



Special Education Needs and Disability Policy

Date effective from	September 2025
Date approved by Trustees	September 2025
Policy Prepared by	Miss V Gregson, SENDCO

This document is available via the school website or from the school office on request.

PRINCIPLES

We aim to:

- ensure that all students realise their potential, through a broad and balanced curriculum that provides equality of opportunity and enables high achievement for all students regardless of specific need, disability or academic ability;
- ensure that all students with special educational needs and disabilities are identified, assessed and adequately supported;
- ensure that the school's statutory duties are met for students with EHCPs and disabilities;
- ensure that every child achieves their potential regardless of special educational needs or disability;
- ensure that students are enabled to become independent, resourceful and resilient learners;
- ensure that there are good links with parents as they play a vital role in supporting their child's special educational needs and disabilities;
- ensure that the views of the individual student are considered when determining the nature of provision made for the student;
- ensure that SEND students who are eligible for Pupil Premium funding are supported effectively and in receipt of their full entitlement;
- ensure that our SENDCO has the time and resources needed to fulfil the demands of the role and the effectiveness of the department;
- ensure that students are referred for statutory assessment in a timely and efficient way;
- ensure that students are offered full access to a broad, balanced and relevant education, including an appropriate curriculum;
- support all SEND students with guidance regarding post 16 study with appropriate educational providers;
- ensure that the SEND Code of Practice is given due regard and cross referenced against Guidance on Inclusion and The Disability Rights Code of Practice for Schools;
- ensure that the delegated budget is allocated in full to staffing within the SEND Team and the use of consultants and external professionals.

CHANGES TO POLICY IN RELATION TO THE CODE OF PRACTICE 2014

The main changes from the previous Code of Practice 2001, and subsequently the school's previous SEND policy, are:

- The Code of Practice (2014) covers the 0-25 age range and includes guidance relating to disabled children and young people as well as those with SEND.
- There is a clearer focus on the participation of children and young people and parents in decision-making at individual and strategic levels.
- There is a stronger focus on high aspirations and on improving outcomes for children and young people.
- It includes guidance on the joint planning and commissioning of services to ensure close cooperation between education, health and social care.
- It includes guidance on publishing a Local Offer of support for children and young people with SEND or disabilities.
- There is new guidance for education and training settings on taking a graduated approach to identifying and supporting students and students with SEND (to replace School Action and School Action Plus).
- For children and young people with more complex needs a coordinated assessment process and the new 0-25 Education, Health and Care plan (EHCP) replace statements and Learning Difficulty Assessments (LDAs).
- There is a greater focus on support that enables those with SEND to succeed in their education and make a successful transition to adulthood.
- Information is provided on relevant duties under the Equality Act 2010
- Information is provided on relevant provisions of the Mental Capacity Act 2005.
- There is new guidance on supporting children and young people with SEND who are in youth custody.
- The Special Educational Needs and Disability (Amendment) Regulations 2024

This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Working Together to Safeguard Children 2023'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2021) 'School Admissions Code'
- DfE (2024) 'Keeping children safe in education 2024'

- Equality and Human Rights Commission (EHRC) (2015) 'Reasonable adjustments for disabled pupils'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Data Protection Policy
- Records Management Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Procedures Policy
- Accessibility Policy

DEFINITION OF SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Children have special educational needs if they have a learning difficulty which calls for a special educational provision to be made for them.

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 schools within the area of the local education authority;
- are under compulsory school age and fall within the definition at (a) or (b) above or would so do if special educational provision was not made for them.
- Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special educational provision means:

- for children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools, other than special schools, in the area.
- for children under two, educational provision of any kind.

See Section 312, Education Act 1996 2.5.

Definitions in the Children Act 1989 and the Disability Discrimination Act 1995:

- A child is disabled if s/he is blind, deaf, dumb or suffers from a mental disorder of any kind or is substantially and permanently handicapped by illness, injury or congenital deformity or such other disability as may be prescribed.

Section 17 (11), Children Act 1989 2.5.2.

