

Special Educational Needs and Disabilities Policy

1. Purpose

1.1 The purpose of this policy is to ensure that the statutory requirements of the Children and Families Act of 2014 and the Special Educational Needs and Disability (SEND) 0 – 25 Code of Practice are in place at Oldfield School. Beyond that, this policy exists in order to ensure that all students who do have special educational needs and/or disabilities have those needs addressed efficiently and effectively.

1.2 This policy complies with the statutory requirement set out in the SEND Code of Practice 0 - 25 (2014), section 3.65, and has been written with reference to the following guidance and key documents:

- Equality Act 2010: advice for schools DfE (Feb 2013)
- SEND Code of Practice 0 – 25 (2014)
- Schools SEND Information Report Regulations
- Statutory guidance on ‘supporting pupils at school with medical conditions’
- Safeguarding and Child Protection Policy (2018)
- Accessibility Plan
- Teachers Standards (2012)

1.3 The school aims to:

- offer equal access to students, according to their needs, across a broad and balanced curriculum;
- identify and meet the special educational needs of individual students;
- inform all relevant parties of students’ needs;
- maximise students’ potential and raise confidence, expectations and self-esteem;
- ensure the Equalities Act 2010 duties for students with disabilities are met;
- to implement the graduated approach to meeting the needs of students using the Assess, Plan, Do and Review process (see appendix 3).

2. Content

2.1 This policy refers to the statutory definition of special educational needs i.e. *“Children are identified as having SEND when they have a significantly greater difficulty in learning than the majority of children the same age or have a disability which prevents or hinders them from making use of education facilities of a kind generally provided for children of the same age in schools within the area of the Local Authority”* (SEND CODE OF Practice 2014).

2.2 Students have additional educational needs (AEN) if they have a learning difficulty or disability which calls for special education provision to be made for them.

2.3 The SEND Code of Practice identifies four broad areas of educational need (AEN):

- **Communication & interaction** - Students with SEN may have difficulties in one or more of the areas of speech, language and communication. These young people need help to develop their linguistic competence in order to support their thinking, as well as their communication skills. Specific learning difficulties such as dyslexia or a physical or sensory impairment such as hearing loss may also lead to communication difficulties.
- **Cognition & learning** - Students with learning difficulties will learn at a slower pace than other children and may have greater difficulty than their peers in acquiring basic literacy or numeracy skills or in understanding concepts.
- **Social, emotional and mental health difficulties** – For some students, difficulties in their emotional and social development, can mean that they require additional and different provision in order for them to achieve. Children and young people who have difficulties with their emotional and social development may have undeveloped social skills and may struggle to make and sustain healthy relationships.
- **Sensory and/or physical needs** - There is a wide range of sensory and physical difficulties that affect children and young people across the ability range. Many children and young people require minor adaptations to the curriculum or the physical environment.

2.4 The provision of all four areas of need are detailed in the Provision Map that is published alongside the SEND policy (see appendix 2)

2.5 Children have a *learning difficulty* if they:

- have a significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in school.

2.5.1 Students who have a learning difficulty are placed on the appropriate level on the Special Educational Needs and Disabilities (SEND) Register. This policy sets out the procedures for placing a student on the appropriate level of the Register and the support that is provided at each level.

3. Roles and responsibilities

3.1 **The role of the SENCO is:**

- Managing the support for students with SEN and/or disabilities.
- Coordinating all the support for students with special educational needs (SEN) and or disabilities, and developing the school's SEN Policy to make sure all students get a consistent, high quality response to meeting their needs in school.
- Making sure, in liaison with the Senior Leadership Team that the Governing Body is kept up to date about SEND with an interim and full annual report.

