



Special Educational Needs and Disability Policy

Document Owner	IGO
Approved By	Academy Council
Review Interval	Annually
Last Review Date	June 2026
Next Review Date	June 2027
Audience	Teachers and parents

Statutory guidance

This policy complies with the statutory requirement laid out in the SEND Code of Practice and has been written with reference to the following guidance and documents:

- SEND Code of Practice 0-25 years (2014)
- Special Education Needs and Disability Regulations 2014
- Section 69 of the Children and Families Act 2014 (related to admission arrangements for students with disabilities).
- Equality Act 2010: advice for schools DFE Feb 2013
- Keeping Children Safe in Education

The policy was created by the school Special Educational Needs Coordinator (SENCo) the Assistant SENCo's and in consultation with Governors, parents and carers.

The Special Educational Needs Coordinator is Indya Godwin-Bratt.
indya.godwin-bratt@toa.set.org

The Assistant Special Educational Needs Coordinators are Sharon Fox and Kate Collinson.
sharon.fox@toa.set.org
kate.collinson@toa.set.org

Senior Leadership link person is therefore Mark Boughey.
mark.boughey@toa.set.org

The Special Educational Needs link Academy Councillor is Sarah Murcott.

Rationale

The Orme Academy is an inclusive school. We believe that all students, including those identified as having a special educational need, have a common entitlement to a broad and balanced academic and social curriculum which is accessible to them, and they should be fully included in all aspects of school life to empower all students for life.

We believe that all students should be equally valued in school. We strive to develop an environment where all students can learn, participate and achieve the best possible outcomes and feel safe.

This does not mean that we treat all students in the same way, but that we will respond to students in ways which take into account their varied life experiences and needs.

Aim

At the Orme Academy we aim for students with special educational needs (SEND) to be fully included in all academic and social aspects of school life. We aim for SEN students to engage and achieve to their full potential from Year 7 through to Year 11.

Objectives for meeting the aims

- To identify and provide for students who have special educational needs and additional needs.
- To work within the guidance provided in the SEND Code of Practice, 2014.
- To involve students and young people in planning and any decision making that affects them.

- To involve Parents/Carers at every stage in the planning and provision to meet their child's Special Educational Needs.
- To ensure that students with SEND needs are perceived positively by the whole school community and that SEND and inclusive provision is positively valued and accessed by staff and Parents/Carers.
- To ensure an inclusive ethos where all SEND students have access to all areas of the curriculum, and all teachers are responsible for meeting their needs through Quality First Teaching.
- To ensure that when students need additional support or reasonable adjustments to their curriculum this will be identified through the Graduated Approach of Assess, Plan, Do, Review.
- To reduce barriers to learning by embedding principles of the National Curriculum Inclusion Statement.
- To provide a Special Educational Needs Coordinator (SENCo) and a Special Educational Needs team who will implement the SEND Policy.
- To provide specific input, matched to individual needs for those students identified and placed on the SEND register. Specific provision could be via differentiated class teaching and learning whilst other identified provision would be individual to the learner.
- To provide support and advice for all staff working with students with SEND through on-going support, induction programmes for new staff and Early Career Teachers (ECTs) and on-going training for all staff.
- To work collaboratively with other agencies to ensure that the child or young person receives the necessary support whilst in school.

The Definition of Special Educational Needs

Taken from the SEND Code of Practice 0-25 years:

“A child or young person has Special Educational Needs (SEND) 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 educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions.

For a child of two and over, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age in mainstream schools, maintained nursery schools and mainstream post-16 institutions or by relevant early years providers.”

At The Orme Academy we recognise that a child has SEND if they have a learning difficulty or disability which calls for special education provision to be made for them. Special Educational Provision is educational or training provision that is additional, to, or different from, that made generally for others of the same in age in mainstream settings in England.