- A person has a disability for the purposes of this Act if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

Section 1(1), Disability Discrimination Act 1995 3

SEND COORDINATION

The SEND Co-ordinator (SENDCO) is Miss Vicky Gregson. Her primary responsibilities include:

- Overseeing the day-to-day operation of the school's SEND policy.
- Liaising with and advising fellow teachers.
- Managing the SEND Team of Teaching Assistants and other linked staff.
- Coordinating provision for students with special educational needs and disabilities.
- Overseeing the records on all students with special educational needs and disabilities.
- Liaising with parents of students with special educational needs and disabilities.
- Contributing to the in-service training of staff.
- Liaising with external agencies
- Management and reconciliation of the SEND budget.
- Access Arrangements; Supported by SEND Team.
- SENDCO's role, alongside SEND Team is to provide support to SEND students who have been identified in needing Access Arrangement support during their assessments and GCSE examinations.

Roles and responsibilities

The board of trustees will be responsible for:

- Ensuring this policy is implemented fairly and consistently across the school.
- Ensuring the school meets its duties in relation to supporting students with SEND.
- Ensuring that there is a qualified teacher designated as SENDCo for the school.

The Head of School is responsible for ensuring the school offers a broad and balanced curriculum, with high quality teaching and a positive and enriching educational experience of for all students, including students with SEND.

In enacting this policy, the Head of School will:

- Ensure the school holds ambitious expectations for all students with SEND.
- Establish and sustain culture and practices that enable pupils with SEND to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and SEND of students, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.
- Work with the board of trustees to ensure that there is a qualified teacher designated as SENDCO for the school.
- Ensure the SENDCo has sufficient time and resources to carry out their functions.
- Provide the SENDCo with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Ensure the SENDCo has or is completing either the National Award for Special Educational Needs Co-ordination or the National Professional Qualification for Special Educational Needs Co-ordinators.
- Regularly and carefully reviewing the quality of teaching for students at risk of underachievement, as a core part of the school's performance management arrangements.
- Ensure that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against students with SEND.

COORDINATION ARRANGEMENTS

- The SENDCO is supported by the HLTA, who has responsibility for managing all data relating to SEND provision and Access Arrangements.
- The SEND Officers role is to support the SENDCO in supporting student's not yet meeting need for an EHCP but identified on the SEND provision map.
- The core purpose of the SEND Team is to enable outstanding learning by provision students. This is realised through: training provided for staff; adapted and differentiated learning resources; in-class targeted support and withdrawal programmes.

ADMISSION ARRANGEMENTS FOR SEND STUDENTS WITH AN EHC Plan

- Applications received by the school from the local and neighbouring boroughs are considered on an individual basis and considered against the following criteria: whether the school believes it

can meet the identified requirements and needs of the child and; whether admitting the child might be incompatible with the provision of efficient education or the efficient use of resources for all other children.

- Where the application is for a student with a recognised disability, the school's capacity to provide specialised and adapted facilities and resources will also be taken into account.

ADMISSION ARRANGEMENTS FOR SEND STUDENTS WITHOUT AN EHC Plan

- These arrangements are the same as all other students. Please see the school's admission policy. Occasionally students arrive with a 'note in lieu'. Such documents may be issued when a statutory assessment has been considered but the LA has decided it is not appropriate to issue a Statement. (It should be noted that 'notes in lieu' are shared with schools only at the agreement of the parent/s).

SEND SPECIALISATION

- The school does not specialise in any provision and does not have a special unit. It utilizes part of its allocated budget to employ consultants with specialist knowledge, e.g. Reachout ASC (ASD Specialist), Inclusion Solutions (HI Specialist), Freelance Specialist Teacher (Literacy, Numeracy and Dyslexia), Psychotherapist, etc.

