

# The Duchess's Community High School

## Policy – Special Educational Needs and Disability (SEND)

### School beliefs and values around SEND

- Provision for children with SEND is the responsibility of the whole school and we expect that every member of staff accepts and embraces this responsibility.
- Class teachers are responsible for the teaching, learning and progress of all students in their class, including those with SEND and who are also supported by specialist staff.
- We recognize the need to work in partnership with parents and value the contribution parents make to their child's education. Children also contribute their views on the provision provided
- We recognize the individuality of each child and strive to help them to achieve their full potential. Every child is valued regardless of race, sex, culture or religious beliefs and whatever their abilities or needs.
- All children have the ability to learn and progress and we work to provide an environment where all children are valued, their potential nurtured and their achievements celebrated.

### Aims of the school

To promote the inclusion of students with special educational needs and disabilities through:

- A whole-school commitment of support.
- Supporting students to achieve their potential.
- Stimulating and/or maintaining student interest and enjoyment in their own education.
- Personal, educational and social development within a supportive environment.
- Identification of students with special educational needs and implementation of appropriate learning programmes.
- Effective liaison with pastoral and subject staff
- Working in partnership with parents.
- Working with appropriate external agencies.

*This policy has been developed by the learning support department at DCHS in collaboration with Northumberland LEA SEN department and the SEND coordinators at our fellow federation schools.*

*The head teacher, SEN department at Northumberland LEA and SENCOs at partner federation schools were consulted as part of the development process in writing this policy. The aim is to improve the transition of SEND students.*

*A copy of the policy is sent to all staff at DCHS and all parents of students currently on roll and identified as SEN. It is also available for prospective parents and external agencies to view via the school website.*

*It is designed to wholly reflect the new SEND Code of Practice, 0-25 guidance and comply with the expectations of schools as laid out in that guidance.*

*The policy has been written by Mrs Naomi Hutchinson (SENCO, Duchess's Community High School). She can be contacted at the school by phone (01665 602166) or by email (Naomi.Hutchinson@dchs-alnwick.uk)*

*The school senior leadership team advocate for SEND is Mr Maurice Hall (Headteacher)*

*The governor responsible for SEND is Mr Paul Brunger*

## **Introduction**

Our School promotes high standards and all students, regardless of their particular needs, are offered inclusive teaching, which enables them to make the best possible progress and develop as valued members of our school community.

We offer a range of provision to support children with SEND (e.g. *communication and interaction, cognition and learning difficulties, social, mental and health problems or sensory or physical needs*). *The provision we are able to offer is outlined in our SEN Information Report which can be found in the SEND section of the school website. We also work within the Northumberland county SEN team in line with their Local Offer.* The Local Offer helps you to understand what services you can expect from a range of local agencies, including your statutory entitlements, eligibility & referral criteria. The Local Offer also makes clear what is available from early years settings, schools (including Academies and Free Schools), colleges and other services including those from health and social care. We have high expectations of all children and staff and we believe that it is the entitlement of all children to have the opportunity to achieve their full potential.

We continue to be committed to the inclusion of students with special educational needs in our school. We believe that all school members should be encouraged to take part in all areas of school life regardless of physical or emotional needs including assemblies, PE lessons and school trips. However, at present the school is unsuitable for students with severely restricted mobility because of its split-site and many staircases which are impossible to adapt. The LEA is aware of this problem and is consulted regularly about the difficulties which it presents.

## **COMPLIANCE**

This policy complies with the Special Educational Needs and Disabilities Regulations (2104) and the statutory requirement laid out in the SEND Code of Practice 0 - 25 (July 2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0-25 (July 2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting students at school with medical conditions (April 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012
- The Northumberland County Council Local Offer (For more information on this please see the [/www.northumberland.gov.uk](http://www.northumberland.gov.uk) web page or email [thelocaloffer@northumberland.gov.uk](mailto:thelocaloffer@northumberland.gov.uk) with any questions you have)

The main changes from the SEN Code of Practice (2001) are as follows:

