

COGNITA
TEACHING EXCELLENCE



AKELEY WOOD
SCHOOL

Special Educational Needs and Disability Policy

September 2017

1.0 Definition of Special Educational Needs and Disability (SEND)

1.1 'A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Children and young people who have SEND may also have a disability under the Equality Act 2010 – that is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.' (Code of Practice)

2.0 Legislation and regulation

2.1 This policy has regard to:

- The Equality Act 2010;
- The Children and Families Act 2014;
- SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015) (DFE); and
- The Data Protection Act 1998.

3.0 Principles underlying practice

3.1 The Code of Practice describes the principles that should be observed by all professionals working with children and young people who have SEN and/or disabilities. The school aims to:

- Focus on inclusive practices and removing barriers to learning;
- Identify early the special educational needs of young people;
- Make high quality provision to meet the needs of young people and to ensure equality of opportunity;
- Take into account the views of young people and their families;
- Enable young people and their parents to participate in decision-making;
- Collaborate with partners in education, health and social care where appropriate;
- Ensure that appropriate resources are available for pupils with temporary or long-term special needs; and
- Provide support for teachers to meet the learning needs of all pupils.

3.2 The school takes a sympathetic and professional whole-school approach to pupils with SEND.

3.3 Pupils with SEND are the shared responsibility of all staff. All staff are expected to have an understanding and awareness of the impact of specific learning profiles on teaching and learning.

3.4 To ensure the needs of pupils with SEND are addressed, the Learning Support Team will:

- Identify and assess pupils with SEND, and where necessary, refer for further assessment by other professionals such as Educational Psychologists, Specialist Teachers and Therapists;
- Develop and monitor support measures where a need is identified;
- Develop and update the SEND Register and ensure that these are circulated amongst teaching staff;
- Work in close liaison with teaching staff to ensure confidential communication on learning needs and progress of pupils;
- Teach pupils according to their specific needs, recognising their particular strengths and learning needs to promote achievement of their academic potential;
- Communicate effectively with parents/guardians on the learning needs of pupils and provide a Learning Plan for those pupils on the Learning Support Register and ensure that these are circulated to the staff of specific pupils; and
- Collate evidence to support applications for additional funding and access arrangements in examinations.

4.0 Identifying special educational needs

- 4.1 Early identification of pupils’ needs is the key to unlocking the potential of pupils who may have special educational needs. We adopt a graduated approach to ensure that pupils who do not develop age appropriate knowledge and skills, or who fall behind their peers, are identified as early as possible.
- 4.2 In attempts to understand the learning needs of pupils, we apply the four broad categories of need as set out in the SEN and Disability Code of Practice:

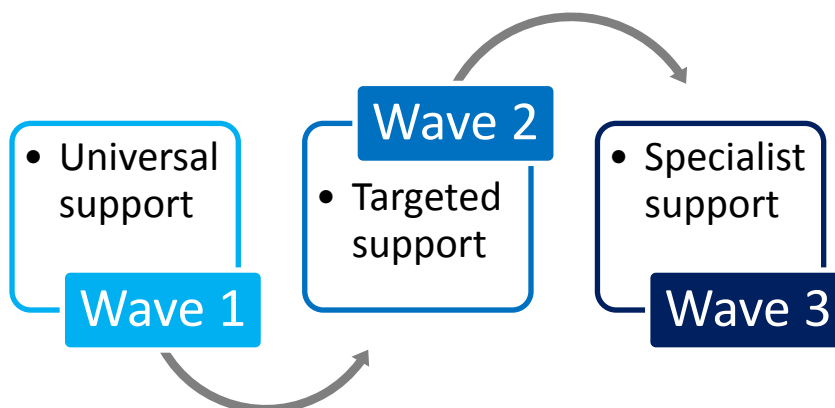
Communication and interaction needs	Cognition and learning needs	Social, emotional and mental health needs	Sensory and/or physical needs
Students who experience difficulty with speech, language and communication.	Students who learn at a slower pace than their peers, or who have difficulties acquiring skills in a specific area such as literacy. This includes students with moderate learning difficulties and severe learning difficulties, requiring support in all areas of the curriculum and participation in school life in general.	Students’ needs may be manifested in different ways, such as becoming withdrawn or displaying challenging behaviour. These may include being disruptive or self-harming. Students who have difficulty paying attention, or forming attachments with adults also fall into this category.	Students who require special educational provision because they have a disability that prevents them from accessing the educational facilities that are generally available.

