

SEND POLICY

This policy is set out to outline Lytham St Anne's High School's aims and objectives.

Part 1: Introduction

1.1 Philosophy

All members of staff, in conjunction with the authorities, (Governing Body and Local Authority) have a responsibility to ensure that every student has an equal opportunity to attain their maximum potential in all aspects of the curriculum. Students are entitled to a broad and balanced curriculum, including the National Curriculum (incorporating personalised provision), and their relative progress will be recorded, valued and reviewed.

1.2 Definition of Special Educational Needs and Disability (SEN/D)

Students have special educational needs if they have a *difficulty in accessing the curriculum*, temporary or long-term, which calls for special educational provision to be made for them.

Students have *difficulty accessing the curriculum* if they:

- Have significantly greater difficulty in learning than the majority of others the same age.
- Have a learning difficulty or disability which calls for special educational provision to be made.
- Have a disability that prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age.

(SEN/D Code of Practice 2014)

Special Educational Provision may be triggered when students fail to achieve adequate progress, despite having had access to a differentiated programme. Parents, carers and staff will be informed that the child has special educational needs and appropriate provision identified to meet the student's individual need(s) will be made.

Lack of adequate progress may be indicated by:

- Little or no progress despite the use of targeted teaching approaches and a differentiated curriculum.
- Working at levels significantly below age expectations, particularly in Literacy or Numeracy.
- Presenting persistent emotional and /or behavioural difficulties, which have not been managed by appropriate strategies usually employed.
- Sensory or physical impairments that result in little progress despite the provision of appropriate aids or equipment.

- Poor communication or interaction, requiring specific interactions and adaptations to access learning.

1.3 Curriculum Support (Provision) is achieved by:

1. Identifying and assessing individual student's needs.
2. Reporting of students' needs to all members of school staff.
3. Providing an appropriate curriculum, taking into account;
 - National Curriculum and examination syllabuses.
 - Continuity and progression.
4. Delivering an appropriate curriculum, taking into account:
 - Suitable teaching materials.
 - Effective, differentiated teaching strategies.
 - A supportive learning environment.
 - Encouraging a positive self – image.
5. Providing learning support through:
 - Curriculum development.
 - Support teaching.
 - Wave interventions.
 - Bespoke training.
 - Inset.
6. Using outside agencies where necessary and appropriate.
7. Monitoring individual progress and making revisions where necessary.
8. Ensuring that parents/carers understand the process and involving them in the support of their child's learning.
9. Encouraging students with SEN/D to actively participate in all decision-making processes and contributing to the assessment of their needs, meetings and transition process.
10. Making regular reports to governors regarding SEN/D issues, to raise awareness and to aid implementation of processes and procedures.
11. Teaching assistants and teachers collaborate effectively.

PART 2: Structural Arrangements

2.1 SEN Coordinator

Tonia Hallam

BSc Hons Sports Science

PGCSE – Secondary education PE

Level 7 Postgraduate Award for Proficiency in Assessment for Access Arrangements

National SENCO Award

2.2 Roles and Responsibilities

The role and responsibilities of school personnel with regards to special educational needs are given below. They are in accordance with the Code of Practice (2014) guidelines and school job descriptions.

Governing Body:

- In partnership with the Headteacher, the Governors have responsibility for deciding the school's general policy and approach to meet the needs of students with SEN/D.
- Monitoring the policy through the school's self-review procedures.
- All governors are informed of the school's provision, including funding, equipment and staffing.

The Headteacher:

- Setting objectives and priorities in the school development plan, which includes SEND.
- Line-managing day-to day provision for students, with SEN/D, including setting the budget for supporting students within the schools overall financial resources.
- Informing the Governing body.

SENCO:

- Disseminating information and raising awareness of SEN/D issues throughout the school.
- Is responsible to the Headteacher for the management of SEN/D provision and the day-to-day operation of the policy.
- Managing and developing the roles of Teaching Assistants, through training and PM.
- Screening and identifying students.
- Co-ordinating provision for students.
- Supporting the teaching and learning of students with SEN/D.
- Keeping accurate records of all students with SEN/D.
- Drawing up, reviewing and monitoring Student Passports for those with SEN/D and others, as required.
- Monitoring departmental delivery of the SEN/D Policy.

- Recruiting and deploying the School's Teaching Assistants.

Being responsible and accountable for the whole-school SEN/D resources and sharing with the Headteacher and Business Manager responsibility for the allocation of funding devolved directly from the LA.

