



**Matrix**  
**Academy Trust**  
EDUCATION WITHOUT EXCEPTION

# Special Educational Needs & Disability (SEND) Policy

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<b>Statutory Policy:</b>		Yes	
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01.09.20 25	V5	Reviewed	Trust

*To be read alongside all relevant Matrix Academy Trust policies and procedures*

## 1. Definition of Special Educational Needs

1.1 The Department for Education (DfE) published a new Special Educational Needs and Disability (SEND) Code of Practice in July 2014. It came into force in September 2014, replacing the previous 2001 code. It was updated in January 2015 and revised again in April 2015. The new code reflects the changes introduced by the Children and Families Act 2014.

1.2 Special Educational Needs (SEN) definition from SEN Code of Practice p15:

- A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her
- A child of compulsory school age or a young person has a learning difficulty or disability if he or she:
  - Has a significantly greater difficulty in learning than the majority of others of the same age, or
  - Has 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 (SEN Code of Practice 2014, para xii).

1.3 This policy outlines Matrix Academy Trust's expectations for the provision of special educational needs and disability in our academies. It is a statutory requirement that each academy outlines their personalised Special Education Needs and Disability graduated response in their SEND information report (local offer) to accompany this policy. This will be published on the Trust school's website.

## 2. Aims

2.1 Our aim is to significantly improve the quality of learning and life experiences of pupils in all of our academies. We are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils.

## 3. Objectives

3.1 All of our pupils have an entitlement to receive high quality teaching that is adapted and personalised as far as possible so that all pupils make good progress and realise their full potential.

3.2 Each of our academies will offer a rich and varied curriculum that will be accessible to all abilities.

3.3 Matrix Academy Trust schools will work in partnership with parents, carers and children and young people in developing those abilities and meeting the needs.

3.4 To further identify any special educational needs or disabilities not recognised in the Education, Health and Care Plan as early as possible and ensure suitable intervention is in place to remove any barriers to learning.

3.5 To make sure all teachers and other adults are able to meet the needs of all pupils by providing relevant and up-to-date training.

3.6 Reasonable adjustments will be made to support any pupil with a protected characteristic so they are able to realise their full potential.

3.7 At Matrix Academy Trust we recognise that there is a wide spectrum of special educational needs that are frequently inter-related. The impact of these combinations on the child's ability to function, learn and succeed is taken into account.

3.8 These areas of need identified in the SEN Code of Practice (2014) are:

- communication and interaction
- cognitive and learning
- social, emotional and mental health
- sensory and/or physical

3.9 Whilst these areas of need and many other factors contribute to the range of difficulties experienced by some children, we believe that much can be done to overcome them by parents, teachers and pupils working together.

## **4. Roles and responsibilities**

### **4.1 Trustees will:**

Support and challenge provision and impact of provision for SEND pupils;

- Have regard for the Code of Practice in all decisions
- Agree each school's local offer for pupils with special educational needs and disabilities (to be published on each school website) see an example in Appendix 1.
- Monitor performance of pupils with special educational needs or a disability
- Have in place arrangements for dealing with complaints from parents
- Ensure the Public Sector Equality Duty is complied with, in particular monitoring progress towards the equality objectives relating directly to pupils with a special educational need or disability.

### **4.2 Leadership will:**

- Ensure a consistent whole school approach to SEND
- Appoint the person responsible for the pupils with special educational needs (SENDCo), who must be a teacher and, ensure the SENDCo has sufficient time to carry out the strategic role
- Ensure high quality teaching is adapted and personalised to meet the needs of our pupils.
- Ensure SEND pupils are able to access the same broad and balanced curriculum as all other pupils.
- Monitor the quality of teaching, impact of interventions and standards of pupils' achievements;
- Present an annual SEND report to Trustees.