5.0 Early Years

- 5.1 This policy applies to children in the early years.

6.0 Categorisation of students

- 6.1 We use a simple categorisation of students which helps provide a consistent and understood language:



Wave 1 Universal Support	Wave 2 Targeted Support	Wave 3 Specialist Support
<p>It is our firm belief that pupils' needs are best met in the classroom and that, therefore, every teacher is responsible and accountable for the progress and development of all pupils they teach, including those with SEND. At this universal level, we train teachers to deliver high quality teaching, differentiated for individual pupils. We review the progress of all pupils at least three times per year and make rapid adjustments to support strategies and, where necessary, teachers' understanding of the needs of individual pupils they teach. In addition, we talk to students and their parents to gain as full an understanding of their learning needs as possible.</p>	<p>We provide targeted support when we consider it appropriate to make additional short term special educational provision to remove or reduce any obstacle to a pupil's learning, or to help them catch up when termly data analysis shows they have fallen behind their peers. Such specific, targeted one to one or small group interventions may be run outside the classroom, and limited to a number of weeks to minimise disruption to the regular curriculum.</p>	<p>We provide specialist support when we consider it necessary to seek specialist advice and/or regular long term support from a specialist professional outside the academy in order to plan for the best possible learning outcomes for those pupils who fail to make progress in spite of high quality teaching and targeted intervention. This may include assessment and/or support from: an Educational Psychologist, an Assistant Educational Psychologist, a Speech and Language Therapist, Specialist Dyslexia Teacher, Specialist Sensory Advisory Teachers (for students with hearing or visual impairments); an Occupational Therapist; a Physiotherapist; a Therapeutic Learning Mentor; an Arts Psychotherapist; a Psychotherapist or a Counsellor. This is not an exhaustive list.</p>

7.0 The graduated approach

7.1 The school's approach to identifying and supporting SEN is informed by the SEN Code of Practice 2015, which recommends a graduated response to pupils who may be underachieving, based on a continuous process of assessment, planning and review. The school will make reasonable adjustments to remove barriers to learning or to increase access to all aspects of school life, including academic and extra-curricular activities.

7.2 The first response to existing SEN or possible SEN is High Quality teaching in subject lessons, using differentiated teaching strategies to target specific difficulties. Teachers use data that has been collected by the school and any available information regarding existing SEN to gain a full understanding of progress and individual needs. Sources of information might include:

- Standardised tests, e.g. GL Assessment, NFER, CAT, MIDYIS, YELLIS, ALIS;
- Educational Psychologist (EP) or Specialist Teacher reports;
- Information from previous schools for new pupils;
- Discussions with parents;
- Observations in lessons;
- In-class assessments; and
- Discussions with Learning Support Team.

- 7.3 Subject teachers will implement strategies in response to the picture of need and then review outcomes within a reasonable time frame. Where pupils have not made progress despite this approach the cycle will begin again but may incorporate further specific interventions such as:
- Additional assessment by the Learning Support Team;
 - Targeted one-to-one or small group lessons with a specialist in the Learning Support Team to help with literacy, comprehension, study skills, writing skills, or revision techniques;
 - Mentoring sessions; and
 - The Learning Support Team may observe lessons and offer advice regarding additional strategies in subject lessons.
- 7.4 Once again, the pupil's progress will be reviewed following these specific interventions and if the desired progress has not been made, the level of support may increase to include liaison with outside agencies such as:
- Education or Clinical Psychologist, or Psychiatric Assessment;
 - Full Specialist Teacher assessment;
 - CAMHS involvement;
 - EHCP request; and/or
 - GP review.
- 7.5 Using all the information gathered at this stage, the process of applying new strategies and reviewing progress will continue.

8.0 Responsibility for SEN

- 8.1 The SEND Code of Practice makes explicit that, 'Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff'. All subject staff are required to be aware of a pupil's specific needs and be prepared to differentiate work appropriately with particular regard to the advice included in the Personalised Learning Plan. The Learning Support Team works closely with pupils and parents when reviewing targets and assessing effectiveness of strategies/interventions. In cases where there is a complex need (including pupils who have an Education Health and Care Plan), reviews may need to include outside agencies/specialists.

