

Special Educational Needs Policy

Policy Code:	TL6
Policy Start Date:	September 2017
Policy Review Date:	September 2018

Please read this policy in conjunction with the policies and other documents listed below:

- SEN Information Report
- SW6 Safeguarding and Child Protection
- TL1 Access to Fair Assessment Policy
- HR8 Equal Opportunities and Diversity Policy
- SW1 Intimate Care Policy
- HS4 Health and Safety Policy
- Accessibility Plan
- HS2 Medical Treatment Policy
- Admission Policy and Admission arrangements for each Academy
- SW9 Parental Communications and Complaints Policy
- SW4 Student Behaviour and Discipline Policy
- TL7 Teaching and Learning Policy
- Academy based Working Practice Document
- Equality Act 2010
- Children and Families Act 2014
- SEN Code of Practice 2015

This policy outlines The Priory Federation of Academies Trust Special Educational Needs and Disability (SEND) provision and should be read alongside each Academy's individual working practices document.

1. Beliefs and Values

The Priory Federation of Academies Trust (The Trust) supports and values the abilities of all our pupils. It is our duty to provide equal opportunities for every pupil in our care and a safe and fully equipped learning environment which caters to the needs of every pupil as an individual. We are committed to inclusion in all aspects of academy life.

2. Aims and Objectives

Aims:

The Trust's guiding principle is one of inclusion. Our aims are 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.
- 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.
- Ensure all pupils access a balanced curriculum, differentiated where appropriate.
- 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.
- Make a successful transition into adulthood, whether into employment, further or higher education or training.

Objectives:

Our objectives are to:

- **Identify the needs of pupils with SEND as early as possible.** This is most effectively done by gathering information from parents/carers, pupils, education, including feeder schools, and health and social care services as appropriate. Regular tracking of pupil data will also highlight areas of concern that might lead to a criteria led identification of SEND.
- **Make appropriate provision to overcome all barriers to learning.** Provision will be carefully monitored and regularly reviewed in order to ensure that individual targets are met and any gap is closed. Pupils are given the opportunity

to develop, learn, participate and achieve the best possible outcomes irrespective of whether it is through reasonable adjustments for a disabled pupil or special educational provision for a pupil with SEND.

- **Create a learning environment where pupils feel confident to voice their opinions in relation to their individual needs.** This necessitates regular dialogue between pupils, their teachers and SENCO. Pupil voice and active participation will be encouraged at every opportunity.
- **Work with parents/carers** in effective partnership to gain a better understanding of their child, and fully involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices, providing regular reports on their child's progress and sharing information regarding the provision within each Academy and the effectiveness of the SEND Policy.
- **Work with specialist services** when the pupils' needs cannot be met by the Academy alone. Each Academy has strong working relationships with external specialist services. This provision will be carefully monitored and regularly reviewed in order to ensure that individual needs are being met and all pupils' needs are catered for. The following services will be involved as appropriate:
 - Education Psychology Service
 - Specialist Teaching Team (STT)
 - Speech and Language Service
 - Working Together Team
 - Specialist Outreach Services
 - Child and Adolescent Mental Health Services (CAMHS)
 - Health – Community Paediatrician and the School Nursing Team
 - Children's Services
 - Family CentreFurther services are listed in the SEN Information Report outlined on each Academy's website.

3. Responsibility for the coordination of SEND provision

In line with the SEND Code of Practice, each Academy has a SENCO responsible for the coordination of the academy's support for students with SEND. Specific details are outlined on each Academy website within the SEN Information Report. The SENCO will report back annually to the Trust.

Within the Trust the SEN Governance is under the responsibility of Mr F Knowles, and typically is dealt with by the Trust's Education and Standards Committee. Each local governing body has a governor with responsibility for SEND in that academy.

4. Arrangements for coordinating SEN provision

The SENCO within each Academy will hold details of all pupils identified as having SEND.