- Oversight of our graduated response appropriate to the needs of the individual student (assess, plan, do, review).
- Ensuring that parents are: involved in supporting their child's learning; kept informed about the support their child is receiving; involved in reviewing how their child is doing; taking part in planning ahead for them.
- Liaising with external agencies who may come into contact with the school or help support students' learning.
- Updating the school's SEND record of need, (a system for ensuring all special educational, physical and sensory needs of students in this school are known and understood).
- To provide specialist support for teachers and support staff in the school so they can help students to achieve their potential.
- In liaison with the relevant staff and agencies write Support Plans (SPs) that specify the targets set for the child to achieve.
- Organising training for staff so they are aware and confident about how to meet the needs students within the school.
- keep the SEND Registers up to date and staff informed of any changes.

3.2 The role of teaching staff is:

- All staff will be aware of the school's SEND policy and are part of the assess, plan, do review approach.
- To be aware of the protocol for identifying SENDs and to assist in process.
- To fully implement the ethos of quality first teaching by differentiating lessons to meet the needs of SEND students.
- To use CPD opportunities effectively to enable them to meet the specific needs of the students they teach. This involves improving their understanding of strategies required to assist the SEND students they most frequently encounter.
- Effectively using Teaching Assistants to achieve the best outcomes.

3.3 The role of the teaching assistant (TA):

- Support SEND students where ever required
- Support with raising the awareness and highlighting the needs of SEND students
- Communicate SEND students' needs with parent/carers
- Attend and support departmental meetings
- Offer teachers advice when planning and differentiating for SEND students
- Support SEND students on external trips
- Assist with record keeping and provide information for all stages of the assess, plan, do, review process

4. Identification and assessment procedure:

4.1 Early Concerns

- the progress made by all students is regularly monitored and reviewed. Initially, concerns raised by teachers, parents/carers or other agencies are addressed by appropriate differentiation in the classroom.

4.2 How students are identified as SEND;

- the school receives partner school documentation. This information is screened by the Assistant Head: Inclusion, Head of Year and SENCO

- students identified from baseline assessment data provided by the partner school are screened and placed on the relevant stage on the SEND Register;
- students are referred to the Learning Centre by staff and/or parents/carers who are concerned that they are not making adequate or the expected progress;
- students are referred to the Learning Centre by staff who have identified significant concerns with a students' literacy and/or numeracy skills;
- has physical or sensory problems and despite specialist equipment being provided still makes little or no progress; or has communication and/or interaction difficulties which lead to the student making little or no progress or concerns over a students' social and emotional health which are directly impacting on their learning.

5. How SEND students are supported

- 5.1 All students identified as SEND are placed on the school's SEND register or Notification of Concern register (NOC). These are stored centrally on SIMS.
- 5.2 For students identified on the Notice of Concern register:
- 5.2.1 The teacher is asked to differentiate work and adapt or modify their teaching styles in order to support the student for whom there is some concern.
- 5.2.2 Group interventions maybe undertaken depending on the level of need.
- 5.2.3 If these strategies are not successful, the member of staff refers the student to the SENCO for further advice and assessment.
- 5.2.4 There are three levels within Notice of Concern; Green, Yellow and Red reflecting the level of concern (appendix 1).
- 5.3 For students placed on the SEND Register the following interventions maybe delivered based on an individual needs basis;
- 5.3.1 regular assistance from the Learning Centre either in class or on a withdrawal basis;
- 5.3.2 a support plan put in place with specific strategies and targets. This is based on the graduated approach, assess/plan/do/review. The plan is organised by the SENCO in discussion with the relevant staff, parents, students and outside agencies if appropriate. It is evaluated three times a year. The plan is available to staff on the school intranet;
- 5.3.3 provision of a 'time out', 'medical card' or appropriate arrangement according to their needs;
- 5.3.4 provision of access arrangements for students who meet the requirements.

6. Education and Health Care Plans (EHCP)

- 6.1 An application for an Education and Health Care Plan will be made if:
- despite intervention, and best efforts made, the student still continues to make little or no progress in the areas targeted;
 - assessments from outside agencies, including an Educational Psychologist and Speech and Language assessment indicate that the student would meet the criteria for an EHCP; or

- a student's circumstance changes significantly warranting an application for a EHCP to be made, for example, being involved in an accident which results in a physical or sensory impairment.

