production, review and of personal provision plans.
- notify the SENDCo of any concerns that might lead to placing a pupil

on the SEND Register

- when supported by a Teaching Assistant, inform the Teaching Assistant in advance of the lesson, of the objectives, context, methods and outcomes of that lesson or series of lessons
- liaise with SENDCo or Deputy SENDCo regarding work that requires specialist modification in advance of the lesson
- involve the Teaching Assistant with the class in such a way that the pupils regard them as fellow professionals of the teaching personnel and working with them as a team.

Teaching Assistants will:

- undergo a period of induction training when first appointed
- undertake continuing programme of training and development while employed
- support within the classroom as agreed by the teacher and the SENDCo and outlined in the 'Teaching Assistant Handbook'.
- where appropriate and necessary, adapt or modify the tasks set by the teacher to the needs of individual pupils on the SEND Register
- monitor pupil progress towards outcomes on Provision Map and report to the subject teacher, SENDCo and Deputy SENDCo as required
- attend Learning Support team meetings, as contracted
- keep records to inform personal provision plans and EHCp reviews as required by SENDCo and Deputy SENDCo

The SENDCo, with the support of the Senior Leadership Team will be responsible for the day-to-day operation of the school's SEND policy and will:

- liaise with and advise all teachers, including contributing to the professional development of all staff concerned with SEND
- advise and support all teachers concerning differentiation of the National Curriculum
- liaise with pastoral personnel where pupils needs require joint strategies
- coordinate resources and provision for children with SEND
- construct a timetable for SEND support
- maintain the school's SEND Register and ensure proper record keeping for all pupils with SEND including the construction of pupil Profiles
- liaise with, and support, parents of pupils with SEND and give them advice as appropriate
- oversee the management of the Learning Support team and be responsible for their professional development
- ensure proper liaison between teaching staff and the teaching assistants, to clarify roles, expectations and to identify where support for colleagues is necessary
- ensure that the teaching assistants are fully integrated into the life of the school by providing them with information and consulting with them as needed
- ensure that knowledge of the full range of educational special needs is acquired and disseminated
- oversee all statutory procedures relating to Statements and

- Education, Health Care Plans and the annual reviews
- ensure the smooth transition of pupils with SEND through liaison with pastoral staff and feeder schools
- liaise with external agencies including the Educational Psychology Service and other support agencies, medical and social services, voluntary bodies and others as needed
- monitor the progress of pupils with SEND by systematic collection and analysis of relevant data
- liaise with the SEND Governor, advise the Senior Leadership Team, Heads of Year/Department and the Governors on matters concerning SEND, as needed
- negotiate a SEND budget and monitor income and expenditure in co-operation with the Senior Leadership Team
- monitor national developments in SEND and respond accordingly
- support cross curricular developments literacy, numeracy, teaching and learning styles
- develop programmes of effective diagnostic assessment
- ensure that SEND issues are reflected in all school policies and practices.

The SEND Governor will:

- become familiar with the procedures and arrangements laid down in the SEND policy
- be involved in SEND Policy review and development
- be aware of the number of pupils on the SEND Register
- be a channel of communication between the school and the Governors
- monitor SEND provision on behalf of the Governors
- report back regularly to the Governors
- assist the Governors in evaluating the strengths and weaknesses of the SEND system within the School
- make sure there are mechanisms to keep parents informed
- make representations on behalf of the Governors (with its agreement) to the Local Education Authority.

Partnership

The SENDCo will ensure that all teaching and support personnel are kept informed of all the necessary information concerning the special needs of pupils in the School. He or she will also ensure that staff know of relevant developments in regard of SEND within the Local Education Authority and nationally. The SENDCo will undertake the necessary professional development himself or herself and will make provision for the continuing professional development of the Learning Support team through activities funded by the School's SEND budget. This will include the induction of new staff and the improvement of the knowledge and skills of existing staff. The SENDCo will liaise with Heads of Year and the Senior Leadership Team. He or she will also work closely with the School Psychological Service to ensure that the work with the allocated Educational Psychologist is managed efficiently to maximise the benefit for the pupils. The SENDCo will work with other external organisations and agencies as needed. Such agencies will typically include – Physical and Sensory Impairment, Integrated Services for Learning -

Communication Disorders Team, Educational Team for medical absence, NHS – Speech and Language Service, Occupational Therapy Service, the Physiotherapy Service, Social Services and Child and Adolescent Mental Health Service. The SENDCo will work closely with parents on all issues and SEND will be no exception. Parents will be involved at all stages in the SEND partnership. Parents will be fully involved in the statutory procedures related to Statement of Special Educational Need and Education Health Care Plans; parents will be able to discuss concerns with the SENDCo at times of mutual convenience.

Monitoring of Policy

The effectiveness of the School's SEND policy and provision will be monitored by the governor for SEND on behalf of the governors. The SEND governor will liaise with the SENDCo for SEND on SEND issues; the SEND governor will also report to the other governors regularly. In addition, day-to-day monitoring will be achieved through the School self evaluation system.

Complaints

The School will operate a staged approach to complaints concerning SEND, as advised by the Local Authority. Most issues can, and will, be resolved by informal discussion between the home and the school. If a parent or child has a concern about any aspect of SEND they should ask for a meeting with the form teacher and subject teacher concerned to discuss it. The SENDCo should be kept informed or invited to the meeting. If the meeting does not resolve the concern, then it should be referred to the SENDCo, who will investigate the issue and report back to the parent or child. If the SENDCo is not able to resolve the issue, then it should be referred to the Headteacher, who will investigate and report back.

If this fails to resolve the matter, then a complaint should be put in writing to the Chair of Governors who will investigate the complaint. At this stage, the complaint is defined as 'formal'. The Chair of Governors will report back to the parent or child. If this fails to resolve the problem, the parent or child should then complain in writing to the Local Appeals Service at Central Bedfordshire Council.

Summary

Henlow Church of England Academy has developed a credible tradition of work in the SEND area and SEND has high priority within the School. This will continue and the School as a whole will seek to develop provision yet further, within the constraints set by resources. In particular, the SENDCo and the Learning Support team will take a lead in this process of improvement and the Governors will support them in this work and will seek, where possible, to increase the resources available for the support of pupils with SEND. This policy should be read in conjunction with the School's Equality Policy, Behaviour for Learning Policy, Admission Policy, Anti-Bullying Policy and the Local Offer. The policy will be reviewed annually.