- Liaising with parents and carers of students with SEN/D.
- Liaising with and advising fellow teachers and support staff.
- Liaising with schools including feeder primaries and specialist settings.
- Liaising with other SENCO'S, both locally and nationally.
- Liaising with outside agencies.
- Contributing to in-service training and external training (as appropriate)
- Being involved in the SEN/D report, which the Headteacher sends to the Governors.

Other staff:

“All teachers are teachers of special needs”

- Devising strategies and identifying differentiated methods of access to the curriculum, in conjunction with SENCO and Teaching Assistants.
- Recognising that central to the work of every teacher is the cycle of planning, teaching, assessing and evaluating that takes account of the wide range of abilities, aptitudes and interests of the students in their classes.
- Ensuring Student Passports are considered in lessons.
- Monitoring progress of students with SEN/D against agreed targets and objectives.
- Be fully aware of the schools' procedures for SEN/D
- Raising individual concerns.

Teaching Assistants:

- Support students with SEN/D and the wider school population.
- Some will plan and deliver individualised programmes where appropriate.
- Help monitor progress against targets using Student Passports.
- Assist with drawing up individual plans for students and supporting information.
- Contribute to review progress, either in person or with written report.
- Work with small groups in or out of the classroom, under direction of the class teacher.
- Jointly plan with teachers where appropriate.

2.3 Admission Arrangements

These are outlined in the school admissions policy, in line with the requirements mentioned in the Children's and family Act 2014.

Alongside the school policy on admissions, students with SEN/D, are offered additional visits to school and transition meetings to ensure that their needs are met. This allows us as a school to have planned and prepared for the reasonable adjustments that some students with SEN/D require.

2.4 Inclusion

“We see all learners and potential learners, and their parents and carers, as of equal value”, irrespective of ability, race, gender or need. This is reflected in the schools’ organisation and curriculum structure, its assessment and rewards systems, the arrangements made for careers’ education and work experience. Students with SEN/D are integrated and included fully into the life of the school as a whole, including its cultural and social activities.

In line with what the SEN/D Code of Practice (2014) states:

“All Children and Young people are entitled to an education that enables them to make progress so that they:

- Achieve their best,
- Become confident individuals living fulfilling lives, and
- Make successful transition into adulthood, whether into employment, further or higher education or training.

The school’s accessibility plan outlines the support given to both parents and children with SEND. This outlines changes and support given where this is needed for students with SEND.

Facilities and Equipment

To ensure students with SEN/D are able to access the curriculum and school facilities we ensure the following:-

In class: Students may need the following adjustments – Seating and seating options, use of hearing devices and voice transmitters, laptop to record work, enlarged worksheets, overlays. Some children have timetabled physiotherapy sessions.

Movement around school: Assisted by an adult, leave early pass, use of ramps between some buildings, lifts to get access to second floors.

Facilities: Disabled parking and use of main car park for drop off, disabled toilets and changing facilities, markings on the floor where gradients change and lockers.

As a school we work with the students’ parents and medical advisors to ensure we have the necessary equipment, process and facilities available for students with SEN/D.

Support In class.

To ensure students are treated fairly in class and their needs are met to allow them to attain their best, we provide teaching staff with information and strategies about the needs of students, this is through Pupil Passports. For some students with SEN/D they will also have a key adult who supports them in the classroom and liaises with teaching staff.

Support at Unstructured times

Some students with SEN/D require a safe place at unstructured times, this is provided for all year groups. For students who wish to be out with the rest of their peers, we ensure we have risk assessed this, the students will have a safe place to go to and all teaching and support staff are made aware of the students’ needs and how to support them. Some

students will be supported in accessing clubs and trips, this maybe by an additional adult being present, the staff running the club are aware of the students' needs and what support maybe needed.

2.5 Complaints

Initially, all complaints from parents or carers about their child's provision are made to the SENCO, who follows this up with the relevant staff. However, if a parent or carer is not satisfied with the response given, the Complaints Procedure outlined in the school's prospectus may be followed.

2.6 Monitoring and Evaluation of this Policy

The degree of success of the policy and its implementation will be evaluated using the following indicators

- Recorded views of students and parents or carers, particularly at meetings.
- Recorded views by teachers on students' competence, confidence and social acceptability.
- Measurable or observable gains from students particularly in terms of set targets, screening tests and other assessments carried out where appropriate and examination results.
- Evidence of planning and targeted expenditure for SEN/D.
- The SENCO reviewing procedures in consultation with subject leaders, and outside agencies.
- Feedback from Departments and outside agencies.
- Number of complaints.