Identification and Assessment of students who have Special Educational Needs

There are four broad areas of Special Educational Need (as defined in the SEND Code of Practice 0-25 years):

1. **Communication and interaction:** children with speech, language and communication needs, have difficulty in communicating with others.
2. **Cognition and learning:** children and young people will learn at a slower pace than their peers, even with appropriate differentiation or a Specific Learning difficulty.
3. **Social, emotional and mental health difficulties:** children and young people may experience a wide range of social and emotional difficulties which manifest themselves in different ways.
4. **Sensory and/or physical needs:** this can include visual impairment, hearing impairment and physical disability.

The school follows the Graduated Approach (assess, plan, do, review) to identify pupils who may require special educational provision. This process is triggered when a student fails to meet adequate progress despite receiving high-quality, differentiated teaching. Lack of progress is identified through a range of data and observations, including, but not limited to:

- Little or no progress despite targeted teaching or working significantly below age-related expectations (especially in literacy and numeracy).
- Persistent emotional or behavioural difficulties that do not respond to school management strategies.
- Ongoing sensory or physical challenges despite the use of specialist equipment or aids.
- Significant difficulties with interaction or language that prevent access to learning.

For students in all year groups (including those new to the school), staff can initiate a formal SEND Referral. This allows the SEND department to:

- Review a wide range of student data.
- Conduct further specialized assessments where concerns are raised.
- Determine if a student requires a personalised package of support.

The graduated response is at the heart of whole practice as we are continuously, assessing, planning, implementing and reviewing our approach to teaching children with SEND. This graduated response requires the initial use of high-quality teaching which is adaptive and school resources before bringing in specialist expertise. This considers their prior attainment and difficulties. Additional support or intervention cannot be compensated for a lack of good quality teaching. Teaching staff are supported to ensure that they can meet the needs of every child in their class.

Assess, Plan, Do and Review cycle (The Graduated Response)



At The Orme Academy we:

Assess – the child or young person's needs.

Plan – what you need to do, what provision or support is needed and what outcomes should be achieved.

Do – put the provision in place.

Review – what difference is it making towards the outcomes?

Managing and monitoring the needs of students on the SEN Register

Parents/Carers of students identified with SEND needs will be contacted if the student is placed on the SEN Register and has been placed in an intervention which is additional to or different from classroom teaching. Parents/Carers will also be informed of the person delivering the intervention and timings of the intervention. The SENCo and SEND Team use specific criteria to place students within interventions led by the SEND Learning Support Team.

Once a student has been placed on the SEND Register through assessment or through the process of statutory assessment their needs will be monitored where relevant through the statutory reviewing process and whole school assessment procedures. Monitoring and assessment takes place by SEND staff on entry and exit into interventions and by the SENCo and Assistant SENCos in line with the monitoring procedures undertaken by Heads of Department.

Regular meetings and communication takes place between SEND staff and parent/carers of students with SEND needs. Formal meetings for students with Education, Health and Care Plans take place once a year. Students with diagnoses of Autism or Asperger's may also have bi-annual formal meeting. Parents/Carers of students with SEND needs are encouraged to contact the school as and when necessary throughout the year. Parents can also meet with subject teachers as part of the parent evening cycle.

Through the assessment and monitoring cycle any student who is on the SEND Register, and who is significantly unable to access the curriculum despite a personalised package of support which has taken place over at least two terms, can be referred to the relevant external agency by the SENCO. Parents/Carers and the student will be fully involved in this process.

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the student, the student has not made expected progress the SENCO with the support of the parent/carer can consider requesting an Education, Health and Care Plan needs assessment.

The SENCO follows the Local Authority recommended procedures of using the Staffordshire Graduated Response Plan to apply for additional funding to support a student who is failing to make progress following intensive intervention.

Students who make significant progress can be removed from the SEND Register.

Education and Health Care Plan (EHCP)

The majority of children and young people with special educational needs and/or disabilities will have their needs met within local mainstream early years' settings, schools or colleges. Some children and young people may require an education, health and care needs assessment in order for the LA to decide whether it is necessary for it to provide extra provision. An EHCP summarises the student's abilities and specific difficulties. It also states how the LA considers the student's needs could be best met. Not all students with identified special needs will be in receipt of an EHCP. Subject teachers, progress leaders, parents, specialist teachers, educational psychologists and health professionals may be involved in any formal assessment procedure leading up to an EHCP being issued.