All staff have access via Sharepoint to:

- The Trust's SEND Policy.
- A Copy of each Academy's SEND Register, these are updated on a termly basis.
- Academy Working Practices Document show process and pathways for SEND pupils within each setting.
- Information on individual pupils' special educational needs, including provision mapping and Individual Profiles.
- Practical advice, teaching strategies, and information about types of SEND including IDP materials etc.
- Updated information on current legislation (policy into practice) and SEND provision.
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This information is made accessible to all staff, parents and pupils in the Academy SEN Information Report and in the Family Directory. In this way, every staff member, parent and pupil will have complete and up-to-date information regarding SEND provision which will enable us to work towards the best possible outcome for the individual needs of all pupils.

5. Admission arrangements

The Trust believes that their admissions criteria should not discriminate against any student with SEND. It has due regard for the statutory requirements advocated in the SEND Code of Practice and is in accordance with the national legislation, including the Equality Act 2010.

The Trust recognises The School Admissions Code of Practice requires children and young people with SEND to be treated fairly. Admissions authorities:

- **must** consider applications from parents of children who have SEND but do not have a Statement/EHC plan on the basis of the school's published admissions criteria as part of normal admissions procedures
- **must not** refuse to admit a child who has SEND but does not have an Statement/EHC plan because they do not feel able to cater for those needs
- **must not** refuse to admit a child on the grounds that they do not have an Statement/EHC plan

The Trust also acknowledges The Equality Act 2010 which prohibits schools from discriminating against disabled children and young people in respect of admissions for a reason related to their disability.

Transitional meetings are held, for example from early years to primary education, primary to secondary, secondary to further education and in preparing for adult life.

All relevant paperwork is passed to the SENCO by the previous feeder school and or the Local Authority. Pupils transferring to each Academy have opportunities to visit and experience sample induction days and a variety of classes before they transfer in September. A transition meeting is held in order to discuss the necessary arrangements to be made as well as any other important information relating to that pupil's needs. Where necessary the SENCO will arrange further meetings with relevant staff to discuss specific pupil needs at each stage of transition. If relevant information is not available through the normal channels, Academy SENCOs will do all they can to obtain it by other means.

6. Facilities for pupils with SEND

There is a range of specialist provision available across the Trust including:

- Sensory rooms
- Swimming pool and fitness suite used for physiotherapy provision
- Designated areas for individual and small group work
- ICT facilities with relevant hardware and software linked to the intervention provision

Each Academy has a designated team of staff to oversee pastoral requirements for all pupils including those with SEND.

Each Academy recognises the importance of ensuring each environment is accessible to all pupils including those with SEND. The information listed below may be considered when making reasonable adjustments:

- Physical environments (lifts, lighting, wheelchair access, dedicated disabled parking places etc)
- Assistive technology e.g. use of specialist IT equipment
- Increased access to the curriculum and assistance during examinations
- Transport requirements

7. Allocation of Resources for Pupils with SEND

The SENCO will identify areas of pupil need and make appropriate provision in terms of staffing and resources. The resources within each setting are clearly outlined on each Academy's Provision Map. These are reviewed through progress meetings, quality assurance module checks, through external agency support, through meetings with parents/carers and the pupil. The Provision Maps are monitored and reviewed to ensure that any intervention is effective and ensures value for money.

8. Identifying Special Educational Needs

A pupil has SEND where their learning difficulty or disability calls for special educational provision matched specifically to the pupil's identified SEN. Pupils' SEN are generally thought of in the following broad areas of need and support:

- **Communication and Interaction**
- **Cognition and Learning**
- **Social, Emotional and Mental Health**
- **Sensory and/or Physical Needs**

The identification of pupils SEN is built into the overall approach to monitoring their progress and development. The purpose of identification is to work out what action needs to be taken to provide the necessary support and not to fit a pupil into a category. Each Academy considers the needs of the whole child.

Other circumstances may also impact on progress and attainment including such issues as health, welfare and attendance. A diagnosis of a need does not necessarily mean that a pupil has SEN and will require SEN provision. Pupils with behavioural needs, English as an Additional Language, slow progress or have low attainment may not necessarily have SEN. However, additional information and appropriate assessments may be carried out and strategies implemented accordingly.