In association with SLT, the SENCO reviews SEND Provision and progress of SEND students termly, meets with the SEN Governor and at the end of the year as part of the Quality Assurance process reviews the year and plans accordingly for the forthcoming year.

PART 3: Identification, Assessment and Provision.

3.1 Identification

The school uses the **graduated response** as outlined in "The Code of Practice (2014)". To help with this process a variety of procedures are used, which are then disseminated to staff using the database and Student Profiles.

New intake students in year 7.

a) Primary Liaison

Feeder primary schools are contacted and visited prior to transfer. Any student who is SEN Support or has an EHCP is referred to the SENCO. The SENCO then visits the schools and the students and where possible parents.

In the spring of their Year 6 the LA will notify school which students are coming who have an ECHP. Where practicable the SENCO attends their Annual Review to ensure a smooth transition is made.

b) Initial Screening

- Ks2 tests.
- Reading, spelling, comprehension tests (Lucid Exact)
- Cats.
- Boxall.

Screening in other year groups

Depending on the concerns, this will guide the decision on which type of testing is used. School is however able to use a range of nationally recognised tests that allow us to identify specific needs in handwriting, spelling, reading, comprehension and SpLd. All staff are able to make referrals to the SENCO, using the school's referral system.

Staff observation

- Members of staff consult with the SENCO using the referral form, which allows the SENCO to see what has already been done by the class teacher, In line with Quality First Teaching. Evidence of the concern needs to be produced by the class teacher prior to any testing/additional intervention being undertaken.
- The SENCO may then ask for further testing by other professionals.

Referrals by parents or carers

- As a parent if you have any concerns about your child's ability to access the curriculum then you do not need to seek or pay for private assessments as school are able to appropriate advice and assessment firstly from in house Specialists, Specialist teachers and if needed Educational Psychology team. Once information is gathered, the process is the same as for staff referrals.

3.2 Provision

Teaching students with SEN/D is a whole school responsibility. Central to the work of every teacher and subject there is a continuous process of planning, teaching (Do), assessment and reviewing (evaluation) of the provision that has been implemented.

A Graduated Response is adopted for students identified as having SEN/D. A level and type of support is provided to enable the student to achieve adequate progress. Provision is identified and managed by the SENCO and Inclusion coordinators in English and Maths, but will be planned and delivered by teaching and support staff.

a) Graduated Response

Wave 1 – Quality first teaching by all teaching staff.

Wave 2 – Is initiated where students have failed to make adequate progress as identified by the class teacher, head of subject and SENCO through the assessment arrangements as in 3.1

Criteria for wave 2

- Low level numeracy/literacy scores
- Level 3 or below in key stage 2 SATs
- Teacher's observations.
- Primary teachers' comments
- Concerns from staff or parents.
- Failing to make adequate progress.

Provision from within the school's resources is identified to help meet the student's needs.

Interventions may include:

- Additional learning programmes such as literacy and numeracy
- Smaller group sessions – social skills/ handwriting skills/guided reading groups/Impact.
- Appropriate teaching groups/sets.
- Group support on a regular basis – TA in class in some subject areas.
- Modified Curriculum for some students.
- Access to support in being able to attend clubs and extra-curricular activities.
- Additional staff training.

Wave 3

Where students fail to make adequate progress, despite additional provision at Wave 2, the school seeks advice and involvement from external support services. They are requested to:

- Provide specialist assessments.
- Give advice on teaching strategies or materials.
- Provide short term support or training for staff.

The Student Passport is revised and new strategies are put in place following the involvement of student and parents. There may be a need to modify the curriculum. Should the assessments identify that the student requires additional provision on a regular basis for an extended period then the school will apply for additional resources in accordance with the LA processes.

Interventions may include:

- Internal Alternate Provision – Thrive, Aspire Hub, Elsa.
- External Alternate Provision
- Modified Curriculum Pathway
- Modified timetable
- Key adults

b) Statutory Assessment/ ECHP

If a student continues to fail to make adequate progress and has demonstrated a significant cause for concern, the school and/or a parent/carer may decide to request that the LA undertakes a statutory assessment. This may lead to the student being provided with an ECHP.

The SENCO is responsible, on a daily basis for providing the appropriate support and interventions. The process of target setting, monitoring and reviewing remains the same as at Wave 2 and Teaching assistants are fully involved.

3.3 Pupil Profiles and Reviews

The strategies that will be employed for students who are SEN Support and have an ECHP are recorded on a Student Profiles, interventions tracker and the school database. These allow us to see what provision is in place that is additional to or different from normal differentiated provision. Not all students with SEN/D will have a Student Profiles, but they are all monitored and tracked.

