



# SEND POLICY

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Signed on original on behalf of Governing Body

To be reviewed  
Annually – Next review 1 July 2017

All Saints Church of England Academy Plymouth is an inspirational community of learning that puts faith in education. It provides a broad and balanced curriculum that strengthens the body, challenges the mind and nourishes the spirit, encouraging everyone to go beyond their best.

All Saints Academy Plymouth mission is based on four golden threads:

- FAITH – putting Christian faith at the heart of every action and providing a safe environment and caring ethos for all
- FOUNDATIONS – creating strong foundations in learning, behaviour and success for all
- FAMILY – understanding the importance of family, the value of community and ensuring support for all
- FUTURES – preparing for bright futures shaped from excellent progress, achievement and choice for all

This policy and the associated procedures are based on these principles, aims and beliefs.

# Introduction

## Special Educational Needs and Disability [SEND] Policy

This Policy is in line with our Teaching and Learning Policy and Equality of Opportunity Policy and aims to support inclusion for all of our children. The responsibility for the management of this Policy falls to the Headteacher and Assistant Headteachers in charge of SEND, the day to day operation of the Policy is the responsibility of the Special Educational Needs Co-ordinators [SENCo]. The Governing Body, Headteacher, Assistant Headteachers and the SENCo will work together closely to ensure that this Policy is working effectively.

High quality teaching is that which is differentiated to meet the needs of the majority of students. Some students will need something additional to and different from what is provided for the majority of students. This is special educational provision and we will use our best endeavours to ensure that provision is made for those who need it.

All Saints Academy will do its best to ensure that the necessary provision is made for any student who has special educational needs or disabilities. We will ensure that all staff in the Academy are able to identify and provide for those students who have special educational needs or disabilities to allow students with SEND to join in the activities of the Academy.

The Staff and Governors of All Saints Academy will also work to ensure that all SEND pupils reach their full potential, are fully included within the Academy Community and are able to make successful transfers between educational establishments. This policy aims to support all members of staff in providing positive whole Academy approaches towards the learning, progress and achievement of SEND students. With this as an underlying principle, we believe that:

**All teachers are teachers of Special Educational Needs. Every teacher is responsible and accountable for the progress and development of all students in their class even where students access support from Teaching Assistants or specialist staff.**

Teaching and supporting students with SEND is therefore a whole Academy responsibility requiring a whole Academy response. Meeting the needs of students with SEND requires partnership working between all those involved, Local Authority [LA], Academy, parents/carers, students, Children's Services and all other agencies.

## Aims and Objectives

### Aims

To provide the structure for a student centred process that engages student, family, school and other professionals in planning for and implementing high quality needs led provision that is consistent across the Academy. This is to ensure all of our students are able to access the same opportunities for learning and social development achieving maximum progress, fulfilling their potential and promoting their wellbeing.

## Objectives

The SEND Policy of All Saints Academy reflects the principles of the 0-25 SEND Code of Practice [2014]. The aims of this special educational needs policy are to:

- Ensure the Equality Act 2010 duties for students with disabilities are met.
- To enable students with special educational needs to have their needs met.
- To take into account the views of the students with Special Educational Needs.
- To encourage good communication and genuine partnerships with parents/carers of children with special educational needs.
- To facilitate full access to a broad, balanced and relevant education.
- In conjunction with the Medical Policy make arrangements to support students with medical conditions and to have regard to statutory guidance supporting students at Academy with medical conditions.
- To implement a graduated approach to meeting the needs of students using the Assess, Plan, Do, Review process.
- Develop a culture of inclusion valuing high quality teaching for all learners, with teachers using a range of effective differentiation methods.
- Employ a collaborative approach with learners with a SEN or disability, their families, staff within Academy, other external agencies including those from Health and Social Care.
- Set appropriate individual learning outcomes based on prior achievement, high aspirations and the views of the learner and family.
- Share expertise and good practice across the Academy and local learning community.
- Make efficient and effective use of Academy resources.
- Have regard to the Code of Practice [2014] for the identification, assessment, support and review of special educational needs.
- Have regard to guidance detailed by Plymouth Local Authority.