- 6.2 The school or parents/carers can consider making an application for an Education, Health and Care (EHC) needs assessment. The evidence gathered through the regular review of interventions will help the Local Authority in determining when this statutory assessment of needs is required.
- 6.3 For students with an Education and Health Care Plan sometimes delegated funding is provided by the student's Local Authority. This may be deployed through one or all of the following; in-class or withdrawal support from a teaching assistant, specialist resources, specialist outside agency support.
- 6.4 All students with an EHC Plan (EHCP) are assigned a teaching assistant who is their Key Worker; they monitor the student's progress and liaise with staff across the school to ensure the best possible outcomes for the student;
- 6.5 Meetings are held in the Learning Centre fortnightly to discuss the progress, concerns and provision of all students with an EHCP, to ensure the students are fully supported and resources are being used appropriately;
- 6.6 Annual Reviews are conducted with the student, parents/carers, outside agencies, the Key Worker and the SENCO. The Key Worker obtains feedback from staff. The learning needs and teaching provision are assessed to evaluate and monitor success. The outcome of the review is used to consolidate and review targets, arrange new targets and ensure the appropriate resources are being deployed. If appropriate, an application for additional funding is submitted to the authority. When there are concerns over progress between Annual Reviews, an interim or emergency review is arranged. These are held at least every 12 months.
- 6.7 The SENCO organises training for teaching and support staff as required to ensure all staff are aware and are able to meet the needs of SEND students.

7. Documentation

- 7.1 All documentation and other related data on individual students on the SEND register is held securely in the Learning Centre office. Information on students on the Disability List or with a Notice of Concern is held on student files.
- 7.2 The SEND Register; Support Plans including, Individual Support Plans, Personal Education Plans (PEPs), Medical Action Plans (MAPs) and strategy sheets are available on the school intranet and on SIMS.

8. The Disability List

- 8.1 Some students have a disability under the Equality Act 2012 – 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*'. This definition includes sensory impairments and long term health conditions such as asthma, diabetes, epilepsy and cancer. These students are placed on the disability list and reasonable adjustments are made to ensure that they are not disadvantaged.

8.2 The Children and Families Act 2014 places a duty on schools to make arrangements to support students with medical conditions. Medical Action Plans/ Individual Healthcare Plans will normally specify the type and level of support required to meet the medical needs of such students.

8.3 Where children and young people also have SEND needs, their provision should be planned and co-ordinated. For those students with an Education, Health and Care Plan (EHCP) this will be used as it brings together health and social care needs, as well as their special educational provision.

8.4 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 Equalities Act 2010.

9. Monitoring

9.1 In addition to their progress in class, students on the SEND Register are screened annually to monitor their literacy and numeracy by the Learning Centre.

9.2 Students are moved up or down the SEND Register following assessments, according to need, or as a result of outside agency involvement.

9.3 Individual Support Plans with strategies and targets are evaluated, reviewed and developed according to student progress in discussion with the SENCO, parents, staff, students and outside agencies if required.

10. Evaluation

10.1 The SENCO will review the policy and the procedures regularly. All staff can contribute to these reviews.

10.2 The Head teacher (using information provided by the SENCO) provides an annual report to the Governing Body giving an overview of the provision for students on the SEND register.

10.3 The Governing Body will use the criteria below to assess the effectiveness of our SEND provision.

- interventions for each child are reviewed regularly to assess impact (i.e. progress of each child annually)
- EHCPs are actioned appropriately and reviews are held within the prescribed time limits
- SEND provision takes into account the wishes of the student concerned in light of their age and understanding, and the wishes of the parents
- the school's SEND provision matches the needs of the student
- the school's delegated funding for EHCP students is used to meet the needs of those students.