9.0 Managing learning for pupils on the SEND Register

- 9.1 At Akeley Wood we have due regard for the guidance in the Code of Practice which accompanies the Equality Act 2010. The names of students who have been identified as having a special educational need or disability are entered onto an SEND Register. In addition to the SEN register, here a student is identified as making less than expected progress the student is placed on tracked. This arrangement seeks to highlight the need for teacher action.

9.2 Different and Additional Provision

a) Tracked Student

This approach starts with the class teacher using differentiation strategies to meet the individual needs of students. A student is placed on alert if staff have any concerns about them but are currently able to manage their learning within the classroom through group work and differentiated activities. It is imperative that the parents are informed by the class/tutor teacher about concerns at the same time/before the SENCO is informed.

With parental permission, a SEND Referral should be filled in by the class teacher, subject teachers or any adults involved with the child on a regular basis. The Record of Concern should be given to the SENCO who will then discuss it with interested parties and decide on appropriate assessment. The class tutor/teacher will then inform the parents of the concerns and ask permission for any assessments that have been deemed advisable.

After assessment has taken place parents must be informed and invited into school to discuss the findings as soon as it is reasonably possible to do so.

b) Supported Student

A student is provided with Study Support if it is felt that staff, in consultation with the SENCO, have identified that the child has special educational needs which require additional support. Interventions are necessary that are additional to or different from those provided as part of the schools usual differentiated curriculum. A SEN Additional Needs Profile is then drawn up by the SENCO in consultation with the class/ form teacher which is reviewed and assessed annually in consultation with the student and parents/carers. Students will also have a Personalised Learning Plan where SMART targets are set. Students will be encouraged to assess their progress and contribute their views. Where significant progress is made the class and support teacher may decide that the child no longer needs Study Support but will be carefully monitored by the teacher whilst still receiving any necessary differentiation. At this time the SENCO, in conjunction with the student and parents/carers, may set targets to ensure that progress is maintained.

During this time the class teacher should continue with differentiated strategies, including using different tasks as well as varied support provision and revised outcomes, adapting these, in consultation with the support teacher and/or SENCO, so that together they meet the child's needs.

c) Bridged Student

A student is supported through the Bridged programme if their SEN requires a higher level in intervention and support and despite receiving an individual programme they continue to make little or no progress. The SENCO works with the class/form teacher to complete forms for referral to outside agencies and the SENCO provides documentation to support the referral. The school encourages parents to consult with specialists and outside agencies and the school then seeks to ensure that there is good liaison between the school's provision and that recommended or provided by the outside agency. Parents/guardians will be asked to fund any assessments that are not covered by the NHS or local authority. Parents will be asked to inform the school of the outcome of assessment. A meeting must be arranged with the parents and interested parties in school to discuss the outcomes.

The class/form teacher, the SENCO and assistant, if there is one, must work closely together to provide a comprehensive support programme for the child, in consultation with the child's parents and taking the child's views into consideration. A SEN Additional Needs Profile is then drawn up by the SENCO in consultation with class teachers which is reviewed and assessed annually in consultation with the student and parents/carers. Students will also have a Personalised Learning Plan where SMART targets are set. Students will be encouraged to assess their progress and contribute their views.

Where a report from an outside consultant has been provided the school must have regard to this guidance for up to three years, after which the report is no longer valid. Either a new report should be obtained or the student's needs should be re-assessed.

Where Bridged intervention proves successful, the child may revert to Supported Programme. Again the views of the student and parents/carers will be taken into account and parents/carers wishes will be respected.

d) Requests for Education, Health Care Plan Assessment

For a very small number of students, the Tutorial Programme may still not adequately support their needs. At this point parents can request an Education, Health Care Plan assessment from the Local Education Authority (LEA), preferably with the support of the teachers and SENCO and following consultation with the Head Teacher. The SENCO, with the advice of the class and other teachers, will fill in all the forms sent by the authority and will liaise with the parents and the authority about assessment criteria.

The school will be asked to provide educational advice about the student, drawing on record keeping for differentiation, progress, achievement and SEN Support. Intervention remains in place during the assessment process.

All those involved with the student must continue to keep detailed records. If possible the SENCO or support teacher will observe the student in the class situation once a term and give written feedback to the class and subject teachers on the needs of the student. These reviews should be discussed with the parents during review meetings.

