



Special Educational Needs and Disability Policy

Akeley Wood School

Policy Folder: Operations



1 Introduction

The school is committed to the equal treatment of all pupils including those with special educational needs (SEN) and/or disabilities, collectively (SEND). This policy works towards eliminating disadvantages for such pupils by:

- using best endeavours to ensure that all pupils (including those with medical conditions) get the support needed in order to access the school's educational provision;
- not treating disabled pupils less favourably than their peers;
- making reasonable adjustments so that disabled pupils are not put at a substantial disadvantage in matters of admission and education;
- ensuring that pupils with SEN and/or disabilities engage as fully as practicable in the activities of school alongside pupils who do not have SEN and disabilities; and
- ensuring parents are informed when special educational provision is made for their child and are kept up to date as to their child's progress and development.

1.1 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 of Practice 2015) (DFE) and
- The General Data Protection Regulation 2016 (GDPR)

1.2 This policy should be read in conjunction with the School's Applications and Admissions Policy, Equality and Inclusion Policy and Accessibility Plan.





- 1.3 This policy is available on the school website and also on request from the school office and can be made available in large print or other accessible format, if required.

2 Definition of Special Educational Needs and Disability (SEND)

- 2.1 '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.' (SEND Code of Practice)
- 2.2 In accordance with the Children and Families Act 2014, a child of compulsory school age or a young person has a learning difficulty or disability if they:
 - have a significantly greater difficulty in learning than the majority of children their age;
 - have a disability which either prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or early years providers;
 - are under five years old and would be likely to have such difficulties if special educational provision were not made for them

The expression 'learning difficulty' covers a wide variety of conditions and may include those known as an autistic spectrum condition, dyslexia, dyspraxia, attention deficit (hyperactivity) disorder, semantic processing difficulty and learning problems which result from social, emotional or mental health difficulties. The expression may also include those who have physical disabilities including vision and hearing impairments. Children will not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.



- 2.3 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’. Long term means that it will have lasted or be likely to last for 12 months or more.
- 2.4 ‘Children and young people with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires special educational provision they will also be covered by the SEND definition.’ (SEND Code of Practice)

3 Principles Underlying Practice

- 3.1 The Code of Practice describes the principles that should be observed by all professionals working with children who have SEND. The school aims to:
 - Focus on inclusive practices and removing barriers to learning;
 - Identify early the special educational needs of children;
 - Make high quality provision to meet the needs of children and to ensure equality of opportunity;
 - Take into account the views of children and their families;
 - Enable children 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, making reasonable adjustment to provision to meet such needs.
- 3.2 The school takes a positive and professional whole-school approach to pupils with SEND.
- 3.3 Pupils with SEND are the shared responsibility of all team members. All team members 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, teachers in collaboration with SENDCo and 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 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.

Identification is not a one-off event, but an ongoing process that includes input from teachers, parents, the pupil and where necessary external professionals.

4.2 In attempt 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 (C&I)	Cognition and learning needs (C&L)	Social, emotional and mental health needs (SEMH)	Sensory and/or physical needs (S & P)
Pupils who experience difficulty with speech, language and communication.	Pupils 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.	Pupils' needs may be manifested in different ways, such as becoming withdrawn or displaying challenging behaviour. These may include being disruptive or self-harming. Pupils who have difficulty paying attention or forming attachments with adults also fall into this category.	Pupils who require special educational provision because they have a disability that prevents them from accessing the educational facilities that are generally available.

5 Early Years

5.1 This policy applies to children in the early years. The person with responsibility for SEND in the early years is **Christina Bowles**.

The EYFS statutory framework should be used alongside early identification tools. The SENDCo should collaborate with the child's key person, parents and relevant external professionals to plan necessary support and interventions.





6 Categorisation of Students

- 6.1 We use the four broad areas of need as shown above to categorise pupils on our SEND register, which is simple language and consistent with the SEN Code of Practice (2015). Pupils are identified having a primary need in either C&I, C&L, SEMH, or S & P. Some pupils have more than one need in which secondary needs are categorized.
- 6.2 Pupils are further recorded on our information system, with parental consent, using the following codes:
 - 1) E – Education Health and Care Plan
 - 2) K SEND support* – diagnosed need within one or more of the four broad areas of need
 - 3) K SEND support – no formal diagnosis but identified as having difficulties within one or more of the four broad areas of need

Pupils may receive **Universal, Targeted, or Specialist** support depending on the level of their needs.

- 4) Monitoring

A pupil who presents with emerging concerns relating to learning, behaviour, communication or other developmental areas, may be monitored to determine whether their needs require additional support. Where appropriate, a pupil may be monitored for up to 6 weeks, working to SMART targets that are reviewed in line with the Assess Plan Do Review cycle.

- 5) EAA only – Pupil's do not receive SEND support, they have exam arrangements only.