ALLOCATION OF RESOURCES

- In addition to the SENDCo and HLTA, there are Teaching Assistants. Teaching Assistants are appointed according to the support required by Education, Health and Care plans (EHCPs).
- Staffing is allocated in accordance with the provision detailed in the EHCPs of students. The SENDCo timetables SEND Team members, to ensure that students receive their statutory provision.
- Other human resources, such as Educational Psychologists are directed by the SENDCo according to the urgency of need.
- Students with EHCPs are the priority for Teaching Assistants when working in the classroom. Since it is also the aim of the SEND Team to build the independence of these students, opportunities often arise for them to also support additional students

- Teachers are supported by the SENDCo and the SEND Team to adapt work for students with EHCPs. Through whole-staff training, targeted training, and guidance documents, the SENDCo informs all teachers about how to adapt and provide for all SEND students.
- A range of intervention programmes are available for students with specific needs. One Lead TA has a literacy focus and delivers literacy programmes to small groups of students; the other has the equivalent responsibility for numeracy. Teaching Assistants run intervention programmes that are personalised according to SEND student needs.
- SENDCo to analyse student data and need, inform the deployment of resources, and evaluate the impact of provision and intervention. Data sources include prior attainment data, termly assessment data and reading age data. The SENDCo leads analysis and evaluation of data with the SEND Team each term. Students with SEND are monitored using the Lucid test and other forms of standardised assessment.

IDENTIFICATION AND REVIEW OF STUDENTS' NEEDS

- Students with SEND (new to the school) are initially identified by the SENDCo during the Primary transfer process. These students are placed on the school's monitoring system, and over the course of their first months at the school, data is collected on them to inform a judgment by the SENDCo about their SEND level. This data includes Key Stage 2 SATS data, assessment data from the first of the school's termly examination periods and feedback from teachers.
- A similar process is employed for students in Years 8 – 11, with the data from periodic assessments being used by the SENDCo to judge SEND level.
- Identification of students with SEND also takes place by teachers who subsequently inform the SENDCo. The SENDCo is then able to look in detail at individual student cases to make a decision or refer to external professionals for advice.
- The SENDCo has a programme for ongoing observation and assessment of students with EHCPs and those with special educational needs and disabilities but who do not have an EHCP. Feedback is provided to teachers, parents and students about student progress and achievement on the outcomes of this programme.
- The SENDCo is also available for contact by parents whom are concerned about their child's progress or who may believe their child possesses a SEND need.

- Students who have been identified as potentially having a SEND by a teacher, other professional or parent may be tested using standardised reading age tests. These supplement the data set from which the SENDCo makes a judgment about SEND level. The SENDCO may also call on other professionals, such as Educational Psychologists or Occupational Therapists, to assist her in determining a student's needs.
- The needs of students with EHCPs are reviewed through the Annual Review Meeting process. Prior to this meeting, information is collected from Teachers and Teaching Assistants to enable the SENDCo to discuss with parents a student's progress.

SEND students are identified as having a SEND status if their progress is inadequate. Adequate progress is defined as progress that, for instance:

- Closes the attainment gap between the student and the student's peers.
- Prevents the attainment gap growing wider.
- Is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers.
- Matches or betters the student's previous rate of progress.
- Ensures access to the full curriculum.
- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the student's behaviour.
- Is likely to lead to appropriate accreditation.
- Is likely to lead to participation in further education, training and/or employment.

If progress is inadequate, action will be taken above and beyond by teachers as part of their everyday practice. The triggers for provision could be the teacher's or other's concern, underpinned by evidence, about a child or young person who, despite receiving differentiated learning opportunities:

- Makes little or no progress even when teaching approaches are targeted particularly in a student's identified area of weakness.
- Shows signs of difficulty in developing literacy or numeracy skills that result in poor attainment in some curriculum areas.

- Presents persistent emotional and/or behavioural difficulties, which are not ameliorated by the behaviour management techniques usually employed in the school
- Has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment
- Has communication and/or interaction difficulties and continues to make little or no progress despite the provision of a differentiated curriculum.