The purpose of an EHCP

An EHCP will have long-term targets, specific to the child or young person's special educational need. These targets will be set out in provision (usually an allocated amount) and monitoring documentation and be implemented, at least in part and as far as possible, in the normal classroom setting. All targets are reviewed annually, with the parents / carers, young person and involved professionals invited to consider the progress made by the young person and whether any amendments need to be made. Shorter steps to achieve the long-term targets will form part of the annual review. At the Annual Review at the end of KS4 the aim should be to give clear recommendations as to the type of provision required Post 16.

EHCPs should be forward-looking documents. They should:

- Meet the special educational needs of the child or young person.
- Secure the best possible outcomes for them across education, health and social care.
- Prepare young people for adulthood as they get older.
- Help raise aspirations and outline the provision required to meet assessed needs to support the child or young person in achieving their ambitions.
- Specify how services will be delivered as part of a whole package.
- Explain how best to achieve the outcomes sought across education, health and social care for the child or young person.

Education, Health and Care (EHC) plans after 16

If your child has an EHC plan, it does not have to end when they leave school. Their plan can continue up to the age of 25 as long as they still have special educational needs and/or a disability and remain in some kind of education or training. This is regulated by the LA (Local Authority).

When an EHCP assessment is necessary

The Local Authority must conduct an assessment of education, health and care needs when it considers that it may be necessary for special educational provision to be made for your child or young person in accordance with an education, health and care plan.

The education, health and care needs assessment should not normally be the first step in the process, rather it should follow on from planning already undertaken with parents and young people in conjunction with an early year's provider, school, post-16 institution or other provider.

In a very small minority of cases children or young people may demonstrate such significant difficulties that a school or other provider may formally identify that they cannot meet the needs and/or provide what is outlined in the plan. As such specialist provision may be more appropriate.

Supporting students and families

The SEND team can be contacted at any time using school email.

The SENCo and Assistant SENCo have information on agencies such as Supportive Parents and the Autistic Spectrum Disorder Outreach Team (AOT).

SEN staff will liaise with General Practitioners, Paediatricians and Child and Adolescent Mental Health teams on request of parents/carers.

Parents/Carers can contact the SEND team prior to their child's admission to arrange visits and consultations.

Monitoring and evaluating SEND provision.

Subject teachers and SEND teachers monitor the effectiveness of differentiated lessons using the graduated approach and the four-part cycle of Assess, Plan, Do and Review by analysing student progress using whole school assessment procedures. All lessons are planned; teachers are expected to use the information for each child to adapt their lessons to ensure that reasonable adjustments and targeted provision is in place for individuals and groups.

As part of their evaluation the SENCo and other staff will monitor the effectiveness of the policy and procedures in meeting the needs of pupils with SEND. Success factors will include:

- Early identification of pupils with SEND through rigorous assessment and excellent information sharing.
- Students' views and opinions are considered.
- The school and parents work in partnership.
- Interventions and provision are regularly reviewed and evaluated via individual progress, data collection and tracking.
- The school works in close co-operation with other agencies and fosters multi-agency working.

The individual needs of the student will be assessed by one or a combination of the following:

- Assessments, test results and information from primary school, parents, and outside agencies. Testing to establish reading age, spelling age, reading comprehension, mathematics skills assessment etc.

Teacher observation/referral to SENCo via graduated response (Special Educational Needs Support Service to support the above).

- The use of internal assessment tools, such as Boxall Profile tests and screening assessments.
- Annual reviews of Educational Health Care Plan (EHCP) and Pupil Passports (internal SEND learning plan) targets.

Please note that the school cannot diagnose any individuals with a learning disability, screening tests highlight any tendencies or characteristics that may be shown. Any diagnosis must be tested for and provided by the appropriate external agency/health professional.