Review

This policy will be reviewed annually by SLT.

This policy will be approved by the Full Governing Body.

Date when policy was last approved: October 2018

Date when next review is due: October 2019

Appendix 1

A SUMMARY OF THE THRESHOLD LEVELS

Statement Level / Education and Health Care Plan - A student at this level will be in the process of getting an EHCP or will have a statement of Special Educational Need. This outlines resources, needs and provision for the individual students which are in addition to the support outlined below.

SEND Support - The school issues a Support Plan for each student at his level. These plans will outline strategies and set short-term targets for the student. The plan is reviewed at least three times a year by staff, parents and students and outside agencies where appropriate.

Notification of Concern - This involves classroom teachers differentiating work and adapting or modifying their teaching styles in order to support the students for whom there is some concern, but who do not need to be withdrawn for specialist extra help. If these strategies are not successful, the member of staff will refer the student to the SENCO for advice and further assessment. Following intervention from the Learning Centre, the student may be moved up to the next level or the student may remain on this level and the teacher be provided with further strategies and continue to monitor the student's progress.

There are three levels within Notice of Concern: Red, Yellow and Green, reflecting the level of concern.

Appendix 2 Provision Map

Provision Disclaimer: Provision is subject to change as the school reviews its provision annually.	SEN Support	SEN and Disabilities
Need Type: Cognition and	WAVE 1: Promoting Inclusion in the Classroom.	WAVE 2: Additional to / Different from most students.
	<p>WAVE 3: Personalised (EHC Plans)</p> <p>Individualised / Personalised Learning.</p> <p>Support Programmes – progress reviewed termly according to the graduated four stages of action: “Assess, Plan, Do, Review” cycle.</p> <p>Small group or 1:1 literacy / numeracy support which can mean a reduced / modified curriculum</p> <p>EP / specialist teacher / outside agencies guidance and advice where it can be delivered and used to support strategies</p> <p>EHC Plan Outcomes</p> <p>Annual Review meetings and student – SENCO / Key Worker meetings throughout the year</p> <p>Open conversation as part of the EHC Plan / multiagency plan process</p> <p>Support in accordance with school based decisions by the headteacher and SLT</p> <p>Reduced timetable as appropriate to need and as a result of school based decision</p> <p>Use of the school learning centre base and inclusion area for reduced / modified timetable</p> <p>Exam access arrangements</p> <p>Transition: Year 6 visits and additional home-school contact</p> <p>Transition: post 16 additional visits to providers</p>	<p>WAVE 1: Promoting Inclusion in the Classroom.</p> <p>Differentiated curriculum planning, activities, delivery and outcomes: Quality First teaching (differentiated teaching to meet the needs of all students)</p> <ul style="list-style-type: none"> • Suitable learning challenges • VAK learning challenges – increased use of visual aids for concepts • Extra time to complete work • Examples and exemplars appropriate to ability • Consolidation of key points • Vocabulary lists / word walls / key terms • Metacognition (Transferable skills: “how” to learn) • Writing frames- and the gradual withdrawal of them over KS3 where appropriate • Learning support materials on the intranet shared area and school website • Frequent formative feedback & DIRT tasks • Coloured overlays and filters as required <p>In-class TA support (where available)</p> <p>In-class targeted teacher support / subject report cards</p> <p>Visual timetables</p> <p>Access to whole school homework club</p> <p>After school and in-school enrichment activities through individual departments</p>