If a student is named on the SEND Register, teachers will be informed and are expected to make adaptations to the learning of the student. If this is successful in making the student's progress adequate, they will return to no SEND status. If progress remains inadequate, the SENDCo will direct internal or external professionals to provide for the student. If the student's progress remains inadequate, the SENDCo will consider a statutory assessment. If a student with an EHCP makes adequate progress, the SENDCo will discuss with the parents at the Annual Review meeting whether they would agree to reduce the provision in the student's EHCP. If agreed, this recommendation will be made to the relevant Local Authority in accordance with the annual review procedure. If a student makes consistently adequate progress and no longer requires SEND provision, the SENDCo may recommend that an EHCP be removed with the agreement of parents.

CURRICULUM ARRANGEMENTS

- All SEND students are taught without exception in mainstream classes and are supported by a Teaching Assistant according to the provision in their EHCP.
- SEND students are sometimes withdrawn from mainstream lessons to be taught in small intervention groups by a Teaching Assistant. Their literacy and/or numeracy skills and achievement may be addressed by appropriate, personalised programmes designed by the SENDCo.
- All SEND students take part in the school's standard curriculum.
- There are some personalised routes available for students at Key Stage 4: a small number of students with SEMH needs are placed on a personalised pathway to support them to achieve five 9-4 grades at GCSE. They study the Key Stage 4 core subjects and may take an appropriate BTEC qualification. This flexibility ensures that the students gain access to accredited courses whilst providing for their specific needs.

ENGAGEMENT IN ACTIVITIES

All SEND students have equal access and are integrated into all school activities.

EVALUATION BY THE BOARD OF TRUSTEES

The board of trustees review the SEND policy annually and SEND provision is evaluated by the Standard Committee and Trust Board each academic year. As required, the Head of School report contains a review of SEND provision, informed by the SENDCo.

COMPLAINTS

There is a formal complaints procedure which parents of SEND students may follow. Please see the policy on complaints.

INSERVICE TRAINING

The SENDCo is responsible for providing training for all staff according to the needs of students at all SEND levels.

THE ROLE OF PARENTS

The SENDCO endeavours to build positive relationships with the parents of all students with EHCPs and parents are able to contact the school and speak to the SENDCo at any time.

- Each student with an EHCP is assigned a key Teaching Assistant who is responsible for primary contact with parents and they speak with parents on a regular basis, sometimes daily. The SENDCO telephones or meets all parents of students with EHCPs and will support a parental request who wish to speak face-to face at school.
- At Annual Review meetings, parents of students with EHCPs are presented with data pertaining to the student's academic progress. Details of the student's provision and any intervention they have received, and its impact, are also provided. Progress against the objectives in the student's EHCP is evaluated and agreed adjustments are recommended to the relevant Local Authority.

LINK SCHOOLS AND TRANSITION ARRANGEMENTS

- The SENDCo visits primary schools of the majority of incoming Year 7 students with EHCPs and meets with primary school SENDCo's regarding all SEND students. Information is shared in verbal and written form. Information is also received via the transfer of files from primary schools

and from the Educational Psychology Service. These mechanisms ensure effective transfer of information.

- Incoming Year 6 students with EHCPs are invited to visit the school with their parents or a primary school professional to meet the SEND Team and see the school facilities.
- At the annual review of Year 9/10/11 a transition plan is agreed for students with EHC Plans.
- If the SENDCo believes the placement of a student with an EHCP is breaking down, they refer first to the SEND Team at the relevant Local Authority for advice. An Educational Psychologist's report may then be sought and the SENDCo will submit a report to the Local Authority. This may result in a recommendation for the student to transfer to another school. Transfer arrangements are made on a case-by-case basis.

PROGRESS AND NEXT STEPS

The school is following closely the national developments with regards to the changing framework for SEND.

Changes being implemented that relate to those implemented at national level are:

- One level of SEND identification and the abolition of school action and school action plus as descriptions of need;
- Developing the role and involvement of the SEND Trustee;
- Teaching staff working collaboratively with the SEND department
- High Quality Teaching being delivered;
- Developing transition and nurture support.