The SENCo monitors and evaluates SEND provision in line with this policy and the Orme Academy Learning and Teaching Policy.

The SENCo prepare progress reports for the Academy Council who then review this policy annually.

The progress of students with SEND needs is reported to parents via the whole school reporting system and/or through review meetings.

Staff Development

The school is committed to developing the expertise and professional development of all the staff in relation to SEND to enable them to meet the needs of pupils. Once it has been identified that a child experiences difficulties in one or more subject area, the first step in responding to this is to ensure that the child experiences high quality teaching, which is adaptive, and considers their prior attainment and difficulties. Additional support or intervention cannot compensate for a lack of good quality teaching. Teaching staff are supported to ensure that they can meet the needs of every child in their class.

The SEND team delivers training as part of the Continual Professional Development programme at the school. Training takes place via ACE teaching sessions for subject teachers.

The SENCo and Assistant SENCo attend all relevant Local Authority SEN training and take part in the SET Hub meeting.

Responsibilities

The SEND Academy Council link member is Sarah Murcott. It is the responsibility of the Principal and the SENCo to keep the Academy Council fully informed of the provision for students with SEND needs.

The SENCo is an Associate Assistant Principal and therefore a member of the Senior Leadership Team. It is the responsibility of the SENCo and Assistant SENCos to liaise with parents of students with SEND needs.

It is the SENCo, Assistant SENCos and SEND teachers' responsibility to liaise and advise subject teachers on the graduated approach to providing SEND support and strategies/ information to further support students with SEND needs.

It is the SENCo, Assistant SENCos and SEND teachers' responsibility to assess and monitor the progress of students who receive additional provision.

The Learning Support Assistants (LSAs) are line managed by the SENCo and the Assistant SENCo. The LSAs are attached to specific year groups and support designated students. It is the responsibility of the LSA to monitor the progress of the students against the learning outcomes in the classroom and to keep the, Assistant SENCo and SENCo informed.

The designated teacher with Safeguarding and Looked after Children responsibility is Mrs Aimee Caulkin, Assistant Principal

The designated teacher with responsibility for Disadvantaged Students is Jenny Nixon.

Accessibility

At the Orme Academy we support all of our students to be fully included in all aspects of school life. Our aim is to ensure that students with SEND needs join in the activities of the school together with students who do not have special educational needs, in so far as it is reasonably practical and compatible with the student receiving the necessary special educational provision, the efficient education of other students in the school and the efficient use of resources.

The SEND Information report gives details of inclusive practice.

Staffordshire SEND Local Offer

Staffordshire Local Offer provides information in one place for children and young people aged 0-25 with special educational needs and disabilities (SEND), their parents/carers and professionals. The Local Offer includes information on local services to help children, young people, parents and carers make choices about the support they receive. The Children and Families Act 2014 requires each Local Authority to produce and publish a Local Offer which sets out in one place information about provision available across education, health and social care for children and young people in the area who have special educational needs or are disabled.

The Local Offer documents all Special Educational providers and provisions available in the area and beyond. This acts as a means of informing parents and young people of the choices available to meet their individual needs.

You can find out more about the Local Offer at:

[Local Offer - Staffordshire County Council](#)

[Staffordshire Connects | A guide to your SEND Local Offer?](#)

[Staffordshire Connects | Local Offer for young people](#)

Reviewing the SEND Policy

The policy will be reviewed annually by the SENCo and the Shaw Education Trust.

Dealing with complaints

Any complaints about SEND provision can be made directly to the SENDCo or to the Principal.

Alternatively, the school has a Complaints Procedure Policy which can be accessed via the School Website.

For free and impartial advice regarding all aspects of SEND parents and carers can contact IPSEA.

<https://www.ipsea.org.uk>

For local information and impartial advice parents and carers can contact SENDIASS using the details below.

Telephone: 01785 356921

Email: sfps@staffordshire.gov.uk