## Identifying and supporting Special Educational Needs & Disabilities Definition of SEN

Students have special educational needs if they have a learning difficulty or disability which calls for special education provision to be made for him/her namely provision which is additional to or different from that normally available in a differentiated curriculum. All Saints Academy regards students as having a Special Educational Need if they:

- a) Have a significantly greater difficulty in learning than the majority of students of the same age, or
- b) Have a disability which prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age in mainstream Academy or mainstream post-16 institutions:
- c) a child under compulsory School age has special educational needs if they fall within the definition at [a] or [b] above or would do so if special educational provision was not made for them [Section 20 Children and Families Act 2014]

Students 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.

All Saints Academy will have regard to the SEND Code of Practice 2014 when carrying out its duties towards all students with SEND and ensure that parents/carers are informed by the Academy that SEND provision is being made for their child.

There may be times in a student's Academy career when they are identified as having a Special Educational Needs. These students will be provided with intervention and/or support that is 'additional to or different

from' the normal differentiated curriculum. This may be on an on-going basis or for a limited time. Many students with sensory and/or physical disabilities may require adaptations, made as reasonable adjustments under the Equality Act 2010.

### **Areas of Special Educational Need**

Under the SEND Code of Practice 2014 students identified as having a special educational need [SEN] will be considered within one or more of the following categories of need:

#### **Cognition and Learning**

Children with learning needs may learn at a slower pace than other children and may have difficulty developing literacy or Numeracy skills or understanding new concepts. Learning needs may be in addition to or as a result of other special educational needs.

Children with a specific learning difficulty [SpLD] will have difficulties related to one or more of Dyslexia [reading and spelling], Dyscalculia [maths], Dyspraxia [coordination] and Dysgraphia [writing].

Learning difficulties cover a wide range of needs, including moderate learning difficulties [MLD], severe learning difficulties [SLD], where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties [PMLD], where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Cognition and Learning needs include:

- Specific learning difficulties [SpLD]:
- Moderate learning difficulties [MLD]
- Severe learning difficulties [SLD] and
- Profound and multiple learning difficulties [PMLD].

#### **Social, emotional and mental health difficulties**

Children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained.

Other children may have disorders such as Attention Deficit Disorder, Attention Deficit Hyperactive Disorder or Attachment Disorder.

Social, Emotional and Mental Health Difficulties include:

- ADD
- ADHD
- Attachment Disorder

#### **Communication and Interaction needs**

Children with speech, language and communication needs [SLCN] 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 because they do not understand or use social rules of communication.

The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives. Children with autism, including Asperger's Syndrome, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Communication and Interaction needs include:

- Speech, language and communication needs [SLCN]
- Autism [including Asperger Syndrome]

### **Sensory and/or Physical needs**

Some children require special educational provision because they have a disability and this prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time.

Many children with vision impairment [VI], hearing impairment [HI] or a multi-sensory impairment [MSI] will require specialist support and/or equipment to access their learning. Children with an MSI have a combination of vision and hearing difficulties. Some children with a physical disability [PD] require additional on-going support and equipment to access all the opportunities available to their peers.

Sensory and/or physical needs include:

- Visual impairment [VI]
- Hearing impairment [HI – including Deaf and hearing impairment]
- Multi-sensory impairment [MSI - sometimes referred to as Deafblind]
- Physical disability [PD].

## **A Graduated Response to SEND**

### **Early Concerns**

The progress made by all students is regularly monitored and reviewed. Initially, concerns registered by teachers, parents/carers or other agencies are addressed by appropriate differentiation within the classroom and a record is kept of strategies used.

### **How we identify and support students with SEND**

All students' attainment and achievements are monitored by their teachers who are required to provide high quality teaching and learning opportunities differentiated for individual students. Where a student is making inadequate progress or falls behind their peers, additional support will be provided under the guidance of the class teacher.

Where students continue to make inadequate progress despite support and high quality teaching, the class teacher will work with the Academy's Special Educational Needs Coordinator [SENCo] to agree appropriate support.

In some cases it may be necessary to seek assessment by or advice from an external professional such as a Specialist Teacher or Educational Psychologist. This will always involve discussion and agreement with the student's parents/carers.

