



# Outwood Grange Academies Trust

## SEND POLICY

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<b>Author (name &amp; job title):</b>	Lesley Devine, Executive Director of SEND		
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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note of revisions</b>
V1	Aug 2014		
V2	Sept 2015		Policy Review – no revisions
V3	Sept 2016	T. Allport, SEND Director	Reformatted as a result of: SEND Code of Practice 0 – 25 (Jan 2015) Keeping Children Safe in Education (Sept 2016)
V4	Dec 2017	Lesley Devine / Jane Holmes	Policy Review – no revisions
V5	Jan 2019	Lesley Devine	Section 3: Additional paragraph for review of life skill progress Section 4 Referral for EHCP: A change of wording for funding requests Section 5: Reference to Praising Stars and additional members of staff added Section 7: Amended the Admissions Policy to Local Authority Admissions Policy;

			Added information on Parent Partnership Services Section 11: Added Inclusion Co-ordinator
V6	Jan 2020	Lesley Devine	<p>Changed SENCO to SENDCo throughout</p> <p>Changed child and/or young person to student where appropriate</p> <p>Compliance: Updated to KCSE (Sept 2019)</p> <p>Vision and Principals: Changed LAC to CIC, Added CIN; Assessment changed to Review</p> <p>Section 3: Changed Looked After Child to Child in Care; added English as an Additional Language</p> <p>Section 4 (Assess): Reorganizing of paragraph; Do – child changed to student</p> <p>Referral for EHCP: Second paragraph reworded</p> <p>Section 5: Removal of staff job roles</p> <p>Section 7: Special Education Provision changed to SEND</p>

## **COMPLIANCE**

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disability (SEND) Code of Practice 0 – 25 (Jan 2015) and has been written with reference to the following guidance and documents:

- The Equality Act 2010
- SEND Code of Practice 0 – 25 years (Jan 2015)
- Schools SEND Information Report Regulations ( Sept 2014)
- Statutory Guidance on Supporting students at school with medical conditions (Dec 2015)
- Keeping Children Safe in Education (Sept 2019)
- Safeguarding Policy
- Accessibility Plan

### **SECTION I**

The SENDCo is Richard Gibson

The Inclusion Coordinator is Joy Simpkin

Every teacher is a teacher of every child, including those with SEND. We believe in raising the aspirations and expectations of children with SEND. We focus on the outcomes for each child to overcome the barriers for learning. All children and young people are entitled to an education that enables them to make progress so that they can:

- achieve their best;
- become confident individuals living fulfilling lives;
- make a successful transition into adulthood, whether into employment, further or higher education or training.

### **SECTION 2**

#### **VISION AND PRINCIPLES:**

As a multi-academy trust we want to be known for placing...

*“Students first: raising standards and transforming lives”*

*Martyn Oliver, CEO*

We believe that local children should attend local schools and we are not, and never will be, selective in our admissions: we are fully inclusive and welcome children from vulnerable groups, e.g. SEND, Children in Care (CIC) , Children in Need (CIN) etc.

### **OBJECTIVES:**

- to work within the guidance provided in the SEND Code of Practice, Jan 2015;
- to identify and provide for students who have special educational needs and additional needs;
- to continually monitor the progress of all students, to identify needs as they arise and to provide intervention and support as early as possible;
- to provide full access to the curriculum through quality first teaching and differentiated planning;
- to involve parents/carers at every stage in plans to meet their child's additional needs;
- to involve the children themselves in planning and in any decision making that affects them.

### **SECTION 3: IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

The SEND Code of Practice identifies four broad categories of need: Communication and Interaction; Cognition and Learning; Social, Emotional and Mental Health difficulties; Sensory and/or Physical. The purpose of identification is to work out what action the school needs to take, not to fit a student into a category. We believe that identifying need at the earliest point and then making effective provision improves long-term outcomes for the child.

A student has SEND when their learning difficulty or disability calls for special educational provision, namely provision **different from** or **additional to** that normally available to students of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching.

Review of attainment progress are made every half-term and those students making less than expected progress, given their age and individual circumstances, are identified. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap

It can include progress in areas other than attainment, for instance, where a student needs to make additional progress with wider development or social needs in order to make a successful transition to adult life. These Reviews are undertaken every term. For children with an Education Health and

Care Plan (EHCP), one of the three reviews will be the statutory EHCP Annual Review.

At Outwood Academy Adwick we identify the needs of students by considering the needs of the whole child, not just the special educational needs of the child.

The following are NOT SEND but may impact on progress and attainment:

Disability: The Code of Practice outlines the “reasonable adjustment“ duty for all settings and schools provided under current Disability Equality legislation.