7 The Graduated Approach





- 7.1 The school's approach to identifying and supporting SEND is informed by the Code of Practice, which recommends a graduated response to pupils who may be underachieving, based on a continuous process of assessment, planning, doing and review (APDR). 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 SEND or possible SEND is **Universal Support - High Quality Teaching** in subject lessons, using the Five a Day adaptive teaching strategies outlined by the Education Endowment Foundation to target specific difficulties. Teachers use data that has been collected by the school and any available information regarding existing SEND to gain a full understanding of progress and individual needs. This is captured on a pupils Learning Plan on provision map and iSAMS. Sources of information might include:
 - Standardised tests
Junior School: (PTE, PTM, CAT4, PASS, Star Reader, NGRT (reading), NGST (spelling), GL assessments)
Senior and Sixth Form: (GL Assessment CAT4, PTE, PTM, Lucid Exact, Lucid Recall, NGRT, NGST, PASS);
 - Information from previous schools for new pupils;
 - Discussions with parents;
 - Observations in lessons;
 - In-class assessments; and
 - Discussions with Learning Support Team.



7.3 **Nursery and Junior School:** Children receiving SEND support have a personalised support plan which outlines their needs, adapted provision and termly SMART targets. Class Teachers meet with parents to review progress every half term (every six weeks). Additional interventions and booster groups may also be put in place to help children to make progress. The SENDCo may work in partnership with parents and external specialists to assess a child's needs. In the Early Years, parents may be referred to their Health Visitor.

Senior School and Sixth Form: Subject teachers will implement high quality teaching strategies for students identified as requiring Universal Support which is reviewed once a term with pupils, parents, Learning Support Assistants, and SENDCo when appropriate. Some pupils progress is continually met by Universal Support. Where pupils have not made progress despite this approach, the APDR cycle will begin again, and pupils receive **Targeted Support** incorporating further specific interventions such as:

- Additional assessment by the Learning Support Team;
- Short (6 weeks) or long term (6 weeks+) targeted in class support, one-to-one support, or small group lessons with a specialist in the Learning Support Team to help with areas identified such as literacy, comprehension, study skills, writing skills, revision techniques, and emotional regulation.
- 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 **Specialist Support** including 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.

8.6 Targeted and Specialist support at Sixth Form will require funding from the local authority and full discussions with parents due to resources available

8 Working with Parents

8.1 To ensure that parents and pupils can be given the most appropriate advice and support, it is important that all relevant information and documentation about any possible special educational need and any history of learning support is shared with the school. Parents must provide the SENDCo with copies of any reports or recommendations concerning the pupil's special educational needs or disability from previous schools or elsewhere. Parents agree to do this when completing the registration form and accepting the terms and conditions of the parent contract. We expect parents to communicate proactively and transparently about their child's needs and work collaboratively with the school to help ensure the school can best support their child as far as reasonably possible.

9 Managing Learning for Pupils on the SEND Register

9.1 Pupils on the SEND register are those who have been identified as having SEND in the four broad area/s of need as outlined in 4.2. They require support different from and additional to peers the same age in order to access the curriculum, make progress, and achieve at the expected level. We manage learning for pupils on the SEND register by:

- Following the graduated approach, starting with Universal Support high-quality teaching strategies which are differentiated for individual pupils. The SEND Code of Practice places the teacher at the centre of the day-to-day responsibility for working with all pupils, including those with Special Educational Needs and being accountable for their progress





- Providing teachers with the training and resources they need to support pupils
- Ensuring pupils have access to a SENDCo and allocation of key worker LSA support
- Developing, implementing, and updating learning plans on provision map which are shared with all teaching team members
- Setting SMART targets on provision map for pupils receiving targeted and specialist support which form part of their learning plan
- Providing pupils with extra targeted interventions, with access to specialized resources and equipment where needed
- Working closely with their parents and carers to ensure that they are supported at home
- Working with external agencies, such as educational psychology or speech and language therapy

- 9.2 We are committed to ensuring that all pupils' SEND is captured and planned for. We do this by putting the pupil's needs and desired outcomes at the centre of our graduated approach. We do this by gathering information from class teachers via round robins, monitoring their progress in class and conducting assessments if necessary
- 9.3 Pupils on the register have learning profiles which are reviewed once a term in collaboration with the pupil, teachers, LSA's, external agencies, parents and SENDCo. This focuses on strategies that will allow the pupil to access the curriculum considering learning needs
- 9.4 Pupils on the SEND register receiving targeted and specialist support have SMART targets which are reviewed once a term





9.5 Pupil learning plans follow the Assess, Plan, Do, Review cycle through which earlier decisions and actions are revisited, refined, and revised with a growing understanding of the pupil's needs. These are reviewed collaboratively once a term.

The review process is a crucial part of the graduated approach and subject teachers are responsible and accountable for reviewing and tracking the progress of all pupils even those with LSA support. Review is sometimes on an informal basis, through marking and feedback opportunities; at other times, it is based on more formal assessments, observations such as round robins and work scrutiny. If a pupil continues to make little or no progress, despite targeted support matched to their needs, the school in liaison with parents will:

- will seek specialist support from external agencies
- will request, where appropriate, a statutory assessment of the pupil's needs

9.6 Parents and carers have a wealth of knowledge about their child's needs and can provide valuable input into the planning process. Parents should be fully aware of the planned support and interventions and, where appropriate, plans should seek parental involvement to reinforce or contribute to progress at home.