Contents of information on a Student Profiles:

- Basic attainment data
- SEN/D need
- Teaching strategies to be used
- What the student feels works.
- What additional provision is in place
- Access arrangement information
- Medical Provision – if a student has a medical need then this is highlighted on the pupil profiles and information is given to staff so they now about the condition and now what to do to meet the needs of those students. A Care Plan is also done where needed by the Head of Year.

The profile is communicated to all staff who support the students learning, and to the parents or carers and student.

The Student Profiles are reviewed and updated, but also form part of the formal review process for students with an EHCP. Staff are requested to make comment on the targets and the progress students are making this allows for new targets to be set. The information requested from staff is:

- An outline of the steps they have taken to help students achieve their targets.
- Current assessment information.
- Observations.
- How well targets have been achieved.
- New concerns/targets.

3.4 Continuous monitoring of individual progress.

The schools Assessment Policy outlines the process of whole school monitoring. This process is for all students, students with SEN/D are monitored in the same way. Every student is monitored through their class teacher, HOD, form tutor, Head of college and if they are SEN/D the SENCO who liaises with Form Tutors and class teachers initially.

3.5 Provision of an appropriate curriculum

It is the responsibility of the departments to ensure that the requirements of the National Curriculum are met for those students with SEN/D in partnership with the SENCO and TA's.

If students are struggling to access all areas of the curriculum, they are offered a pathway that is best suited to their needs. The school works with both students and parents to ensure they have access to the curriculum and are supported in accessing the curriculum, through the steps below.

3.6 Provision of Curriculum Support

SENCO and TA's can support subject areas in the following ways:

a) Curriculum Development

- Planning with individual members of staff.
- Selection/design and preparation of suitable materials.
- Selection/design of teaching strategies.
- Devising a modified curriculum to meet the needs of some learners.

b) Support teaching:

- Planning appropriate programmes of work.
- Preparation of relevant and differentiated materials
- Team and individual teaching
- Helping to facilitate a wide range of teaching and learning styles.
- Evaluating and reviewing what has been achieved.

c) In- service Training:

- Inset for all staff on the Code of Practice.
- Individual departments can ask for INSET training from the SENCO.
- Whole school inset focussing on specific needs.

3.7 Allocation of resources

The school is funded to meet the needs of their students through its core budget but it is additionally funded to support provision for SEN/D through:

- Deprivation and underachievement factors, based on the number of students receiving free meals and those underachieving on entry.
- Funding for specific students to meet their assessed needs.
- Delegated and designated budgets.

Capitation

- The SENCO is allocated a departmental capitation each financial year.

PART 4: Partnership

4.1 In school:

- The SENCO liaises with HoY and SLT through regularly planned and organised meetings.
- HoD are able to liaise through planned meetings.
- Subject teachers can access the help from the SENCO through the school's referral systems.

4.2 Parents:

- Parents are informed of the weekly drop-in sessions, where they have access to the SENCO or a HLTA without having to make an appointment.
- Parental views are recorded as part of the annual review process.
- Parents are encouraged to attend Parents' Evening where their child's progress is discussed with subject leaders.
- Effective communication is achieved through regular contact with them either through letters, telephone calls and email.
- New parents can attend Open Evening in the winter term prior to transfer.

4.3 Students

- Students are actively encouraged to be involved in decision making by attending all reviews and to be involved with negotiating and evaluating their targets.
- Student views are recorded as part of the review process and their views are valued and listened to.

4.4 External Support

The school aims to work in partnership with other agencies in order to provide an integrated support based on the needs of the student.

- The Educational Psychologist
- The Child and Mental Health Service (CAMHS)
- The School Nurse.
- IDSS – Specialist Teacher Service
- Speech and Language Service.
- Children, Family and Well being Service.
- Youth Therapy Service
- Encompass
- Butterfly and Phoenix

4.5 Between Schools

- From local secondary schools to discuss local and national SEN/D issues.

- At LA run 'SENCO – network' meetings
- On transfer of a student with SEN/D

4.6 Transfer Arrangements

All documentation about special needs is transferred between schools.

The records of students who leave at the end of Year 11 are kept and stored in school.

Documentation relevant to the last review is forwarded to post 16 placements.

This policy is written in accordance with the:

SEND Code of Practice 2014,

Children's and Family Act 2014 and

Equality Act 2010.

Date of next review September 2022.