The following alone do not constitute SEND:

- Attendance and Punctuality
- Health and Welfare
- Being subject to a Child Protection or Child in need Plan
  - EAL (English as an Additional Language)
  - Being in receipt of Student Premium Grant
  - Being a Child in Care
  - Being a child of Serviceman/woman

#### **SECTION 4: A GRADUATED APPROACH**

Teachers are responsible and accountable for the progress and development of the students in their classroom, including where students access support from Teaching Assistants or specialist staff. The identification of SEND is built into the overall approach to monitoring the progress and development of all students. High quality teaching, differentiated for individual students, is the first step in responding to students who have or may have SEND.

All teachers, supported by the Senior Leadership Team, review progress of all students every half-term. The Senior Leadership Team regularly and carefully review the quality of teaching for all students, including those at risk of underachievement, by classroom observations and half-termly progress meetings. This includes reviewing and, where necessary, improving, teachers’ understanding of strategies to identify and support vulnerable students and their knowledge of the SEND most frequently encountered. Where students are falling behind or making inadequate progress given their age and starting point they will be placed on a focused and carefully monitored intervention programme.

In deciding whether to make special educational provision, the SENDCo will consider all of the information gathered from within the school about the student’s progress. Students are only identified as SEND if they do not make adequate progress, once they have had all the intervention, adjustments and good quality personalised teaching. This information gathering will include an early discussion with the student, their parents and teachers, developing a good understanding of the

student's areas of strength and difficulty, the parents' concerns, the agreed outcomes sought for the child and the next steps.

Consideration of whether special educational provision is required starts with the desired outcomes, including the expected progress and attainment and the views and wishes of the student and their parents. This then helps determine the '**different from**' or '**additional to**' support / provision that is needed. The overriding purpose of this early action is to help the student achieve the identified outcomes and remove any barriers to learning. When it is decided that a student does have SEND, the decision is recorded in the schools SEND register and the student's parents are informed that special educational provision is being made.

## **SEND Support in schools**

When a student is identified as having SEND, our aim is to remove their barriers to learning and put effective special educational provision in place, which is recorded on the child's one-page profile. This SEND Support takes the form of a four-part cycle, known as the graduated approach, which supports the student in making good progress and securing good outcomes. This draws on more detailed approaches and more specialist expertise in successive cycles in order to match interventions to the SEND of the child.

### **Assess**

In identifying a child as needing SEND support, the student's needs are recorded in the form of a one-page profile. This draws on the teacher's assessment and experience of the student, their previous progress and attainment, the individual's development in comparison to their peers and national data, the views and experience of parents, the student's own views and, if relevant, advice from external support services. We take seriously any concerns raised by a parent and compare to our own assessment and information on how the student is developing. This assessment is reviewed regularly. This will help ensure that support and intervention are matched to need, barriers to learning are identified and overcome, and that a clear picture of the interventions put in place and their effect is developed.

### **Plan**

All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This is recorded on the student's one page profile. The support and intervention provided is selected to meet the outcomes identified for the student. Parents will be made fully aware of the planned support and interventions.

### **Do**

The class teacher remains responsible for working with the child in class on a daily basis, even when the interventions involve group or one-to-one teaching. They work closely with support staff or specialist teachers to plan and assess the impact of support and interventions and how they can be linked to classroom teaching. The SENDCo supports the class teacher in the further assessment of the student's particular strengths and weaknesses, in problem solving and advising on the effective

implementation of support.

## **Review**

The effectiveness of the support and interventions and their impact on the student's progress is reviewed every term, along with the views of the student and their parents. This then feeds back into the analysis of the student's needs. The class teacher, working with the SENDCo, revises the support in light of the student's progress and development, deciding on any changes to the support and outcomes in consultation with the parent and student.

## **Referral for an Education, Health and Care Plan**

Where the student has not made expected progress, despite the school having taken relevant and purposeful action, through the SEND Support process, to identify, assess and meet the SEND of the student, the school or parents should consider requesting an EHCP needs assessment.

If identified that additional funding and support is required from the LA High Needs Block, a funding request will be completed as per the student's Local Authority (LA) procedures.

This will occur where the complexity of need or a lack of clarity around the needs of the student are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required. The decision to make a referral for an EHCP will be determined at a progress review.

The application for an EHCP will combine information from a variety of sources including: parents, teachers, SENDCo, Inclusion Coordinator, social care, health professionals and Educational Psychologists.

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. The decision will be made by a panel which will include people from education, health and social care about whether or not the child is eligible for an EHCP. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHCP.