9. High Quality Teaching

Special educational provision is underpinned by high quality teaching. Pupils who do not make the expected progress and fall outside the expected levels of attainment will be carefully monitored. The pupil's teacher will take appropriate steps to provide differentiated and personalised learning opportunities that will aid the pupil's individual academic progress.

Once a pupil has been identified as *possibly* having SEN they will be closely monitored by staff in order to gauge their level of learning and possible difficulties. This will be monitored closely and may include; progress meetings, learning walks, work sampling, moderation of assessment and discussion with colleagues. The SENCO will be consulted as needed for support and advice and may wish to observe the pupil in class.

Parents/carers will be informed fully at every stage of their child's development and the circumstances under which they are being monitored. They are actively encouraged to be full partners and share information and knowledge within each Academy. Pupils recently removed from the SEND Register will be closely monitored so that the expected levels continue to be attained.

Where a pupil is identified as having SEND, the single category of SEN support will be used. Each Academy will use their 'best endeavours' to ensure special educational provision is made for those you need it. A graduated approach involving a four-part

cycle of Assess, Plan, Do and Review will be implemented. Information incorporating useful strategies and reasonable adjustments will be recorded on the Individual Profile and parents are informed and consulted at every stage.

Each Academy will make every effort to ensure that advice from the external specialist services is put into practice as swiftly as possible and will keep in regular contact with specialist services and parents/carers regarding progress and targets met. External input can involve support and intervention, for example through specialist teaching or therapy. Each Academy will coordinate this and, with the external professional, monitor, review and evaluate the effectiveness of interventions.

Moving from Statements to Education, Health and Care Plans

Statements of special educational needs are being replaced with a single Education, Health and Care (EHC) plan for children and young people with complex needs. The EHC plan will place much more emphasis on personal goals and will describe the support the child will receive while they are in education or training. Personal budgets are also being introduced to accompany this plan to give parents/carers more control over the support parents and the child receive. The amount given, and how it can be spent, is something that is agreed with the Local Authority.

A pupil who already has a Statement will be transferred to an EHC plan within a set time frame. The transfer will occur around transition points in a pupil's education such as when they move from Primary to Secondary School. The Local Authority will lead on the transition process.

Referral for Education, Health and Care (EHC) Needs Assessment

The majority of pupils with SEND will have their needs met within mainstream provision. However, some pupils require an EHC Needs Assessment. Parents/carers, medical practitioners and educational establishments work together to make such requests. At this point the Local Authority needs to consider that each Academy has taken every step possible to support the pupil and determine that it is likely that the pupil will need additional resourcing. The SENCO is responsible for any referral agreed at a review meeting.

Education, Health and Care plan [EHC]

In some cases a pupil may require an EHC needs assessment in order for the Local Authority to decide whether it is necessary for them to make provision in accordance with an EHC plan. Parents/carers have the right to appeal against the decision. The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

Once an EHC plan is issued, it must be noted that this is a legal document and the Academy will be required to deliver and review annually the outcomes. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

10. Access to the Curriculum, Information and Specialist Services

Pupils with SEN will be given access to the curriculum through the specialist SEND provision within each Academy. Every effort will be made to educate pupils with SEND alongside their peers in a mainstream classroom setting. Where this is not possible, the SENCO will consult with the child's parents and associated parties so that 'reasonable adjustments' as required by Equality Act 2010 can be made. The curriculum is regularly reviewed by each Academy together with the SENCO to ensure that it is accessible to pupils of all levels and abilities, and supports the learning and progress of each individual pupil.

