

The Archbishop's School

SEN and Disability Policy

Updated 2018

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SEN & Disability Policy/SEN Information Report

Issued on 09/10/2014 **and updated and approved 23.01.2018**

This policy is written in line with the requirements of:-

Children and Families Act 2014

SEN Code of Practice 2014

SI 2014 1530 Special Educational Needs and Disability Regulations 2014

Part 3 Duties on Schools – Special Educational Needs Co-ordinators

Schedule 1 regulation 51– Information to be included in the SEN information report

Schedule 2 regulation 53 – Information to be published by a local authority in its local offer

Equality Act 2010

Schools Admissions Code, DfE 1 Feb 2012

SI 2012 1124 The School Information (England) (Amendment) Regulations 2012

SI 2013 758 The School Information (England) (Amendment) Regulations 2013

This policy should be read in conjunction with the following school policies:

The School's Admissions policy, Behaviour Policy, Data Protection and Freedom of Information Policy

This policy was developed with the cooperation of parents, support from the SLT and the school's governing body, and will be reviewed annually.

Definition of SEN

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in

mainstream schools or mainstream post-16 institutions. *SEN Code of Practice (2014, p 4)*

Definition of disability

Many children and young people who have SEN may also have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’ *SEN Code of Practice (2014, p5)*

1 The kinds of special educational need for which provision is made at the school

At The Archbishop’s School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education, Health and Care Plan, for instance dyslexia, dyspraxia, speech and language needs, autism, asperger’s syndrome, learning difficulties and behaviour difficulties. We address need as provision dictates and aim to provide a high level of quality support. There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

The school also currently meets the needs of pupils with a statement of special educational need / Education, Health and Care plan with the following kinds of special educational need: Autism, Visual Impairment, Specific Learning Difficulties such as Dyslexia, Communication needs, Speech and Language, Hearing Impairment, Social, Emotional Health difficulties and Cognitive difficulties. Decisions on the admission of pupils with a statement of special educational need / Education, Health and Care plan are made by the Local Authority, but the school is consulted and asked to give opinions as to how we might include those pupils with significant SEN.

The admission arrangements for pupils without a statement of special educational needs / Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs.

2 Information about the policy for identification and assessment of pupils with SEN

At The Archbishop’s School we monitor the progress of all pupils, formally, four times a year to review their academic progress. We also use a range of assessments with all the pupils at various points and these include reading tests, testing for Access Arrangements, subject-specific testing and initial assessment of levels so that core subjects can set pupils into the appropriate group.

Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the pupil to catch up. Examples of extra support are

- Opportunities for reading, spelling and handwriting catch-up or development
- Extra literacy/numeracy lessons
- Classes before and after school which focus on a specific need and can be for GCSE students having difficulty with some elements of their learning
- Home learning support
- Catch up classes/ help with coursework

Some pupils may continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness. For these pupils, and in consultation with parents, we will use a range assessment tools to determine the cause of the learning difficulty. At The Archbishop's School we are experienced in using the following assessment tools: WRAT 4, DASH, Suffolk Reading Scale, CTOPP phonological testing, The Dyslexia Institute tests and the school SENCO, Mrs Emma Sedgwick, is qualified in psychometric testing, at Level 7.

The purpose of this more detailed assessment is to understand what additional resources and different approaches are required to enable the pupil to make better progress. We also use the results for applying for Access Arrangements in internal and external exams. The results can be shared with parents and where appropriate will inform provision of additional input. This then will be recorded on a Provision form and will be subject to review three times a year. At this point we will have identified that the pupil has a special educational need because the school is making special educational provision for the pupil which is additional and different to what is normally available. (This is a point stipulated in the new legislation and it follows that if no additional/different support is being provided for the pupil then they are not deemed to have SEN, under the new Code of Practice).

If the pupil is able to make good progress using this additional and different resource (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs. When any change in identification of SEN is changed parents will be notified.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.

