



# Outwood Grange Academies Trust

## SEND POLICY

## Document control table

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## Document History

<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 10: Added a paragraph on behaviour training  Section 11: Added Inclusion Co-ordinator
V6	Jan 2020	L Devine	Changed SENCO to SENDCo throughout

			<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 Section 7: Special Education Provision changed to SEND</p>
V7	November 2020	L Devine / J Holmes / C Attrill / H Benson	<p>Section 3: Added the One Page Profile will be updated from information disclosed at the review meetings with parents and the child.</p> <p>Section 4- SEND Support in schools: Added a paragraph on behaviour</p> <p>Section 4 - Assess: Added with assistance from other appropriate members of staff, such as the teacher and/or Inclusion staff</p> <p>Referral for EHCP: Added parents/carers also have the right to initiate an EHCP with their local authority if they wish to do so.</p> <p>Section 7: Added called XXXXXXXX</p> <p>Section 11: or XXXXXXXX</p> <p>Added Covid-19 addendum</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 2020)
- Safeguarding Policy
- Accessibility Plan

## **SECTION 1**

The SENDCo is Jane Holmes

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, January 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/guardians 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.

Assessments 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 assessment reviews are made every term. For children with an EHCP one of the three reviews will be the statutory EHCP Annual Review. The One Page Profile will be updated from information disclosed at the review meetings with parents/carer and the child.

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

The SEND 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
- Being in receipt of Pupil Premium Grant
- Being a Child Looked After
- 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, assess progress of all students every half-term. The Senior Leadership Team regularly and carefully reviews 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, reasonable adjustments and good quality personalised teaching. This information gathering will include an early discussion with the student, their parents/carers and teachers, developing a good understanding of the student's areas of strength and difficulty, the parents/carers' 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/carers. 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/carers 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.

For some students, there may be associated behaviours that require reasonable adjustments to be implemented. Where appropriate, we will make reasonable adjustments for students, whose specific needs mean that they find our high expectations difficult to meet. A reasonable adjustment never means that we lower our expectations, it means that some students need additional support to ensure that they meet the high expectations that we have for all of our students. Please speak to the SENDCo to discuss reasonable adjustments that can be put into place for your child.

### **Assess**

In identifying a child as needing SEND support, the SENDCo, with assistance from other appropriate members of staff, such as the teacher and/or Inclusion staff, carries out a clear analysis of the student's needs 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/carers, 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 will be recorded on their one-page profile. The support and intervention provided is selected to meet the outcomes identified for the student. Parents/carers 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 child'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 are reviewed every term, along with the views of the student and their parents/carers. 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/carer and student.

### **Referral for an Education, Health and Care Plan (EHC Plan)**

Where, despite the school having taken relevant and purposeful action, through the SEND Support process, to identify, assess and meet the SEND of the child or young person, the child or young person has not made expected progress, the school or parents/carers should consider requesting an Education, Health and Care (EHC) needs assessment. If we identify that additional funding and support are needed from the LA High Needs Block, we will then complete a funding request as per Local Authority procedures.

This will occur where the complexity of need or a lack of clarity around the needs of the child 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 Education, Health and Care Plan will be taken at a progress review.

The application for an Education, Health and Care Plan will combine information from a variety of sources including: parents/carers, teachers, SENDCo, 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 EHC Plan. Parents/carers have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan. Parents/carers also have the right to personally initiate an EHCP with their local authority if they wish to do so.

Where a student has an EHC plan, the local authority must review that plan as a minimum every twelve months. The local authority 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 EHC plan, have their progress carefully monitored every half-term through the Praising Stars system by the teacher, SENDCo and SLT. This then highlights any areas of concern or underachievement, taking into the account the child's difficulties, and action is taken. Alongside this, each child 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 children will have a personalised provision timetable, which shows when the child 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 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/carers 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. If children, when having received appropriate identified support, begin to make good progress and close the gap with their peers, can, in consultation with parents/carers, 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 child 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 children 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 EHC Plans
- participation in transition planning
- being involved in decision making
- Student Voice activities

The schools SEND Information Report and the Local Authority Local Offer is available on our website for parents/carers to access. Schools have links with other agencies which support the family and their children. Admission arrangements can be found in the Local Authority Admissions Policy.

A transition process takes place for those children moving into school, moving between classes and 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 Special Educational Provision, these are adapted to the needs of the child.

The LA has a parent partnership service called Parents for Change for the parents/carers of any child with SEND that provides advice and information about matters relating to those special educational needs and disabilities. Refer to the Local Authority'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 special educational needs (SEND) and may have a statement or an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and 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 Carolyn Yule.

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

SEND support and interventions are funded through the schools SEND budget. The impact of these interventions 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 SENDCo to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual students.

The SENDCo is appropriately qualified and receives additional training to recognise the difference between an unmet need and poor behaviour. Poor behaviour is never ignored and is regularly monitored to ensure unmet needs are addressed. The SENDCo will cascade necessary training and/or arrange for external professional training to deliver to academy staff where necessary.

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 or carer has any concerns or complaints regarding the care or welfare of their child, after having spoken to the SENDCo 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, bullying and safeguarding policies.

## **COVID-19 ADDENDUM**

This addendum sets out the arrangements in place to support students with special educational needs and disabilities during Covid-19.

### **Return to school:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#attendance>

1. All students are taught within their year group bubbles.
2. Staff maintain a 2 metre distance from students, where possible.
3. Staff and students, where possible, to wear face masks in social areas
4. Staggered start and finish times via separate entrances/exits
5. Student social times to be within their year group bubbles
6. All covid safety guidance adhered to and promoted
7. Robust Covid Risk Assessment in place and reviewed regularly

Website link on **how to wear and remove face coverings:** [www.gov.uk/facecoverings](http://www.gov.uk/facecoverings)

Some students may be exempt from wearing face coverings. These exemptions may apply to students that:

1. Have a disability that means they cannot wear a face covering
2. Would find wearing a face covering severely distressing

For those students that rely on lip reading to communicate staff can be issued a visor, where required.

### **Virtual learning:**

The best teaching occurs in the school setting but where this is not possible we are providing a blended approach so that effective teaching can be accessed by those who are unable to attend school for Covid-19 related reasons. Teachers are able to personalise and bespoke the work for their students to ensure it is more meaningful and differentiated.

Teaching Assistants will liaise with the class teacher on behalf of the student and will have access to the Google Classroom for the students they would normally support in class.

Where students cannot access remote learning, the academy must be informed of the difficulties to help support their child with continuing their education. The SENDCo can make arrangements for students to have access to paper-based resources to continue learning at home where necessary.

**Reviews:**

EHCP and SEN Reviews will continue as expected within the timeframes set out in the SEND Code of Practice. Meetings may be undertaken face-to-face, (with safety measures in place), virtually or by telephone.

**Parents evenings:**

Parents evenings will continue, although these may take place virtually or by other communication methods. Details of parents evenings will be posted on the academy website.

**Support with mental wellbeing:**

The Academy supports students and parents/carers in any way it can to assist positive mental wellbeing. Please contact the academy if you have any concerns about the mental wellbeing of your child. In addition, please visit the green Mental Wellbeing button on the academy website home page that gives access to organisations that can help.

We recognise that during this time where students have had a significant period of time away from school, some may need additional support to meet behavioural expectations. Each case will be assessed by senior leaders who will work with families to determine any reasonable adjustments, personalised strategies and interventions that are required and can be accommodated.

**Other useful links:**

**<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>**