- ✓ Now covers 0-25 year olds and includes guidance relating to disabled children and young people as well as those with SEN
- ✓ Focuses on the participation of parents, children and young people (CYP) in decision making
- ✓ Focuses on high aspirations and improving outcomes for children
- ✓ Gives guidance on joint planning and commissioning to ensure close cooperation between education, health and social care.
- ✓ Gives guidance on publishing Local Offer for support
- ✓ Gives guidance for education on a graduated approach to identifying and supporting CYP with single Special Educational Needs (SEN) Support - replacing School Action and School Action Plus
- ✓ For children with more complex needs a coordinated assessment process and the new 0-25 Education, Health and Care plan (EHC plan) replace statements and Learning Difficulty Assessments (LDAs)
- ✓ There is a greater focus on support that enables those with SEN to succeed in their education and make a successful transition to adulthood

## Definition of 'SEND'

The Special Education and Disability Code of Practice: 0-25 years (2014) states:

- Xiii 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.*
- Xiv 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*

The definition of disability in the Equality Act (2010) states children with '*...a physical or mental impairment which has a long-term (more than 12 months) and substantial adverse effect on their ability to carry out normal day-to-day activities*'. This includes children with sensory impairments as well as long-term health conditions such as asthma, diabetes, epilepsy and cancer where these conditions affect their learning journey. ***The school has a medical policy for supporting students with medical needs which is separate from and additional to the SEND policy.***

It also states that schools must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers.

## Broad Areas of Need (See Appendix 1)

There are four broad areas of need:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical Needs

When children are assessed and identified with SEND, we ensure that their needs are met and additional support is given where required, either within school or in collaboration with specialist external agencies. Children with SEND are taught and managed sensitively with a view to promoting their inclusion in all school activities as far as this can be reasonably arranged as well as promoting independence. All children have access to a challenging curriculum, which is broad, balanced, relevant and differentiated.

When additional specialist advice and support, beyond what is offered in school, is necessary, we contact the appropriate external agencies and work closely with them to promote the child's well-being and development. Our SEND Information Report provides further information about the agencies we work with.

## Identification of 'SEN'

A key principle under the Code is that there should be no delay in making any necessary SEN provision when a need has been identified. The Code states that:

*“Early action to address identified needs is critical to the future progress and improved outcomes that are essential in helping the child to prepare for adult life”.*

Some children arrive at our school with identified SEN and are automatically then added to the school SEND register. In these cases the SENCO will liaise with the previous school or setting to ensure there is a smooth transition and continuity of provision.

If, during a child's time at our school, teachers have concerns about student progress or attainment, parents will be contacted to discuss these concerns so they can share their views. There is a period of monitoring and review, including an analysis of the child's progress compared with peers, national data and expectations of progress. Following this, and in consultation with all relevant staff at school, the child (if appropriate) and the child's parents, a child may be identified as having SEN, added to the school SEND register, and appropriate provision will be made.

If parents have any concerns about their child they should contact their form class teacher in the first instance. Alternatively, they may make an appointment to see the SENCO or the Head teacher.

Many children may be subject to this period of monitoring and review for a short time, receiving time-limited and targeted interventions until they have progressed sufficiently to work at age-related expectations.

## SEN Support

Where a child is identified as having SEN we work in partnership with parents to establish the support the child needs. Once a child's needs have been discussed by relevant parties they are recorded and decisions made about the desired outcomes, including the expected progress and attainment for that child. The views and wishes of the child and their parents are central to these discussions.

An Intervention and Support Plan is written. This is aimed at removing barriers to learning and putting effective special provision in place that is implemented and reviewed at least termly. Parents are invited to discuss this plan; their child's progress and the support and targets. Class teachers and the SENCO are available for further discussion by appointment through the school office.