Where a student has an EHCP, the LA must review that plan as a minimum every twelve months. The LA can require schools to convene and hold annual review meetings on its behalf. The "assess / plan / do / review" cycle will still continue, and further agencies and professionals may get involved.

## **SECTION 5: MANAGING STUDENTS NEEDS ON THE SEND REGISTER**

The children who have been identified as having a SEND and are on the SEND register, either under the category of SEND Support or EHCP, have their progress carefully monitored every half-term. This then highlights any areas of concern or underachievement, taking into the account the student's difficulties, and action is taken. Alongside this, each student will have their own one-page profile which identifies their barriers to learning, needs, clear outcomes and incorporates the assess/plan/do/review graduated approach set out by the Code of Practice (Jan 2015). The class teacher is responsible for maintaining, updating and evidencing progress according to the



outcomes described in the plan. Alongside the one-page profile, some students will have a personalised provision timetable, which shows when the student is receiving provision that is in addition to or different from their peers.

These will both be reviewed as part of the 'assess / plan / do / review' process every term, involving a meeting with the parent and child. The Inclusion Coordinator or SENDCo may also be in attendance. If we identify that we are unable to fully meet the needs of a student through our own provision arrangements, we can then refer to external agencies and professionals.

Students and parents involved at every part of the process, their considerations and views will be taken into account and termly review meetings will be arranged. The teacher, parent and student will be fully aware of their role in meeting the outcomes and helping the child overcome their barriers to learning.

## **SECTION 6: CRITERIA FOR EXITING THE SEND REGISTER**

The SEND register is a flexible register. When received appropriate identified support the student, begins to make good progress and close the gap with their peers, they can, in consultation with parents, come off the SEND register. If the child's needs are being managed successfully within the classroom with no different from or additional to support then the student no longer needs to be classed a SEND Support.

## **SECTION 7: SUPPORTING STUDENTS AND FAMILIES**

STUDENTS FIRST – The voice of the child.

All students should be involved in making decisions where possible right from the start of their education. The ways in which students are encouraged to participate should reflect the child's evolving maturity. Participation in education is a process that will necessitate all children being given the opportunity to make choices and to understand that their views matter. Confident young people, who know that their opinions will be valued and who can practice making choices, will feel safe secure and supported throughout their educational experience.

At Outwood Grange Academies Trust, we encourage students to participate in learning by:

- regular target setting in line with Academy policy
- participation in the Annual Review of EHCP
- participation in transition planning
- being involved in decision making
- Student Voice activities

The schools SEND Information Report (Local Offer) is available on our website for parents to access. School have links with other agencies which support the family and student. Admission arrangements can be found in the LA's Admissions Policy.

A transition process takes place for children moving into school, moving between classes, into secondary school and into Post 16 education. Arrangements are made for all children but additional

arrangements are put in place for those children who have SEND, these are adapted to the needs of the child.

The LA has a Parent Partnership Service for the parents/carers that provides advice and information on matters relating to SEND. Refer to the LA's Local Offer information on their website for full information on Parent Partnership Services.

## **SECTION 8: SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS**

The school recognises that students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have SEND and may have a statement or an EHCP, which brings together health and social care needs, as well as their special educational provision, therefore the SEND Code of Practice (Jan 2015) is followed.

Specific personalised arrangements are put in place in school to support students with medical conditions.

## **SECTION 9: MONITORING AND EVALUATION OF SEND**

We regularly and carefully monitor and evaluate the quality of provision we offer all students. The school reports the evaluations of all provisions to the Academy Council Representatives and the SEND Representative. These evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all students.

The Academy Council Representative with responsibility for SEND is Judy Parker.

## **SECTION 10: TRAINING AND RESOURCES**

SEND support and interventions are funded through the schools SEND budget. The impact of these intervention and support is carefully monitored.

Training needs of staff identified and planned from half-termly progress meetings and bi-annual performance management meetings.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all students, all staff are encouraged to undertake training and development.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the Inclusion Coordinator and/or the SENDCo to explain the systems and structures in place around the school's SEND provision and practice, including to discuss the needs of individual students.

The Academy SENDCo regularly attends SENDCo network meetings in order to keep up to date

with local and national updates in SEND.

## **SECTION 11: COMPLAINTS PROCEDURE**

The Academy complaints procedure is in line with the policy of Outwood Grange Academies Trust.

If a parent has any concerns or complaints regarding the care or welfare of their child, after having spoken to the class teacher, Learning Manager or Inclusion Coordinator they can then request a further appointment with a member of the SLT, who will be able to advise on formal procedures for complaint.

## **SECTION 12: REVIEWING THE POLICY**

Our SEND policy will be reviewed annually in line with the accessibility plan, anti-bullying and safeguarding policies.