This may result in an Education, Health Care Plan. A student with an EHC Plan will have their progress reviewed every six months with teachers/SENCO/ parents and annually with outside agencies and the LEA. All those involved with the student must continue to keep detailed records. It is the responsibility of the SENCO to collate these records and to maintain the student's file.

Procedures relating to the SEN register

Records

The SEN provision records are as follows:

Records of Concern are kept by the SENCO and filed in the SEN office in the student's file. Blank copies can be found in the SEN file on the Academic Shared Area of the school server or by applying to the SENCO.

Assessment and progress files are kept by the SENCO and filed in the SEN office in the student's file.

Initial Parent Contact forms are kept by the SENCO and filed in the student's file in the SEN office.

SEN Additional Needs Profile and Personalised Learning Plans are kept by the SENCO. Copies are kept in the student's file. For all years the plans are on the school intranet system and may be downloaded in hard copy form by the class teacher/specialist subject teacher.

School based assessments are stored on the intranet in the LUCID folder titled and noted on plans. It is the responsibility of the class/subject teachers to read any relevant assessments and to put into their class teaching the recommendations that the SENCO has made.

It is the responsibility of the SENCO to draw the attention of the teachers to the assessments.

It is the responsibility of the class/subject teachers/key worker to familiarize themselves with the reports and plans.

Notes regarding meetings with parents will be kept in students' SEN files. Any other records, Educational Psychologist's reports, Speech therapy etc are kept by the SENCO in the SEN office in the students' files.

The register of students with special educational needs is on the staff intranet and all records are updated by the SENCO when appropriate. The SENCO emails all staff drawing their attention to the list a) when it is updated b) at the start of each term.

- 9.3 Additional Needs Profile- reviewed at least annually.
Personalised Learning Plans- reviewed termly for Bridged students and biannually for supported students
EHCP plans reviewed annually as well as additional termly personalised learning plan reviews.
- 9.4 In order to ensure that SEND students are well supported the following people may contribute to meetings and target setting; parents, the student, class teachers, SENCO, Teaching Assistants, medical professionals, educational psychologists and other SEND professionals .

10.0 EHC Plans

- 10.1 Where a child has an Education Health and Care Plan (EHCP) it will be reviewed annually, working with the local authority as appropriate. Schools must also make sure that particulars of educational and welfare provision for pupils with EHC plans is made available to parents, parents of prospective pupils and, on request, to the Chief Inspector, Secretary of State or independent inspectorate.

11.0 Recording SEND

11.1 We are required by law to keep a record of those pupils who have been identified as having SEND, and the provision we make for such pupils. For each pupil with SEND, the SENCO will record on the school data management system their broad area/s of need as listed above, as well as a description of any specific areas of need. This will make up the school SEND register. Where a pupil no longer requires the additional provision or support, the entry will be deleted from the SEND register.

12.0 External agencies

12.1 We always work proactively and collaboratively with external agencies.

13.0 Exam concessions

13.1 Exam boards set out the regulations that all schools are required to follow when considering exam concessions. Schools are required to make 'reasonable adjustments' while ensuring that no pupil is given an 'unfair advantage'. The Learning Support Team will assess needs and update the evidence.

14.0 Use of laptops and word processing

14.1 If a report by an Educational Psychologist or other professional, such as an Occupational Therapist, recommends the use of a laptop in class, pupils should aim to type faster than they write and touch typing classes are suggested to support this. If the laptop is part of a normal way of working in lessons then it may be used in examinations.

15.0 Extra time

15.1 In order to qualify for extra time in an examination, the school will adhere to exam board regulations. Alongside specific assessment test outcomes stipulated by exam boards, it is usual practice to demonstrate that the use of additional time is part of a normal way of working in school.

16.0 Transition

16.1 Transition can be challenging for many children, but in particular for those pupils with SEND. The following key principles are adhered to in order to support successful transitions for children with SEND. Transition arrangements are made for pupils needing significant support with SEND matters in collaboration with the family, the receiving school and any outside agencies involved:

- An exchange of effective and meaningful documentation in order to understand prior learning need.
- Head of Learning Support will contact the previous school.

16.2 Where children with SEND leave the school, the SENCO will work cooperatively with the receiving school to provide information about the pupil.