When considering whether a student has a special educational need any of the following may be evident:

- 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 Mathematics skills which result in poor attainment in some curriculum areas.
- Persistent emotional or behavioural difficulties which are not ameliorated by appropriate behaviour management strategies.
- 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 an appropriate differentiated curriculum.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the student's own learning or that of the class groups, despite having an individualised behaviour support programme.
- Has SEND or physical needs that require additional specialist equipment or regular advice or visits by a specialist service.
- Has a communication and/or an interaction difficulty that impedes the development of social relationships and cause a substantial barrier to learning.

### **Assess, Plan, Do and Review**

All students' provision, including those with SEND, are regularly monitored through the Assessment trackers. The cycle of assess, plan, do review ensures that students with SEND have their individual provision monitored regularly and at least termly.

### **Exit Criteria**

When a student has made sufficient progress in their area of need that they no longer require any provision that is different from or additional to that which is normally available as part of high quality and differentiated teaching they will no longer be seen as requiring SEN Support. At this point, through discussion and agreement with parents/carers the student will be removed from the Academy's SEN register.

### **Statutory Assessment of Needs [EHC]**

Where, despite the Academy having taken relevant and purposeful action to identify, assess and meet the special educational needs and/or disabilities of the student, the child has not made expected progress, the Academy or parents/carers should consider requesting an Education, Health and Care [EHC] needs assessment. The evidence gathered through the review process will help the Local Authority [LA] in determining when this statutory assessment of needs is required.

Where a student has an Education Health and Care Plan [EHCP], the Local Authority must review the plan every twelve months as a minimum. All Saints Academy will hold annual review meetings on behalf of Plymouth Local Authority and complete the appropriate paperwork for this process.

### **Monitoring and Evaluation of SEND**

Regular monitoring of the quality of provision for all students including those with SEND follows the Academy's assessment and monitoring calendar. The cycle of Assess, Plan, Do and Review ensures that pupils with SEND have their individual provision reviewed regularly.

## Supporting Students and Families

We value and accept the positive role and contribution parents/carers can make. We make every effort to work in full co-operation with parents/carers, recognising and respecting their roles and responsibilities. Parents/carers are encouraged to work with the Academy and other professionals to ensure that their child's needs are identified properly and met as early as possible.

At All Saints Academy we endeavour to support parents/carers so that they are able to:

- Feel fully supported and taken seriously should they raise a concern about their child.
- Recognise and fulfil their responsibilities and play an active and valued role in their child's education.
- Understand procedures and documentation.
- Make their views known about how their child is educated.
- Have access to information, advice and support during assessment and any related decision-making process about special educational provision.
- Reinforce their child's learning in the home.

Parents/carers are encouraged to seek help and advice from Independent Information Advice and Support services, including Plymouth Information Advice and Support Service [PIAS]. These are able to provide impartial and independent advice, support and information on special educational needs and disabilities.

Parents/carers are also encouraged to visit the Plymouth City Council Local Offer website [www.plymouth.gov.uk/homepage/education/schools/educationsupport/chids/chidslocaloffer](http://www.plymouth.gov.uk/homepage/education/schools/educationsupport/chids/chidslocaloffer). This website provides valuable information about different agencies, services and resources for children, young people with SEND and their families in addition to Academy resources and information.

## Children in Care:

When a child is in care, the carers are accorded the same rights and responsibilities as parents. The Academy has both an appointed member of staff and a Governor for Looked After Children.

## Student Voice

We hold the views of students highly and recognise the importance of gaining genuine student views in promoting the best student outcomes. Students are able to share their views in a number of different ways [appropriate to age and ability].

These views are welcome at any time but are specifically sought as part of their Annual Review and at the end of a Targeted Intervention. We ask all students to contribute to the setting of their own targets.

## Partnership with External Agencies

All Saints Academy Plymouth is supported by a wide range of different agencies and teams. The Academy's SEN Information report details which agencies the Academy has worked with in the last twelve months. This report can be found on the Academy website and is updated annually.

## Transition

A change of school, class and staff can be an exciting, yet anxious time for all students. We recognise that this can be very challenging for some students with SEND. We endeavour to make sure these periods of change are carefully managed in a sensitive way to provide continuity of high quality provision and reassurance to pupils and families.