We adopt a graduated approach with four stages of action: assess, plan, do and review this means:

- **Assess** - in identifying a child as needing SEN support, the class teachers, working with the SENCO, the child (if appropriate), and the child's parents, carry out an analysis of the child's needs. This assessment draws on the teacher's assessment and experience of the child, their previous progress and attainment, as well as any other available data (rate of progress, attainment, and behaviour etc.). This assessment should be reviewed regularly. In some cases, outside professionals from health or social services may already be involved with the child. With the agreement of the parents, these professionals should liaise with the school to help inform the assessments.
- **Plan** - Where it is decided to provide additional / SEN support, and having formally notified the parents, the class teachers and the SENCO agree, in consultation with the parent, the desired outcomes. Interventions and/or support are put in place, the expected impact on progress, development or behaviour, and a clear date for review recorded. All teachers and support staff who work with the child are made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This will also be recorded on the school's information system.
- **Do** - The class teachers remain responsible for working with the child on a daily basis. With support from the SENCO, they oversee the implementation of the interventions or programmes agreed as part of additional / SEN support. Where the interventions involve group or one-to-one teaching away from the main class, they should still retain responsibility for the child. The SENCO should support the class teachers in assessing the impact of the action taken, in problem solving and advising on the effective implementation of support.
- **Review** - The effectiveness, impact and quality of the support / interventions is reviewed, in line with the agreed date, by the class teachers and SENCO, taking into account the child's parents and the child's views. This should feedback into the analysis of the child's needs. They revise the support in light of the child's progress and development, deciding any changes to the support and outcomes. Parents should have clear information about the impact of the support and interventions provided, enabling them to be involved in planning next steps.

This cycle of action is revisited. At agreed times parents are engaged with the setting, contributing their insights to assessment and planning. Intended outcomes are shared and reviewed with the child (if appropriate) and parent as well as the school.

The students may be supported in a variety of ways to ensure they are able to access the curriculum and make progress in their learning. A team of Learning Support Assistants work within the SEND team to support students within lessons and in small, target group interventions. Further information on the types of support available can be gained from the SEND information report on the school website or by contacting the school SENCO.

Support for SEND students that moves beyond the quality first teaching provision, outlined below, accesses additional funding from a number of sources. The school SEN budget provides for initial support and intervention. Where a student requires a higher level or length of support time the school is able to apply for additional 'top-up' funding from the Northumberland SEN department. This funding is linked to specific interventions and time limited to allow for review and re-application as needed. If a student's needs are likely to remain high over an extended period of time it is possible to apply for an EHCP (Education and Health Care Plan) which provides more sustained top-up funding over a longer time frame. The school is able to apply for an EHCP, with parental support and involvement, or a parent may request an assessment directly to the Northumberland SEN team. Further information on EHCPs can be requested from the school SENCO. Information on some of the support services that can be accessed using additional funding may be found via the county Local Offer web page ([www.northumberland.fsd.org.uk](http://www.northumberland.fsd.org.uk))

## **Our school's graduated approach to SEN**

### **Level 1:**

Quality First Teaching (QFT)

All children receive inclusive quality first teaching (QFT) which may include the provision, where appropriate, of differentiated classwork. Some children at this level may be on a monitoring list, their progress being carefully tracked and reviewed.

### **Level 2:**

Additional School Intervention

Continued or increased concern may lead to children receiving additional, time-limited and targeted interventions to accelerate their progress to age-related expectations. These interventions may involve group or one-to-one teaching. The SENCo and class teachers will work closely with any support staff to plan and assess the impact of the support and interventions and to link them to classroom teaching. At this stage input and support from other agencies may be sought.

### **Level 3:**

High Need

Where a child continues to make less than expected progress, despite interventions, they receive highly personalised interventions to accelerate their progress and enable them to achieve their potential. When appropriate, specialist outside agencies support this. The SENCo and class teachers work with specialists to select effective teaching approaches, appropriate equipment, strategies and

interventions in order to support the child's progress. If support is not impacting on the child's progress and this is still of significant concern, the school, after consultation with parents and other professionals, will request an Education, Health and Care Needs Assessment from the Local Authority. Parents can also request an EHC Needs Assessment.