3 Information about the school's policies for making provision for pupils with special educational needs whether or not they have EHC Plans, including

3a How the school evaluates the effectiveness of its provision for such pupils

Each review of the SEN support plan will be informed by the views of the pupil, parents and class/subject teachers and the assessment information from teachers which will show whether adequate progress is being made.

The *SEN Code of Practice (2014, 6.17)* describes inadequate progress thus:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between rate of progress
- Widens the attainment gap

For pupils with or without a statement of special educational needs / Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body.

3b the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the school has their progress tracked four times per year. In addition to this, pupils with special educational needs may have more frequent assessments of reading age, spelling age etc. The assessments we use at The Archbishop's School are written into section 2 of this document. In addition, records of acquired skills are kept by LSA's who frequently check for understanding in the lessons they provide. Using these it will be possible to see if pupils are increasing their level of skills in key areas.

If these assessments do not show adequate progress is being made the SEN support plan will be reviewed and adjusted.

3c the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2014, 6.37)*

At The Archbishop's School we work closely with the Local Authority to ensure that our teaching practice is quality assured.

We follow the Mainstream Core Standards on the Kelsi website as developed by Kent County Council to ensure our teaching conforms to best practice.

[KCC SEN Mainstream Core Standards](#)

(http://www.kelsi.org.uk/pupil_support_and_wellbeing/targeted_support/inclusion/inclusion_and_achievement/publications_and_documents.aspxadvice) developed by Kent County Council to ensure that our teaching conforms to best practice.

In meeting the Mainstream Core Standards the school employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. These are delivered by additional staff employed through the funding provided to the school as 'notional SEN funding'

3d how the school adapts the curriculum and learning environment for pupils with special educational needs

At The Archbishop's School we follow the advice in the Mainstream Core Standards on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in statements of special educational needs / Education, Health and Care Plans.

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the Governors have recently made the following improvements as part of the school's accessibility planning: areas marked in yellow for visually impaired students and visitors, areas marked in red to provide a safe place to walk next to the staff car park, fire alarms that flash as well as ring, enabling hearing impaired students and visitors, a one-way system in the science corridor that makes the area safer for those with visual impairments or medical needs, or for those children with autism that feel threatened in congested areas. Some staff are trained in handling and mobility to ensure correct travel throughout the school. Training needs have been identified and will be addressed through CPD in the next academic year.

3e additional support for learning that is available to pupils with special educational needs

As part of our budget we receive 'notional SEN funding'. This funding is used to ensure that the quality of teaching is good in the school and that there are sufficient resources to deploy additional and different teaching for pupils requiring SEN support. The amount of support required for each pupil to make good progress will be different in each case and all pupils receiving interventions will have a provision form where a full list of costings is made available. In very few cases a very high level of resource is required. The funding arrangements require schools to provide up to £6000 per year of resource for pupils with

high needs, and above that amount the Local Authority should provide top up to the school (KCC's Schools Funding Forum is currently developing a system for this which will be implemented in April 2015). Please note that this £6000 is given by the Government for access to the normal school curriculum and some additional funding for the additional need.

3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities) together with children who do not have special educational needs

All clubs, trips and activities offered to pupils at The Archbishop's School are available to pupils with special educational needs either with or without a statement of special educational needs / Education, Health and Care Plan. Where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity

3g support that is available for improving the emotional and social development of pupils with special educational needs

At The Archbishop's School we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance PSHE, Citizenship, tutor time, social skills support and mentoring and indirectly with every conversation adults have with pupils throughout the day, be it teaching or support staff, Heads of House or form tutors.

For some pupils with the most need for help in this area we also can provide the following:

- Access to the school counsellor
- Mentoring with carefully chosen mentors or members of the senior leadership team
- External referral to CAMHS (via the Kent Family Support Framework) or other external agencies
- Time-out facilities to use when a pupil is agitated or upset
- Regular contact with parents and carers
- Referral to LIFT to engage the services of the STLS
- SEAL (Social and emotional aspects of Learning)

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require additional and different resources, beyond that required by pupils who do not need this support.