### **Training and Resources Allocation of resources**

- Each year we map our provision to show how we allocate human resources to each year group; this is reviewed regularly and can change during the academic year, responding to the changing needs within our classes.
- This support may take the form of differentiated work in class, support from a Teaching Assistant [TA] in focused intervention in groups, or for individuals.
- Specialist equipment, books or other resources that may help the student are purchased as required.

### **Continuing Professional Development [CPD] for Special Educational Needs**

- All staff at the Academy engage in regular CPD when Quality First Teaching is addressed.
- The SENCOs and other SLT members provide regular CPD to other staff in Academy in specific aspects of meeting the needs of students with SEN. A programme covering a variety of SEN is offered and staff can sign up to the sessions which best meet their CPD needs.
- Teaching Assistants are engaged in on-going training whereby the role of the Teaching Assistant is developed.
- External trainers are brought in periodically to address more specialist training needs such as dealing with specific medical conditions or to train staff in the use of specific interventions.
- Peer support and guidance is available daily for all staff in Academy and some of the best training development occurs through professional dialogue with colleagues looking at meeting the specific needs of a student.

### **Funding**

Funding for SEN in mainstream schools is mainly delegated to the Academy's budget. It is the expectation that the Academy provide support to their students with SEN from their SEN budget. Where a student requires an exceptionally high level of support that incurs a greater expense, the Academy can make a request for Additional Resource using the PAF 3.

All Saints Academy demonstrates how it has spent the funding to date and the impact of this as well as demonstrating why further additional funding is required and how it would be used. This additional 'top-up' funding is then paid from the local authorities high needs block into the Academy's budget.

### **Personal Budgets**

Personal Budgets are only available to students with an Education, Health and Social Care Plan [EHCP] or students who are currently undergoing a needs assessment for an EHCP. Funding can be made available to parents/carers as a personal budget for them to commission their own provision for their child under certain conditions.

Parents/carers who would like to enquire further about using the personal budget should speak in the first instance to the SENCO.

### **Roles and Responsibilities**

Provision for students with special educational needs is a matter for the Academy as a whole. In addition to the Governing Body, Head Teacher, Assistant Headteachers and SENCO, all members of staff have important responsibilities.

## **Governing Body - Designated Governor responsible for SEN – Denise Fitzpatrick**

The Governing Body endeavours to follow the guidelines as laid down in the SEND Code of Practice [2014] to:

- Use their best endeavours to make sure that a child with SEN gets the support they need. This means doing everything they can to meet children and young people's special educational needs.
- Ensure that children and young people with SEN engage in the activities of the Academy alongside students who do not have SEN.
- Designate a teacher to be responsible for coordinating SEN provision, Head of Inclusion.
- Inform parents/carers when they are making special educational provision for a child.
- Prepare an SEN information report and their arrangements for the admission of disabled children, the steps being taken to prevent disabled children from being treated less favourably than others, the facilities provided to enable access to the Academy for disabled children and their accessibility plan showing how they plan to improve access progressively over time.

## **The Headteacher – Gary Futcher**

The Headteacher has responsibility for the day to day management of all aspects of the Academy's work, including provision for children with special educational needs. The Headteacher will keep the Governing Body fully informed on special educational needs issues. The Headteacher will work closely with the Assistant Headteachers for SEND, the SENCo and the Governor with responsibility for SEND.

## **Head of Inclusion – Matthew Brake/Lucy Grenen**

In collaboration with the Headteacher, Assistant Headteachers in charge of SEND and Governing Body, the SENCo determines the strategic development of the SEND Policy and provision with the ultimate aim of raising the achievement of pupils with SEND.

## **SENCo – Sue Mullinder**

The SENCo takes day to day responsibility for the operation of the SEND Policy and coordinates the provision for individual children, working closely with staff, parents/carers and external agencies. The SENCo provides relevant professional guidance to Colleagues with the aim of securing high quality teaching for children with special educational needs.

Through analysis and assessment of children's needs and by monitoring the quality of teaching and standards of students' achievements and setting targets, the Head of Inclusion develops effective ways of overcoming barriers to learning and sustaining effective teaching.

