



Archbishop Temple
Church of England High School

SEND Policy

Last Updated	01 st September 2026
Approved by the Governing Body	21 st September 2026
Date to Review	July 2027

Name of Policy: SEND Policy

Sub-Committee Responsible: Behaviour & Attitudes Committee

Lead Responsibility in School: Assistant Headteacher & SENCO

Source of Policy: (Please tick)

- ☐ **LA:**
- ☐ **Diocesan:**
- ☒ **School:**
- ☐ **Other – Please specify:**

School Prayer

Heavenly Father,
Bless us with courageous faith in you.
Help us to nurture everyone's gifts and talents.
Inspire us in Christ like service of others.
May we know your love, share your life and radiate your light.
We pray this in the name of the Father, Son and Holy Spirit.
Amen

Our School Vision

Through faith in God the Father, Son and Holy Spirit, we nurture everyone's God-given gifts so that together we may shine God's light through Christ-like service.

Scripture

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. (Matthew 5:14-16)

Motto

May we shine God's light through faith, nurture and service.

Aim

This policy has been written with reference to the Special Educational Needs and Disability Code of Practice 2014. At Archbishop Temple Church of England High School, we believe that high quality teaching underpins progress for all pupils, including those with SEND. We believe SEND pupils perform best, and enjoy their learning most, when they receive appropriate support from their teachers. Pupil's teachers are best placed to explain the complex ideas explored across the different subject curriculums and whom have received the most intensive training on pedagogy and pupils needs.

Related Policies and documentation:

1. SEND Code of Practice
2. SEND Report
3. Accessibility Plan
4. Local Offer
5. Safeguarding / Child Protection Policy
6. Behaviour for Learning Policy

1 Contact details

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2 Policy objectives

- To identify and provide support for pupils who have special educational needs and additional needs.
- Work towards the guidance contained in the SEND Code of Practice 2014.
- To develop confident, independent SEND learners.
- To operate a 'child centred' approach to the management and provision of support for special educational needs and disabilities.
- To provide a Special Educational Needs and Disabilities Co-ordinator (SENDCO) who will work in partnership with staff (from both within the school and from other agencies), parents and governors to implement the SEND policy.
- To provide support and advice for all staff working with special educational needs pupils and those with disabilities.
- Ensure all staff are responsible and accountable for the progress and development of SEND pupils in their class.
- Ensure the school liaises effectively with appropriate professionals and outside agencies in order to meet the needs of pupils and staff.

- Develop and maintain partnerships with parents/carers; all parents are regarded as equal partners in the support of SEND pupils.
- To encourage an awareness of and respect for individual differences.

3 Identifying pupils needs

Special educational provision should be matched to the child's identified SEND. Children's SEND is generally thought of in the following four broad areas of need and support:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- Sensory and/or physical needs

The Code of Practice suggests that pupils are only identified as SEND if they do not make adequate progress with reasonable adjustments and high-quality teaching. At Archbishop Temple pupils are placed on the SEND list when support from subject teachers requires the addition of personalised or small group intervention.

Pupils with special education needs and disabilities are initially identified by a combination of the following indicators:

- Evidence from the primary transfer record that a pupil is experiencing learning/emotional/physical difficulties which provide barriers to the pupil assessing the full curriculum
- National Curriculum Tests at the end of KS2
- Cognitive Ability Tests at the start of Year 7 or entry placement on school roll.
- NGRT tests annually for all Key stage 3 students.
- Concern expressed by parents/carers about their son or daughter's progress
- Concern expressed by a member of staff about a pupil's progress
- Evidence from a final Statement / Education Health Care Plan (EHC Plan)
- Whole school assessment procedures

The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. Archbishop Temple Church of England High School aims to consider the needs of the whole child, which will include not just the special educational needs or disabilities of the child or young person.

Parents are routinely informed if their child is placed on the list of pupils identified for SEND support.

4 A Graduated Approach to SEND Support

At Archbishop Temple Church of England High School, we identify pupils by taking a holistic view – considering the needs of the whole child, including their physical, social and emotional

development. We are committed to doing everything we can reasonably do to meet the needs of pupils with SEND. Our response to SEND embodies principles central to the SEND Code of Practice 2014. We aim to:

- Offer as far as reasonably possible, provision for a SEND pupil which matches the nature of their needs.
- Assess a pupil's needs, and follow up with appropriate interventions and an evaluation or review of their effectiveness.
- Seek and consider the views of pupils according to age, maturity and capability when any action is taken.
- Provide close consultation and partnership with a pupil's parent or carer.
- Involve specialists whenever appropriate, including health and social care professionals.
- Provide high quality teaching – All teachers at Archbishop Temple are teachers of SEND.

All teachers are responsible and accountable for the progress and development of pupils in their classes including where pupils access support from teaching assistants and specialist staff.

The needs of most pupils should be met through high quality teaching and adaptive teaching strategies provided by the classroom teacher. Additional support and intervention cannot compensate for a lack of high-quality teaching in the first instance.

Archbishop Temple staff review the progress of pupils and high-quality teaching regularly, continued professional development programmes ensure that staff have an up-to-date understanding of how to approach the SEND most frequently encountered. Teachers monitor and review pupil(s) progress throughout the year. The whole school system at Archbishop Temple includes:

- Data collection from all teachers, showing current level of progress of all the students they teach. This means that teachers and academic leaders in each subject can track the progress of students across the school year and intervene if students experience difficulties.
- In class support is reviewed regularly. TAs and teachers work together on a day-to-day basis, planning and reviewing lessons.
- As students enter our school in Year 7, their Key Stage 2 SATs scores are reviewed, Cognitive Ability Tests undertaken and they are screened for reading levels. This allows us to identify when students may need further support, intervention, or additional assessment to detect any underlying difficulties. These assessment results are used alongside discussions with Year 6 teacher / Primary SENDCO feedback during transition meetings.
- The schools Behaviour for Learning system provides parents/carers with information about how well a pupil is engaging with the learning opportunities on offer, and provides pastoral staff with evidence of how well a student is learning at school.

Teachers will know if individual pupils are falling significantly outside of the range of their expected academic achievement in line with predicted performance indicators. Once a pupil has been identified as possibly having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties. The teacher, in collaboration with their

Head of Department will take steps to provide differentiated learning opportunities that will aid the pupil's progression and enable the teacher to better understand the provision and teaching style that needs to be applied. If necessary, the SENDCo will be consulted for support and advice.

Through the above, it can be determined which level of provision the pupil needs to move forward. Where it is determined that a pupil does have SEND and this hasn't previously been identified at primary school, parents will be formally advised of this before inclusion of the individual on the School SEN Register. The aim of formally identifying a pupil with SEND is to help our school staff ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four-part process indicated below:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

Students on the SEND register will be placed on appropriate wave or stage according to the level of support they require to progress holistically. Pupils are either supported internally, from staff in school or by Specialist Teachers / External Agencies.

Wave 1 (formerly School Action) – interventions are provided which are additional to or different from those provided within the classroom environment. In house intervention for a pupil who may be a cause for concern will require monitoring to ensure that progress is being made.

Wave 2 (formerly School Action Plus) – A pupil receives support either from an external agency or from a qualified specialist teacher this occurs when all intervention at Stage 1 has been exhausted, when a difficulty increases or when a pupil continues to make little or no progress.

Wave 3 - Education and Health Care Plans (EHC plans).

Statutory Assessments are still required for a pupil to have an EHC plan.

NB: As a school we strongly believe that it is the class teacher who is responsible for the progress of all pupils in their classes, including those with specific educational needs. In the majority of circumstances, TAs are deployed to classes rather than attached to specific pupils. As per the SEND Code of Conduct, we believe it is the qualified teacher who is the best placed to provide the subject specific support needed to ensure the SEND pupils access the curriculum, learn and progress.

5 Monitoring and Evaluation of SEND

- Reviews for Statements / EHC Plans are carried out annually in line with statutory guidance for reviews. Advice is provided by the school, external agencies, the pupil and the parent/carer. Documentation is shared in advance, and meetings held at mutually agreed

times. Summary advice is sent to the Local Authority (LA), the parent/carer and school. Pupils are always encouraged to participate in their meeting.