#### 4.3 The SENDCo will:

- The SEND Coordinator (SENDCo), in collaboration with the Senior Leadership Team and Trustees, plays a key role in helping to determine the strategic development of the Learning Support policy and provision in the school to raise the achievement of our pupils. The key responsibilities of the SENDCo may include:
  - Liaising with previous settings and post-16 settings.
  - Ensuring parents, carers and young people are fully involved in the decision-making process about their child's education
  - Coordinate provision for pupils in line with Section F of the Education, Health and Care plan.
  - Review and monitor special educational provision for all pupils informing staff and parents of any actions resulting from the review cycle.
  - Complete annual reviews of Education, Health and Care Plans.
  - Liaise with external agencies including the Local Authority, educational psychology services, CAMHs and Speech and Language.
  - Complete audits and as a result of these, complete applications of and for, extra provision
  - Communicate with teachers about the specific needs of a pupil and how to support their progress
  - Ensure our pupils have opportunities to participate in a full range of activities in school and in addition to the curriculum
  - Agree the appropriate access arrangements for all pupils to allow them to access external examinations
  - Contribute to the continued professional development of staff
  - Maintain records on all pupils and manage the Learning Support team
  - Attend and participate in Trust-wide events to ensure consistent approach and up-to-date knowledge.
  - Ensure that the needs of all pupils are met when the school is unable to open e.g. National Lockdown.

#### 4.4 Assistant SENDCo (if the position is present in the Trust school)

- Support and monitor of the effectiveness of the review process under the guidance of the SENDCo.
- Provide guidance to employees on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Work with the SENDCO and other employees to ensure that review paperwork such as Individual Education Plans or Pupil Profiles are used to set subject specific targets and interventions to aid pupil progress.
- Deliver training to employees to promote inclusive practices and to aid the effective teaching of SEND students.
- Support the SENDCO in managing the implementation of an inclusive curriculum, including courses for pupils with Special Educational Needs.
- Establish and maintain professional relationships within the school, with other schools, other services or agencies, parents and pupils.
- Chair SEND reviews for pupils under the guidance of the SENDCo.
- Monitor the impact of interventions outside the classroom.

#### **4.5 Learning Support Assistants/Teaching Assistants**

- Provide specialist support for pupils with Education, Health and Care Plans and working across the curriculum to support targeted individuals as directed by the SENDCo.
- Operate interventions outside of lessons to support pupils with literacy, numeracy, communication and interaction, social skills, emotional and physical challenges to ensure the development of the whole child.
- Work one to one with individual pupils or with small groups of pupils as directed by the SENDCo.

#### **5. SEND register**

A register will be maintained in all schools of any pupils with Special Educational Needs and Disabilities.

#### **6. Graduated response**

6.1 Matrix Academy Trust schools will adopt a graduated response to meeting special educational needs according to their individual Local Offer.

6.2 As part of the Graduated Response, pupils with an EHCP and pupils that require additional support will have regular reviews that may involve all interested parties. We will set specific measurable targets for pupils to achieve that will support their progress in all aspects of school life.

6.3 These targets will be shared with staff along with the strategies that need to be employed for pupils to be supported to move towards successfully completing their targets.

#### **7. Disability and Inclusion**

7.1 According to the Disability and Inclusion legislation, the Disability Discrimination Act, and Working Together to Safeguard Children, the school will do its best to meet requests for reasonable adjustments for pupils with Special Educational Needs and Disabilities given the age and construction of the school.

More information about disability access can be found in each individual school Accessibility Plan.

## **8. Adjustments in Exams for candidates with disabilities and learning difficulties**

8.1 It is the responsibility of the SENDCo to ensure that pupils with disabilities and learning difficulties have appropriate access arrangements for exams.

8.2 This is determined using the JCQ document "Access Arrangements and Reasonable Adjustments" [www.jcq.org.uk](http://www.jcq.org.uk) at to decide whether a pupil is eligible for special arrangements or reasonable adjustments in any qualifications that the publication lists including GCSE, BTEC and GCE qualifications.

9.3 A pupil will be considered for access arrangements if they have a history of learning difficulties and if the arrangement has been their normal way of working in the school.