



# Special Educational Needs and Disability Policy

Procedure Originator:	CLA
Approved By:	MBO
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Audience:	Staff/Parents

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 2020

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

The Special Educational Needs Coordinator is Mr Clinton Lakin, Assistant Principal

[clakin@toa.shaw-education.org.uk](mailto:clakin@toa.shaw-education.org.uk)

The Assistant Special Educational Needs Coordinator is Mrs Carolyn Lear.

[clear@toa.shaw-education.org.uk](mailto:clear@toa.shaw-education.org.uk)

Senior Leadership link person is therefore Mr Clinton Lakin.

[clakin@toa.shaw-education.org.uk](mailto:clakin@toa.shaw-education.org.uk)

The Special Educational Needs link Academy Councillor is Mrs Diane Ahearne.

## **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 children age two or more, 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.”

## **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.

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 SEND 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 adjustments to their curriculum this will be identified through the Graduated Approach of Assess, Plan, Do, Review.
- 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 Newly Qualified Teachers (NQTs) 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.

## **Identifying Special Educational Needs**

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

**I. Communication and interaction:** students with speech, language and communication needs, have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. Children and young people with Autism or Asperger's are likely to have particular difficulties with social interaction.

2. **Cognition and learning:** children and young people will learn at a slower pace than their peers, even with appropriate differentiation. Specific Learning difficulties such as dyslexia, dyscalculia and dyspraxia come within this area of need.
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. These may include become withdrawn or isolated, as well as displaying challenging, disruptive behaviour. Other children may have disorders such as attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), deficit of attention, motor skills and perception (DAMP) or attachment disorder.
4. **Sensory and/or physical needs:** this can include visual impairment, hearing impairment and physical disability.

At The Orme Academy we use the following process to identify students with SEND needs and use the information to place the student within the provision which best meets the need as defined above.

### Process

If the young person has an Education and Health Care Plan (EHCP) or has been identified as having additional needs, the Special Educational Needs Coordinator (SENCo) liaises with the SENCo from the feeder primary schools during Y5 and Y6.

The SENCo or the Assistant SENCo visit all feeder Primary schools in term 3 of Year 6 and gathers information, from class teachers and the SENCo, about any student who has been identified and is receiving extra support which is 'additional to and different from' the teaching within their class. This information is shared with the Head of Year 7 and cross referenced with our Local Support Teams.

Information regarding students who have been placed on the SEN Register in Primary school is passed on through the school SIMS information process via the Local Authority.

On entry into The Orme Academy students are assessed using standardised tests for reading/spelling. Teacher Assessment and SATs levels are passed on from Primary schools. The data is analysed and students who meet the criteria set for intervention, which is additional to or different from the majority of students of the same age, are placed on the SEND Register and receive intervention to meet their individual need.

Students in Year 7 – Year 11, or any student who is new to the Academy, can be referred to the SEND department by subject teachers. The SEND referral process enables SEND teachers to access a range of data on a young person. If the data raises concerns about progress or specific difficulties, further assessment takes place and additional support is put in place for the young person.

Differentiated work is the first step in responding to students who have special educational needs. We recognise that some SEND students will need provision that is additional to and different from that of their peers. These students receive a personalised package of support and are placed on the SEND Register.

Through a graduated approach and the process of Access, Plan, Do and Review teachers should carry out a clear analysis of students' needs. If assessment data shows that, despite high quality teaching which has been targeted at a student's area of weakness, progress is significantly slower than that of their peers starting from the same baseline, the student can be referred to the SEND team via the SEND referral process. If assessment data indicates a student is not achieving positive outcomes further assessment can take place and the student can be

placed in an intervention to meet his/her needs. This process takes place in consultation with the student and parents.

The SENCo liaises with previous schools or Local Authorities of students with SEND needs, who are admitted to the school after Year 7.

Students on the SEND Register are monitored by the SENCo in line with the whole school assessment procedure.

Teachers in the SEND department complete additional monitoring for key students on the SEND Register.

Persistent disruptive behaviour does not necessarily mean that a student has SEND needs. Where there are concerns, an assessment can take place to determine whether there are any underlying difficulties with communication or mental health issues. The SENCo can do this through referral to the necessary external agency.

### **Managing the needs of students on the SEND Register**

Parents/Carers of students identified with SEND needs will be contacted if the student is placed on the SEND 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 taught by SEND teachers or SEND department staff.

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 SENCo 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 Academy as and when necessary throughout the year. Parents can also meet with subject teachers and SEND 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 Academy having taken relevant and purposeful action to identify, assess and meet the SEND 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.

## **Supporting students and families**

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

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

SEND 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.

Students can be assessed for Exam Access Arrangements (reader, scribe, prompt, extra time, word processor, etc.) during the latter stages of Y9. The final decision re Access arrangements is made externally by the Exam Boards.

The SEND faculty identifies students for exam support in Years 7-9 in consultation with subject teachers. There is a transition programme for Year 6 students with SEND needs which is in addition to the induction programme for Y6 students. From Year 9 the transition into Key Stage 4 for SEND students with EHCP or for students with Autism / Asperger's who are not in receipt of EHCP's is monitored and preparing for adult life is an explicit element of any review meeting.

The SEND team supports Year 11 students and parents through the transition and application process and, if needed, can support visits to Post 16 providers.

## **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. Inclusive Planning Grids are used by teachers to record their differentiation methodology

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.

## **Training**

The SEND team delivers training as part of the Continual Professional Development programme at the Academy. Training takes place via workshops for subject teachers.

NQTs and new staff follow an induction programme delivered by the Assistant SENCo.

Staff can access specific training via external providers.

The SENCo and Assistant SENCo attend all relevant Local Authority SEN training, take part in the SET Hub meetings and lead INSET for other schools in the SET via The Institute of Education.

## **Roles and responsibilities**

The SEND Academy Council link member is Mrs Diane Ahearne. 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 Assistant Principal and therefore a member of the Senior Leadership Team

It is the responsibility of the SENCo and Assistant SENCo to liaise with parents of students with SEND needs.

It is the SENCo and Assistant SENCo 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 SENCo 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 Objective in the classroom and to keep the SEND teachers, Assistant SENCo and SENCo informed.

It is the SENCo's responsibility to write the Faculty Development Plan and to provide the SEND targets for the School Development Plan.

The designated teacher with Safeguarding and Looked after Children responsibility is Mr C Lakin, Assistant Principal.

The designated teacher with responsibility for Pupil Premium is Mr C Lakin, Assistant Principal.

## **Storing and managing information**

SEND documents are stored in secure cabinets.

Documents of ex-students are stored in secure storage.

Information shared on students with SEND needs on the school computer network is stored as per the Academy's confidential information policy.

Parents/carers can access information about their child by contacting the SENCo.

## **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 Academy 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.

### **Dealing with complaints**

Any complaints about SEND provision can be made directly to the SENCo or to the Principal, Mr Mark Boughey

Alternatively the school has a [Complaints Procedure Policy](#) which can be accessed via the Academy website.

### **Bullying**

SEND staff take bullying seriously and are fully involved with addressing any bullying incidents involving students with SEND needs. The staff follow the Academy Bullying policy.

### **Reviewing the SEND Policy**

The policy will be reviewed annually by the SENCo and the Academy Council. Latest review took place as we converted to becoming The Orme Academy.