<p>Modified curriculum pathways</p> <p>KS4 Study Skills and exam preparation</p> <p>Examination revision classes</p> <p>Report Cards, parents' evenings and routine assessments</p> <p>Inset Training and Support for all staff</p> <p>Regular drop in session for all staff to support with SpLDs and students</p>		
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Provision Disclaimer: Provision is subject to change as the school reviews its provision annually.		SEN Support	SEN and Disabilities
Communication and	WAVE 1: Promoting Inclusion in the Classroom.	WAVE 2: Additional to / Different From most students.	WAVE 3: Personalised (EHC Plans)
	<p>In class: differentiated curriculum planning, activities, delivery and outcome:</p> <ul style="list-style-type: none"> • Simplified language • Appropriate prompting/ refocusing • Checking comprehension – repetition • Key words • Increased visual aids / modelling etc • Use of symbols / memory aids <p>Structured school and class routines as manageable chunks; “Title, date, board”; “brain, book, buddy, boss” reminders and prompts (visual and spoken)</p> <p>After school and in-school clubs for structured social activity</p> <p>Inset Training and Support for staff guidance and strategies from Autism Education Trust schools programme</p>	<p>Additional ASD Hub – quiet area during break and lunch times</p> <p>KS3 Social Skills groups</p> <p>Sensory aids to support self-management e.g. weighted blanket, fiddle toys etc</p> <p>ASD Group and working through the Asperger’s Owner’s Manual</p> <p>Referral to outside agencies as appropriate and access to ASD Champion and ASD Outreach Service</p> <p>In-class TA support in key lessons (where available)</p> <p>Year 6 visits and home school contact</p>	<p>Individualised / Personalised Learning.</p> <p>Small group or 1:1 emotional literacy / social skills support work</p> <p>Speech and Language support (as required on EHC Plan)</p> <p>ASD Outreach Service support 1:1, small group</p> <p>Parent sessions (by arrangement) with ASD Outreach Service and / or ASD Champion</p> <p>Advice from EP / Local Authority / Specialist services</p> <p>Sensory assessments</p> <p>Additional Year 6 visits and home-school contact</p>

Emotional, Social and Mental	<p>In class</p> <p>Whole school policies Whole school reward and sanctions systems</p> <p>PSHE focused work</p> <p>Emotional Coaching approach</p> <p>Tutor and pastoral system support</p> <p>After school and in-school clubs</p> <p>Training and support for staff e.g. emotional coaching</p>	<p>Additional Inclusion and behaviour management support through the BASE and Pastoral Support and Welfare Officers</p> <p>Increased monitoring and feedback for an individual or teaching group as appropriate</p> <p>Referrals to outside agencies as appropriate</p> <p>In class TA support in key lessons (where available)</p> <p>Year 6 visits and home-school contact</p> <p>SEMH mentoring completed using THRIVE</p>	<p>Individual / Personalised Learning School's support services (counsellor, school nurse)</p> <p>Individual support or mentoring through pastoral area</p> <p>THRIVE approach and interventions</p> <p>Re-integration meetings</p> <p>Pastoral Support Plan / Medical Action Plan / Personal Education Plan as appropriate</p> <p>Additional Year 6 visits and home-school contact</p>
Sensory	<p>In class</p> <p>Flexible teaching arrangements e.g. seating, font size, enlarged documents, coloured filters.</p> <p>Self-awareness of implications of physical impairment</p> <p>Improved accessibility of buildings through reasonable adjustments</p> <p>Relevant school policies: Accessibility Plan, SEN Policy</p> <p>After school and in-school clubs</p> <p>Training and support for staff</p>	<p>Additional Modified materials in line with modification papers as an access arrangement</p> <p>Flexible teaching arrangements e.g. rooming</p> <p>Increased levels of support and supervision on school trips and visits</p> <p>PIPs / MAPs as appropriate</p> <p>Year 6 and Post 16 Transition visits</p>	<p>Individualised / Personalised Learning</p> <p>Individual support in class during appropriate subjects e.g PE, Science</p> <p>Use of appropriate resources e.g radio aids</p> <p>Advice from EP / Specialist teacher</p> <p>Pupil Inclusion Plan, reviewed with EHC Plan</p> <p>Specialist training for specific staff as required</p> <p>Environmental audit as required</p> <p>Additional transition visits.</p>