4 The name and contact details of the SEN Co-ordinator

The SENCO at The Archbishop's School is Emma Sedgwick, who is a qualified teacher and has been a SENCO continuously since before 1 September 2009 and is not required to undertake the National Award for SEN Co-ordination. Mrs Sedgwick also holds the CCET and AAA

qualifications which allow her to conduct psychometric testing and make recommendations based on the results of these tests. Mrs Sedgwick is an Assistant Headteacher and a member of the SLT

Emma Sedgwick is available on 01227 765805 or esedgwick@archbishops.kent.sch.uk

5 Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

All teachers and teaching assistants have had the following awareness training

- Specific medical training
- Visual impairment
- Teaching children on the autistic spectrum
- Teaching children with specific learning difficulties
- Safeguarding

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are usually appointed through the LIFT (Local Inclusion Forum Team) and they can obtain the services of professionals such as Educational Psychologists, Speech Therapists and Occupational Therapists. We use the Kent Association for the Blind to support our visually impaired pupils, and have a specialist teacher for a specific time each week that is there to ensure the VI children have access to everything they need. The cost of training is covered by the notional SEN funding.

6 Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it by loan, charitable donation or from specific services who will purchase items for identified need. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at The Archbishop's School are invited to discuss the progress of their children whenever they feel a meeting is necessary and receive an update on progress three times a year as part of the school's assessment policy, and a written learning report once a year. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils are able, where appropriate, to access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need. All such

provision will be recorded, tracked and evaluated on a Provision Map and information from this Provision Map is available for discussion by parents.

If following this normal provision improvements in progress are not seen, we will contact parents to discuss the use of internal or external assessments which will help us to address these needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with a statement of SEN / Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.

9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school

The normal arrangements for the treatment of complaints at The Archbishop's School are used for complaints about provision made for special educational needs. We encourage parents to discuss their concerns with pastoral and subject leaders, class teachers, Senior teachers and the Headteacher to resolve the issue before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have a Statement of SEN where there is a statutory right for parents to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

10 How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The governing body have engaged with the following bodies:-

- Free membership of LIFT for access to specialist teaching and learning service
- A Service Level Agreement with Educational Psychology service for 2x days per year
- Link to Disabled Children's Service for support to families for some pupils with high needs
- Access to local authority's service level agreement with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Communication and Assistive Technology Team, etc

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

Kent Parent Partnership Service (KPPS) provides free, impartial, confidential, advice, support and options around educational issues for parents who have children with special educational needs or disabilities (0-19). They empower parents to play an active and informed role in their child's education. They can be contacted on

HELPLINE: 03000 41 3000

Office: 03000 412412

E-mail: -iask@kent.gov.uk

www.kent.gov.uk/iask

12 The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At The Archbishop's School we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make the transfer as seamless as possible. Hannah Mayo is the Head of Year 7 until the December of the academic year and is the first point of contact during the transition period. She visits every child in every school and makes arrangements for a transition day in the summer, where our new intake comes to experience a day at The Archbishop's School. The SENCO visits schools from which children with SEN are joining us. Extra transition opportunities are frequently arranged and parents and the primary schools can make requests for specific help. We also contribute information to a pupils' onward destination by providing information to the next setting. If SEN children move to another setting then their paperwork is sent to the new placement but it is common for telephone conversations between the new provider and the SENCO or Behaviour Manager to occur, and meetings if thought appropriate. We wish to

ensure a secure and successful transition to and from The Archbishop's School and take a very individual approach to making this a positive experience for our students.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on KELSI and parents without internet access should make an appointment with the SENCO for support to gain the information they require.

Approved by the GB on through Standards Team 23 January 2018 and FGB 27 March 2018

Next review on Jan 2019