17.0 Management and roles

17.1 All schools have duties under the Equality Act 2010, not only to ensure that 'reasonable adjustments' are made for pupils already attending the school, but also to consider what might be needed to ensure that any future pupils with a disability are not disadvantaged. The Senior Management Team, led by the Head, should regularly review how expertise and resources used to address SEND can be used to build the quality of whole-school provision as part of their approach to school improvement. The SENCO for the school is Mrs Annette Woodruff. To ensure best practice, the SENCO is an experienced, qualified teacher with the following SEN specialist qualifications; Post Graduate National Award for SENCO, Current Member of the British Psychological Society, C certificate of Competence Educational Testing & Certificate in Psychometric Testing, Assessment and Access Arrangements.

17.2 Class and subject teachers

- Responsible for the progress of pupils with SEND.

17.3 The SENCO

- The SENCO has day-to-day responsibility for the operation of the SEND Policy and coordinating provision made for students with SEND.
- The SENCO provides professional guidance to colleagues with the aim of securing high quality teaching for students with SEND, and works closely with students, parents and other professionals to ensure students with SEND receive appropriate support.
- The SENCO plays an important role with the Head and proprietor in determining the strategic development of the SEND Policy and provision within the school in order to raise the achievements of students with SEND.

17.4 In compliance with the Special Educational Needs and Disability Regulations 2014, the SENCO is also responsible for the following:

- In relation to each of the registered pupils who the SENCO considers may have special educational needs, informing a parent/carer of the pupil that this may be the case as soon as is reasonably practicable;
- In relation to each of the registered pupils who have special educational needs:
 - Identifying the pupil's special educational needs, and co-ordinating the making of special educational provision which meets those needs;
 - Monitoring the effectiveness of any special educational provision made;
 - Securing relevant services for the pupil where necessary;
 - Ensuring the records of the pupil's special educational needs and the special educational provision made are maintained and kept up to date;
 - Liaising with and providing information to a parent/carer of the pupil on a regular basis about that pupil's special educational needs and the special educational provision made;
 - Ensuring that, where the pupil transfers to another school or educational institution, educational provision made is conveyed to the appropriate authority or the proprietor of that school or institution;
 - Promoting the pupil's inclusion in the school community and access to the school's curriculum, facilities and extra-curricular activities;
 - Selecting, supervising and training learning support assistants who work with pupils with special educational needs;
 - Advising teachers at the school about differentiated teaching methods appropriate for individual pupils with special educational needs;
 - Contributing to in-service training for teachers at the school to assist them to carry out necessary tasks to meet the needs of pupils with special educational needs; and
 - Preparing and reviewing the information required by law to be published in relation to special educational needs provision.

17.5 The Headteacher

The Headteacher has overall responsibility for the strategic planning and day-to-day delivery of SEND provision.

18.0 **Document retention**

18.1 We are required to keep SEND documents for specified amounts of time in accordance with legislation:

asic file description	Retention period	Action at end of administrative life of the record
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Special educational needs files, reviews and individuals education plans	Date of birth of the pupils + 25 years	Secure disposal
Basic file description	Retention period	Action at end of administrative life of the record
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of birth of the pupils + 25 years (normally retained on the pupil file)	Secure disposal unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Date of birth of the pupils + 25 years (normally retained on the pupil file)	Secure disposal unless the document is subject to a legal hold

18.2 See the School Records Management Policy for advice on Pupil Records.

19.0 Complaints

19.1 All complaints should be dealt with via the school’s agreed Complaint Procedure.

Updated: July 2017
Next Review Date: September 2018



Signed

Mrs Annette Woodruff

SENCO and Head of Learning Support

Special Educational Needs Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (role)	Director of Education
Consultation – May 2017	The following schools were consulted: North Bridge House Senior School, North Bridge House Canonbury School, Downsend Prep School, Kings School, Polam School, British School of Barcelona, Oakfields Montessori School and El Limonar Villamartin. Education Team representative – Marian Harker, QA Officer.

Compliance	
Compliance with	Legislation listed in policy, as amended from time to time
Related documents	Complaint Procedure Policy on Supporting Pupils with Medical Conditions EAL Policy School Records Management Policy

Audience	
Audience	School staff

Document application	
England	Yes
Wales	Yes
Spain	Yes

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