Each Academy aims to ensure that all resources and SEN provisions are being used effectively within each setting in order to support the curriculum and enable pupils to reach their full potential. Each Academy implements this by:

- Keeping staff fully informed of pupils with SEND including sharing progress reports, medical reports and teacher feedback.
- Providing regular training and learning opportunities for staff in all departments on the subject of SEN. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEND.
- Making use of all class facilities and space available.
- Using in-class provision and support effectively to ensure that the curriculum is differentiated.
- Making sure that individual or group work is available where it is felt that pupils would benefit from this.
- Offering group teaching outside the classroom. Any decision to offer group teaching outside the classroom will involve the SENCO in providing a rationale and focus on flexible teaching. Parents will be made aware of any circumstances in which changes have been made.
- Setting appropriate work which will motivate the pupils to achieve the best of their ability and celebrating achievements at all levels.

11. Medical Conditions

Pupils with medical conditions are supported so that they have full access to education, including school trips and Physical Education, through the Trust's Medical Treatment Policy. Some pupils with medical conditions may be disabled and where this is the case each Academy will comply with its duties under the Equality Act 2010.

Some pupils may also have SEND and may have a Statement or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

Each Academy makes arrangements to support pupils with medical conditions. Individual healthcare plans specify the type and level of support required to meet the medical needs of such pupils. Where pupils also have SEND, their provision is planned and delivered in a co-ordinated way with the healthcare plan and Individual Profile.

12. Equality and Inclusion of Pupils with SEND

The relevant SENCO oversees the Trust's policy for inclusion and is responsible for ensuring that it is implemented effectively throughout each Academy.

The Trust adopts a 'whole school approach' to special educational needs. Acknowledging that every teacher is a teacher of every child including those with SEND, staff recognise the need for 'reasonable adjustments' to ensure inclusion of all pupils including those with a wide range of SEND. We are committed to ensuring that pupils with SEND can fulfil their potential and achieve optimal educational outcomes.

We aim to maximise opportunities for participation and achievement within each Academy by:

- Providing a balanced curriculum for all pupils both in and outside of the classroom, including social interaction at break and lunch times.
- Extending the curriculum to extracurricular activities; trips and residential visits.
- Practising teaching methods that suit the needs of individual pupils.
- Promoting an inclusive ethos throughout each Academy and encouraging social responsibility and understanding amongst all our pupils.

13. Evaluating the Success of Provision

In order to evaluate progress in relation to SEND provision, each Academy captures and values feedback from pupils, parents and staff throughout the year. There is an annual formal evaluation of the effectiveness of the SEN provision and policy. The evaluation is carried out by the SENCO and in consultation with the Senior Leadership Team in each Academy.

14. In-Service Training

We recognise the need to train *all* our staff on SEND information. The SENCO, with the Senior Leadership Team, ensures that training opportunities are matched to Academy development priorities. Training opportunities are disseminated in line with the Code of Practice recommendations (general awareness, enhanced training and

specialist training). The SENCO attends relevant SEN courses and facilitates/signposts relevant SEN focused external training opportunities for all staff.

15. Working in Partnerships with Parents

A respectful and trusting partnership with parents/carers plays a key role in enabling pupils with SEND to achieve their potential. To this end, we recognise that parents/carers hold key information and have knowledge and experience to contribute to the shared view of a pupil's needs and the best way of supporting them.

In line with the Code of Practice, parents are kept up to date with their child's progress through progress reports, module data, parent's evenings, review meetings and written reports issued at specific times relevant to each year group.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. Each Academy SENCO can signpost parents to their SEN Information Report for specific information. Impartial advice and guidance is also available from the Local Authorities Family Service Directory which includes their Local Offer and the Information Advice and Support service. If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend any meetings with external specialist services regarding their child.

16. Complaints Procedure

In line with The Trust's procedures, if a parent/carer has concern or complaint that has not been resolved, they should in the first instance contact the SENCO at the respective Academy. If this matter is not resolved satisfactorily the Head of the Academy should be notified.

If the concern is not resolved, parents/carers have the right to pursue the issue by following procedures outlined in the Parental Communications and Complaints Policy which is in line with the DfE recommendations.

Copies of any records of meetings should be given to the employee concerned, although in certain circumstances some information may be withheld, e.g. to protect a witness.

17 Policy change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust Special Educational Needs Policy

This Policy has been approved by the Education and Standards Committee Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff