

Huddersfield New College Policies, Protocols and Procedures

SEND Policy 2020



1. Statement of Intent, Scope and Purpose

1.1 Legislative framework:

Huddersfield New College's SEND policy for children and young people with special educational needs or disabilities is governed and informed by the statutory framework set out in:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education and Skills Act 2006
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice July 2014

A '*young person*' is defined in the Special Educational Needs and Disability Code of Practice: 0-25 2014 Page 1, as '*a person over compulsory school age and under 25*'.

This policy should be read in conjunction with the following Huddersfield New College policies:

- The Safeguarding Policy
- The Diversity and Inclusion Policy
- The IT acceptable and Safe Use Policy
- The Health and Safety Policy
- Fitness to Study Policy
- Admissions Policy appendix SEND 2021 entry

1.2 This SEND Policy details how Huddersfield New College will do its best to ensure that the necessary provision is made for any student who has special educational needs / disabilities, and those needs are made known to all who are likely to be involved in their College experience. Huddersfield New College will use its '*best endeavours*' to ensure that teachers in the College are able to identify and provide for those students who have special educational needs / disabilities. This will provide them with the opportunity to join in the activities of the College, together with students who do not have special educational needs / disabilities. This will be reasonably practical and compatible with the child / young person receiving the special educational provision and the '*efficient education*' of the students with whom they are educated.

1.3 The staff and governors of Huddersfield New College will endeavour to ensure that all SEND students reach their full potential, are fully included within the College community and are able to make successful transitions between educational establishments.

1.4 This policy aims to support all members of staff in providing positive and effective approaches towards the learning, progress and achievement of SEND students. All teachers are teachers of SEND students. Teaching and supporting such students is therefore a whole college responsibility, in line with the College mission statement.

1.5 Meeting the needs of SEND students requires partnership between all those involved – Local Authority, College governors and staff, parents / carers, students, children's services and all other relevant agencies.

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- 1.6 Huddersfield New College is committed to welcoming all students who meet the published entry requirements. *'Reasonable adjustments'* will be made where necessary and where possible, to enable all students for whom Huddersfield New College is the best placement to access lessons, social environments and enrichment activities as freely as possible. Needs and adjustments will be considered on an individual basis.
- 1.7 Huddersfield New College aims to ensure that:
- It uses its 'best endeavours' to secure the SEND provision that a young person needs.
 - There is a smooth transition at each transition stage for the student.
 - All staff are aware of the importance of early identification and of providing for SEND students whom they teach and / or support.
 - All staff have access to information about the student's needs, which will enable them to meet those needs in the classroom.
 - The views of the students and parents / carers are sought and taken into account.
 - All college staff recognise that parents / carers play a key role in supporting their son / daughter's education and enabling them to achieve their potential. The College will endeavour to support parents / carers through the process of transition and adjustment.
 - SEND students are offered full access to a broad, balanced and relevant education.
 - SEND students have full access to all College activities, as far as is reasonably practical, which relate to the student's needs.
 - The College works in partnership with external agencies to meet the needs of the student.
- 1.8 In accordance with The Special Educational Needs and Disability Code of Practice 2014, Huddersfield New College will:
- Screen all incoming students for SPLDs and literacy and numeracy, and provide guidance and support, depending on the results, which will lead to higher achievement.
 - Bring together the relevant information from school, the student, external agencies and screening/assessment to plan the right support.
 - Assess or request assessment for any student who is not achieving their expected grades, where appropriate.
 - Inform the student's parents / carers that special educational provision is being made for them.
 - Ensure that parents/carers have knowledge about the SEND provision that the College makes, through the Local Offer.
 - Ensure that parents / carers are able to make their views known about how their son / daughter is educated and have access to information, support and advice regarding their son / daughter's requirements.
 - Ensure that teachers in the College are aware of the importance of identifying, and providing for, those students who have SEND, through inclusive, high quality teaching.
 - Ensure that a student with SEND can participate in the activities of the College together with those who do not have SEND.
 - Be ambitious and supportive about the aspirations of children and young people in their care.

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2. Definitions

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.

2.2 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 others of the same age, or

have a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

(SEND Code Of Practice January 2015, pg 16)

3. Transition

3.1 The HNC Study Centre Team is involved in transition planning between schools and college to prepare to meet the student's needs and ensure a successful transition into college life. We work very closely with our partner schools and other schools, as well as the Local Authority and relevant external agencies to ensure that the transition to Huddersfield New College is as smooth as possible for students with SEND. Study Centre staff will visit all schools where students have disclosed SEND and are planning to attend Huddersfield New College. The High Needs Provision Manager regularly attends EHCP review meetings in schools for prospective students and liaises closely with the Local Authority regarding prospective students. SEND students who disclose at interview will subsequently be invited to:

- complete a needs assessment form
- attend College for a transition visit(s) discuss their needs on enrolment

4. Admissions

4.1 Students with a disclosed SEND

All students with a disclosed SEND will still need to meet our entry criteria for the study programme for which they are applying. If this is not the case, the student application may be referred to the Head of Admissions and Vice Principal Corporate Services and Planning. All admissions expectations regarding attendance, behaviour and attitude to learning should also be met. Although we are mindful of any disclosure and responsive to individual needs, students with a disclosed SEND must still be able to demonstrate that they can engage successfully in a full-time educational programme in a large education provider. More information is available on our website

<https://www.huddnewcoll.ac.uk/files/Admissions/Admissions Policy appendix SEND and conditional extras guidelines 2020 entry.pdf>

4.2 Students with an EHCP

When a young person has expressed a preference for HNC as an institution he / she would like to attend, the local authority will be under a duty to consult the College with the request, unless the institution is unsuitable for their; age, ability, aptitude or special educational needs / disability of that young person, or that to place the young person at Huddersfield New College would be incompatible with the efficient use of resources or the efficient education of others.

For students with an EHCP in place, any offer will not be made immediately at interview as all potential offers will be referred for approval to a specialist admissions panel consisting of the Head of Admissions &

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Vice Principal Corporate Services and Planning and the relevant additional learning support staff. This is to ensure we are able to put in place the most suitable support for potential students.

4.3 Admissions Panel

The remit of the panel is to ensure that a student's needs can be met whilst studying at Huddersfield New College. We aim to provide the best inclusive education and the best care, by the best people, in a safe, supportive and welcoming environment, enabling our students to achieve their best, and to progress with confidence to the next stage of their lives. To do this we will review strategies that have been employed previously to ascertain whether they would work within a college environment and enable students to be in a position to effectively participate in full time education.

Final decisions regarding the offer of a place with Huddersfield New College will be made by the Head of Admissions & Vice Principal (Corporate Services and Planning).

5. Initial screening

5.1 All new Level 3 students will be screened for SPLDs via an online screening programme (EXACT) following a referral by curriculum staff. All level 2 students will be screened via Lucid Exact, and referred for support accordingly.

5.2 Initial screening will usually be completed within the induction period for new students and any vocational students needing extra support will be referred for further diagnostic assessment with a Specialist Teacher / Assessor.

6. Support

6.1 Having brought together all the relevant information from the school, parents / carers, the student, those working with the student and from any screening test or assessment the College has carried out, the information will be discussed with the student at enrolment. The student will then be offered support at this meeting and may be accompanied by a parent / guardian. This discussion may identify the need for a more specialist assessment from within the College or beyond. The College will then request this through the formal channels. Triggers for support include:

- EHCP
- My Support Plan

6.2 The College offers inclusive quality first classroom teaching. Support needs and medical information is disseminated to staff via the College VLE. Additional Learning Support is deployed by the Director of ALSS after evidence from all relevant sources has been taken into consideration.

6.3 Reasonable adjustments may include:

- Assistive Technology and Resources (Read and Write Gold 11.5/Dragon Naturally Speaking)
- Support for students with SpLDs by Specialist Teachers (PATOSS L7)
- In class support including note-takers and prompts
- One-to-one and small group learning support
- Accessible information including AltFormat / MP3 / enlargements / coloured handouts / overlays
- Equipment loan (Dictaphones / laptops etc)

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- Access Arrangements for examinations (Extra Time, Rest Breaks etc)

6.4 Accessibility – we provide:

- Lifts
- Ramps where needed
- A 'Quiet Room' and Quiet Areas – for students not comfortable in the busier areas of college
- Access to Disabled Toilet facilities
- Risk Assessments and Personal Emergency Evacuation Plans (PEEP's) are provided for students requiring them

6.5 The progress made by all students is regularly tracked and monitored on the MIS systems (Unit-e and Cedar). Initially, concerns registered by teachers, progress tutors, parents / carers or other agencies are addressed by appropriate strategies for differentiation within the classroom and through inclusive Quality First Teaching. Subsequent concerns can be raised at any point by any member of staff, by alerting the Study Centre team and / or the Pastoral Team. Support staff will facilitate meetings with students and curriculum staff following each progress point to identify current progress and to amend support strategies as required. Appropriate interventions can then be actioned.

6.6 The effectiveness and impact of support is monitored continuously. It is regularly reviewed by teaching and support staff and recorded on Cedar through Learner Support Notes (for high needs students). Support is flexible and may be increased or reduced, depending on student need. Reductions in support are actioned to support the student to work towards more independent study, in anticipation of the next stage of their education or employment and in preparation for adulthood. Support will also be in line with our Covid Support Strategy offering classroom or remote support as required and based on student need.

7. Expertise within the College

7.1 The governing body ensures that all members of staff are enabled, through effective dissemination of information and through CPD, to interact appropriately and inclusively with students who have SEND. They also ensure that curriculum staff are enabled to develop their skills, are aware of effective practice and keep their knowledge up to date. HNC has access to specialist skills and expertise to support the learning of students with SEND and have contact with other agencies (including mental health services, such as CAMHS, and specialist organisations). There is a named person in the College with oversight of SEND provision to ensure co-ordination of support.

This person contributes to the strategic and operational management of the College. Curriculum and support staff know who to go to if they need help in identifying a student's SEND, or are concerned about their progress or need further advice, ie. the Study Centre Team.

8. Working in partnership with students / parents

8.1 The impact of any assessment and intervention will be influenced by the involvement and interest of the student and their parents / carers. Success for all is dependent on active and positive collaboration between parents / carers, students and College staff, supported when and where appropriate by other professionals and agencies.

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- 8.2 Parental concerns are communicated to the College via letter, phone, e-mail, Parents' Evenings, Open Evenings and are responded to via the same range of channels. Staff concerns may be communicated to parents / carers, prompted by curriculum staff, progress tutors or members of the study centre team.
- 8.3 Students with SEND are invited to contribute to the decision-making process at college at various points on their student journey and to provide feedback through various channels including:
- Disclosure documentation at interview
 - Transition visits
 - Enrolment interview
 - Through contact with specialist teachers
 - Through progress tutors
 - Through curriculum staff
 - Through student support assistants
 - Learner group / focus groups
 - Equality and Diversity Survey
- 8.4 Parents / carers of students with SEND are invited to contribute to the decision making process at various points in their son / daughter's student journey and to provide feedback through various channels. These include:
- Open Evenings
 - Disclosure documentation
 - Transition visits
 - Enrolment interview
 - Through contact with specialist support teachers
 - Through progress tutors
 - Through curriculum staff
 - Through student support assistants
 - Parents' support survey
 - By telephone or email contact at any time
- 8.5 HNC will cooperate fully with the young person and the local authority if a young person disagrees with and appeals against:
- The educational provision, outlined in the EHC Plan
 - Reviews
 - Assessments
 - Plan to cease an EHC Plan.
- 8.6 The following quantitative and qualitative indicators will provide evidence of the impact of this policy:
- Annual success rates for SEND students
 - Annual comparative success rates in learner groups
 - Individual tracking and monitoring records
 - Student feedback via various channels
 - Parental feedback
 - External stakeholder feedback

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- Effective deployment of resources to the students who need it

9. Roles and Responsibilities

- 9.1 Governors have responsibility for the strategic overview of and the implementation of the SEND Policy. The day-to-day management and organisation of SEND support is the responsibility of the Principal, Vice Principal Student Support, Guidance & Progression, Senior Director of ALSS and High Needs Provision Manager, in conjunction with the support of colleagues in the Study Centre team. All governors, especially the SEND Governor, will ensure that they are fully informed and knowledgeable regarding the College's SEND provision.
- 9.2 The Vice Principal – Student Support, Guidance & Progression will oversee and contribute to all policies and decisions which contribute to or impact upon the SEND provision at HNC; ensuring that they comply with the College vision and mission statement and to fulfil all statutory requirements of the Children and Families Act 2014, and the SEND Code of Practice 2014.
- 9.3 The Senior Director of ALSS will:
- In collaboration with the Principal, Vice Principal - Student Support, Guidance & Progression, SLT and Governing body, determine the strategic development of the SEND policy and provision at Huddersfield New College with the ultimate aim of raising the success rates of students with SEND.
 - Manage the team of Student Support Assistants.
 - Work alongside the High Needs Provision Manager to support students who are on an EHCP.
 - Liaise with partner schools in order to facilitate smooth transition.
 - Provide appropriate information to promote inclusive teaching.
 - Liaise with and advise colleagues on all matters relating to SEND
 - Contribute to the continuing development and training of college staff.
 - Formally assess the impact of the SEND policy through the annual Self Assessment process.
 - Implement an Action Plan to address any issues raised in the above.
 - Manage the work of the specialist assessors
 - Collate information for SEND students from school liaison visits.
 - Organise and maintain the records of all SEND students.
 - Liaise with parents / carers of SEND students
 - Liaise with external agencies as relevant / appropriate, to promote achievement in SEND students.
 - Lead in supporting the 'Looked After Children' students and Young Carers alongside the Young Carers champion.
- 9.4 The High Needs Provision manager's role is to
- To undertake all admissions and enrolment interviews for potential high need students, and to ensure through the admissions and enrolment processes the clear identification of their support needs, to ensure they are appropriately supported to learn and to achieve their potential
 - To lead on the transition of students with high needs to the College
 - To participate in any meetings with Local Authorities about the transition of high needs students to the College
 - To lead on the Annual EHCP Review
 - To co-ordinate all reviews of individual Education Healthcare Plans and Chair these periodic review meetings

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- To ensure College records of students with high needs are up to date and accurate to facilitate the correct level of funding claimed by the College, especially those with an EHCP
- To lead on liaison with relevant local authorities regarding funding for students with high needs to ensure the correct funding for each student is received
- To lead on the Disability Support Applications for students with high needs wanting to progress to higher education, as appropriate to need
- To ensure risk assessments are in place for students identified as requiring ALSS
- To ensure that PEEPS are in place for any student with a disability or difficulty or a high need that will affect their ability to safely exit the building in any evacuation and ensure these PEEPS are disseminated to relevant staff across College
- To track, monitor and to report annually on the attendance, retention, progress and final outcomes of high needs students relative to their peers
- To communicate with parents / carers at relevant times during the academic year to convey information about the progress of their son / daughter with high needs
- To participate in College events for example, open events, admissions interviews, enrolment as the in-house specialist on high needs and EHCP
- To lead in any Ofsted inspection on the College’s High Need Provision and the achievements of High Need students.
- To maintain case studies of successful High Need students as evidence of impact of the support provided
- To contribute and to participate in Continuous Professional Development activities relevant to role
- To contribute to the annual self-assessment of ALSS provision, providing an analysis of the quality of the support for students with high needs, as evidenced by the impact of this support on their attendance, retention, outcomes and progression within and beyond College

10. Review of Policy and communication

The Senior Leadership Team approve this policy. Once approved, staff will be notified of the new policy via the staff news bulletin and the policy will be published on the external website.

Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	September 2015	Shelley Martin	New Policy	SLT 13.11.15	September 2016
2	January 2017	Samantha Wilkinson	Updated Policy	SLT 27/01/17	September 2017
3	January 2018	Andrea Lindley	Updated Policy		January 2019
4	November 2019	Chris Madej	Updated Policy	SLT December 2019	Sept 2020
5	November 2020	Chris Madej	Updated Policy	SLT December 2020	September 2021

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Equality Impact Assessment

Question	Response
1. Name of policy being assessed	Send Policy
2. Summary of aims and objectives of the policy	The purpose of the policy is to clearly indicate the way in which the College will provide supportive education for all students with a Special Educational Need or Disability.
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	The newly appointed roles of Senior Director of ALSS, High Needs Provision manager and Vice Principal – Student Support, Guidance & Progression have consulted with the previous Director of ALS and statutory guidance.
4. Who is affected by the policy?	HNC students
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	The policy will be the basis for all SEND decision making and processes. The policy will be reviewed annually.

Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Positive Impact	The policy is compliant with all statutory responsibilities and has at the heart of it a desire to ensure equality for all.	N/A
Gender reassignment	Positive Impact	As explained for disability	N/A
Marriage or civil partnership	Positive Impact	As explained for disability	N/A
Pregnancy and maternity	Positive Impact	As explained for disability	N/A
Race	Positive Impact	As explained for disability	N/A
Religion or belief	Positive Impact	As explained for disability	N/A
Sexual orientation	Positive Impact	As explained for disability	N/A

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Sex (gender)	Positive Impact	As explained for disability	N/A
Age	Positive Impact	As explained for disability	N/A

Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy describes the processes to ensure that all SEND students can be supported in their education.	
Final Decision:	Tick the relevant Box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .	✓	The basis of the policy has been used for many years and the College SEND provision has been judged to be outstanding.
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Reviewed by: (Author)	Chris Madej
Date:	18/11/20

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Review date (if applicable):	
Approval by: (SLT Lead)	Lee Goddard
Date:	18/11/20