10 Education Health Care Plans (EHC Plan)

- 10.1 The needs of the majority of pupils with SEND will be met effectively through the School's SEND support. However, where the child or young person has not made expected progress despite the SEND support in place, parents and the school have the right to ask the Local Authority to make an assessment with a view to drawing up an EHC Plan for their child. Parents are asked to consult with the school before exercising this right. The school will always consult with parents before exercising this right.
- 10.2 Where a child has an EHC Plan it will be normally be reviewed annually, working with the local authority as appropriate.
- 10.3 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.
- 10.4 Where a prospective pupil has an EHC Plan, the School will consult with the parents and the Local Authority (where appropriate) to ensure that the provision specified in the EHC Plan can be delivered by the school. For further information see the School's Applications and Admissions Policy.

11 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 SENDCo 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 External Agencies

- 12.1 We always seek to work proactively and collaboratively with external agencies.

13 Exam Concessions and Extra Time

- 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 with the Exams Officer.
- 13.2 To qualify for extra time in an examination, the school will adhere to exam board and JCQ 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.
- 13.3 Parents should speak with the SENDCo with regard to any application for additional support as soon as reasonably practicable. They will process applications for appropriate examination access in conjunction with other staff, as appropriate.

14 Use of Laptops and Word Processing

- 14.1 The school follows the school word processing policy for laptop use. If the laptop is part of a normal way of working in lessons, then it will normally be available for use in examinations but will be subject to the specific requirements of the relevant examination board. Pupils are expected to meet a speed of typing and will be recommended typing practice at home if they do not meet this





15 Transition

15.1 Transition to a new school or educational setting can be challenging for many children, but in particular for those pupils with SEND. The following key steps are adhered to in order to support successful transitions for children with SEND:

- An exchange of effective and meaningful documentation in order to understand learning needs and support in place;
- The SENDCo will contact the previous school;
- Transition arrangements are made for pupils needing support with SEND matters in collaboration with the family, the receiving school and any outside agencies involved; and
- Where children with SEND leave the school, the SENDCo will work cooperatively with the receiving school to provide appropriate information about the pupil to assist transition.

16 Management and Roles

16.1 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.





- 16.2 The 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.
- 16.3 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 EHC Plan), reviews may need to include outside agencies/specialists.
- 16.4 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 SENDCo for the Junior School is **Christina Bowles** and for the Senior School (including AW6) is **Rebecca Arnold**. To ensure best practice, the SENDCo is an experienced, qualified teacher with relevant specialist qualifications.
- 16.5 **Class and subject teachers**
Class and subject teachers are responsible for the progress of pupils with SEND.
- 16.6 **The SENDCo**
 - The SENDCo has day-to-day responsibility for the operation of the SEND Policy and coordinating provision made for pupils with SEND.
 - The SENDCo provides professional guidance to colleagues with the aim of securing high quality teaching for pupils with SEND, and works closely with pupils, parents, and other professionals to ensure pupils with SEND receive appropriate support.
 - The SENDCo plays a key role with the Head and proprietor in determining the strategic development of the SEND Policy and provision within the school to raise the achievements of pupils with SEND.





16.7 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.





16.8 **The Executive Headteacher and Heads of School**

The Executive Headteacher, supported by the Heads of School have overall responsibility for the strategic planning and day-to-day delivery of SEND provision.

17 **Three Year Accessibility Plan**

17.1 In line with its duty under the Equality Act 2010 the school's three-year Accessibility Plan sets out how the school will:

- increase the extent to which disabled pupils can participate in the school's curriculum;
- improve the physical environment of the school for the purpose of increasing the extent to which disabled pupils can take advantage of education and benefits, facilities or services provided or offered by the school; and
- improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

A copy of the School's Accessibility Plan can be provided upon request by writing to the

SENDCo for the relevant School (Junior or Senior).

18 **Document Retention**

18.1 We are required to keep SEND documents for specified amounts of time in accordance with legislation, please ask us about our Data Retention Policy for specific guidelines.





19 Complaints

- 19.1 The school will listen to any concerns expressed by parents about their child's development and any concerns raised by children themselves. Parents must notify their child's Class Teacher / Form Tutor or SENDCo if their child's progress or behaviour gives cause for concern.
- 19.2 We hope that any difficulty or concern can be sensitively and efficiently handled and resolved informally before it reaches the formal complaints stage.
- 19.3 The School's Complaints Procedure (which apply equally in the EYFS setting) is on our website and sets out how current parents can raise a formal complaint and how the school will handle it.

20 Inability to Meet Need

- 20.1 There may be situations when the pupil's place at the School will not be offered, will be cancelled or withdrawn, where in the professional judgement of the Headteacher (and after consultation with the parents and the pupil (where appropriate) following the consideration of reasonable adjustments, the School is unable to provide adequately for the pupil's needs. Any decision to request withdrawal or require the removal of a pupil will be made as a last resort and in line with the terms of the parent contract.





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