The SENCo liaises and collaborates with class teachers so that learning for all children is given equal priority.

The principle responsibilities for the SENCo include:

- Overseeing the day to day operation of the SEND policy.
- Coordinating provision for SEND students and reporting on progress.
- Advising on the graduated approach to providing SEN support, Assess, Plan, Do, Review.
- Advising on the deployment of the Academy's delegated budget and other resources to meet students' needs effectively.
- Monitoring relevant SEN CPD for all staff.

- Managing the Inclusion team.
- Overseeing the records of all children with special educational needs and ensuring they are up to date.
- Liaising with parents/carers of children with special educational needs.
- Contributing to the in-service training of staff.
- Being a point of contact with external agencies, especially the Local Authority and its support services.
- Liaising with early years providers, other schools, Educational Psychologists, Health and Social Care Professionals and independent or voluntary bodies.
- Liaising with potential next providers of education to ensure a student and their parents/carers are informed about options and a smooth transition is planned.
- Monitoring the impact of interventions provided for students with SEND.
- To lead on the development of high quality SEND provision as an integral part of the Academy Improvement Plan.
- Working with the Headteacher, Assistant Headteachers in Charge of SEND and the Academy Governors to ensure that the Academy meets its responsibilities under the Equality Act [2010] with regard to reasonable adjustments and access arrangements.

### All Teaching and Non-Teaching Staff

- All staff are aware of the Academy's SEND Policy and the procedures for identifying, assessing and making provision for students with special educational needs.
- Class teachers are fully involved in providing high quality teaching, differentiated for individual students. This includes reviewing and, where necessary, improving, their understanding of strategies to identify and support vulnerable students and their knowledge of the SEN most frequently encountered.
- Class teachers are responsible for setting suitable learning challenges and facilitating effective special educational provision in response to students' diverse needs in order to remove potential barriers to learning. This process should include working with the Head of Inclusion to carry out a clear analysis of the student's needs, drawing on the teacher's assessment and experience of the student, as well as previous progress and attainment.
- Teaching Assistants will liaise with the class teacher and Head of Inclusion on planning, on student response and on progress in order to contribute effectively to the graduated response, [assess, plan, do, and review].

### Meeting Medical Needs

The Children and Families Act 2014 places a duty on Academy's to make arrangements to support students with medical conditions. Individual Health Care Plans will normally specify the type and level of support required to meet the medical needs of such students.

Where children and young people also have SEN, their provision should be planned and delivered in a coordinated way using the PAF paperwork. For those students with an Education, Health and Care [EHC] Plan this will be used as it brings together health and social care needs, as well as their special educational provision.

All Saints Academy recognises that students at Academy with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the Academy will comply with

its duties under the Equality Act 2010. Please see the Academy's Supporting Students with Medical Needs Policy for further details.

### **Children in Hospital**

The SENCo, in collaboration with the relevant Learning Family Leader will ensure that students with health needs have proper access to education and will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enable optimum opportunities for educational progress and achievement.

### **SEND Information Report**

The Academy will ensure that the SEND information is assessable on the Academy website. Governors have a legal duty to publish information on their websites about the implementation of the policy for students with SEN. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

### **Monitoring and Accountability Accessibility**

The Academy is compliant with the Equality Act 2010 and Accessibility Legislation. The Academy works hard to develop their accessibility and the accessibility plan for the Academy detailing how this is being developed can be accessed from the Academy Website.

### **Storing and Managing Information**

Student SEND records will be kept in accordance to the DfE guidance contained in

"Statutory Policies for schools" [September 2014]

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/357068/statutory\\_schools\\_policies\\_Sept\\_14\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FINAL.pdf)

### **Responding to Complaints**

In the first instance, parent complaints about the provision or organisation of SEND are dealt with through the procedures outlined in the Academy's Complaints Policy.

If there continues to be disagreement with regard to SEND provision the Local Authority should make arrangements that include the appointment of independent persons with a view to avoiding or resolving disagreements between the parents/carers and the Academy. This includes access to mediation before tribunal. Parents/carers have a right to appeal to a SEND tribunal at any stage.