- Progress for SEND Support pupils is monitored through the monitoring within school. Internal tracking systems are used to highlight progress of pupils.
- Data in regards to Behaviour for Learning at KS3 is shared with parents / carers three times per year. At KS4, at least four times per year. This is supported by one parent's evening per academic year.
- The SENDCO is available to discuss individual pupils at any point, usually by appointment, to ensure privacy and confidentiality.

6 Criteria for exiting the SEND Register

Before pupils with SEND and additional needs exit the SEND register the following are considered:

- Pupils have a sustained functional level of literacy or there has been a sustained period of improvement.
- Standardised test scores support a period of improvement.
- Subject teachers are consulted
- Pupils and Parents are consulted.

7 Supporting Pupils and Families

The SEND Reforms place a statutory requirement on schools from September 2014 to make information available to parents/carers about how the school supports pupils with SEND.

This can be found on the School's web site under School Local Offer.

Lancashire's Education Authority Local Offer can be found at the following link:

<http://new.lancashire.gov.uk/children-education-families/special-educational-needs>

Support to engage in extra-curricular activities is provided according to need.

8 Supporting Pupils at school with Medical Conditions

The Children and Families Act 2014 places a duty on schools to support pupils with medical conditions. Individual Health Care plans will normally specify the type and level of support required to meet the medical needs of such pupils.

- Archbishop Temple Church of England High School recognises that pupils at school with medical conditions should be properly supported so that they have full access to the National Curriculum, 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 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 (2014) is followed.

- Medication is dispensed in the medical room supervised by a member of staff.

9 Admissions

Should parents/guardians require information regarding the school's admission arrangements, these are set out within the school's Admissions Policy.

10 Access Arrangements

Some pupils require Access Arrangements when sitting external examinations. Assessment for these takes place at the end of Year 9 / beginning of Year 10 and are the responsibility of the SENDCO and the examinations officer. Such arrangements should reflect a pupil's usual way of working and the test scores need to be considered alongside a 'pen portrait' of a pupil's needs. It should be noted that a diagnosis of SEND on its own does not necessarily constitute sufficient evidence to provide Access Arrangements and ultimately the decision is that of the Joint Council for Qualifications.

Transition

Care is taken to ensure that any necessary information regarding pupils with SEND is gathered from primary schools on transition and is used as the basis when deciding upon any support required. Archbishop Temple is happy to liaise with other schools and colleges when pupils come from or move on to them. The school organises open evenings, individual interviews and open afternoons to assist pupils in making decisions between key stages. The school recognises that this kind of support is particularly important for pupils with special educational needs.

Where an in-year admission takes place Archbishop Temple Church of England High School will endeavour to gain required information about individual students from previous schools to support decision around support to be provided.

11 Arrangements for SEND in-service training

The arrangements for SEND in-service training are determined by new legislation, requests from school staff, the SENDCO or Senior Leadership Team (SLT).

The Support for Learning Team will attend meetings as determined by SLT and are encouraged to attend further INSET and twilights linked to their curriculum areas and interests.

Links with health and social services and voluntary organisations

Archbishop Temple Church of England High School invites and seeks advice and support from external agencies in the identification, assessment and provision of SEND. The SENDCO,

Pastoral Leaders and Pastoral Assistant Heads are the designated persons responsible for liaising with the following:

- Lancashire County Council Education Psychology Service
- Social Services
- Speech and Language Support Service
- Specialist Outreach Services
- Health Care Services

Representatives from voluntary organisations and other external agencies are invited to meetings throughout the year to discuss SEND provision and progress and keep staff up to date with legislation. In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency. Parents/carers will normally be invited to and informed about any meetings held concerning their child unless there are overriding safeguarding issues.

12 Dealing with complaints

Archbishop Temple Church of England High School welcomes parental contact and most concerns regarding progress, facilities or support can be dealt with directly by the SENDCo. (m.shaw@archbishoptemple.com)

In exceptional cases, the Headteacher or SEND Governor may need to be involved if an issue is causing considerable concern.

The SEND Code of Practice outlines additional measures the LA must set up for preventing and resolving disagreements. These will be explained to parents if required.

13 Storing and Managing Information

SEND information is stored securely for a period of 25 years after pupils have left school and is then shredded.