## Home School Partnership

- At our school we recognise that parents know their children best. Parents are always welcome to discuss their child and their views are respected and their concerns are taken into consideration at all stages of the SEN procedure.
- All parents and /or carers are invited to meet with their child's class teacher at least once a year at the Parents Evenings and/or Consultation Days. In addition they receive up to 5 progress reports across one academic year.
- Parents/carers of children identified as having SEN may also be invited to a further consultation with the SENCO at which their child's progress, Intervention and Support Plan detailing the additional support, interventions and targets are discussed and agreed.
- Parents are also able to contact the school at any time by email or during working hours by phone. They are able to request a meeting with specific members of staff where they feel it is necessary or request additional information regarding their child's progress if they wish.

## Student Views

- Children's views matter to us.
- All children are aware of their progress targets and are encouraged to self-review against these. As part of the review process, SEND students, are also asked about their views on their strengths, the areas in which they feel they would like to develop and the support they would like to receive. This is done to support production of student passports which aid teaching staff in personalizing the learning for each student with SEND.
- For their annual review children with Statements of SEN or EHCPs are asked more formally about their views, their learning, their targets and the support and interventions they are given by a member of the Inclusion Team.

In order to ensure the most effective 'SEND' provision, the SENCo has the following procedures in place:

- *Regular review meetings with the Headteacher.*
- *Termly meeting with the Governor responsible for SEN.*
- *Weekly meetings with all Learning Support Assistants to discuss children on the SEN register and their provision.*
- *Meetings and discussion with class teaching staff as required.*

- *Statement/EHC review meetings*
- *Termly meetings with SENCOs from schools in the Alnwick Partnership.*
- *Weekly meetings with pastoral staff to discuss any concerns regarding student progress and behavior.*

## **Safeguarding**

The school recognises that disabled pupils or those with special educational needs and/or learning difficulties may be at risk of being bullied. The school has a Safeguarding and Child protection policy along with an Antbullying Policy which makes it clear that bullying behaviour of any kind is not acceptable and will be taken very seriously.

## **Staff Development:**

The school is committed to providing INSET and staff development and SEN is a regular part of this. We monitor, review and develop all teachers and support staff's understanding of strategies to identify and support students with SEND.

## **Conclusion:**

Our intention is to provide the opportunity for all children, including those with SEND, to progress towards achieving their full potential. The partnership between home and school is highly valued and children's views are listened to.

## **Related policies**

This policy should be read in conjuncture with other school policies particularly:

- Admission Policy (administered by NCC)
- Behaviour for Learning Policy
- Health and Safety Policy
- Looked After Children Policy
- Complaints Policy
- Medical policy
- Curriculum Policy



## Appendix 1 - Broad areas of need From Code of Practice (0-25) 2014

### Communication and interaction

- 6.28 Children and young people 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 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.
- 6.29 Children and young people with ASD, including Asperger's Syndrome and Autism, 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.

### Cognition and learning

- 6.30 Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. 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.
- 6.31 Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

### Social, emotional and mental health difficulties

- 6.32 Children and young people 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 and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.
- 6.33 Schools and colleges should have clear processes to support children and young people, including how they will manage the effect of any disruptive behaviour so it does not adversely affect other students. The Department for Education publishes guidance on managing students' mental health and behaviour difficulties in schools – see the References section under Chapter 6 for a link.

### Sensory and/or physical needs

- 6.34 Some children and young people require special educational provision because they have a disability which 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 and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of

vision and hearing difficulties. Information on how to provide services for deafblind children and young people is available through the Social Care for Deafblind Children and Adults guidance published by the Department of Health (see the References section under Chapter 6 for a link).

- 6.35 Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

| <b>Revision Record of Issued Versions</b> |                      |                |  |
|---|----------------------|----------------|--|
| <b>Author</b>                             | <b>Creation Date</b> | <b>Version</b> | <b>Status</b>                            |
| LA Model/<br>DCHS/NR                      | July 2014            | 1              |  |
| <b>Changed by</b>                         | <b>Revision Date</b> |                |  |
| DCHS/NR                                   | September 2015       | 2              | Accepted by Chair's Action 28/9/2015     |
| NR  | September 2016       | 2              | Reviewed, no changes                     |
| NH  | June 2017            | 2              | Reviewed, name change and minor updates. |