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Special Educational Needs and Disabilities (SEND) Policy

Date: September 2024

Review Date: September 2025

Approved By: Date:

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# Statement of intent

Sallygate believes that all pupils are entitled to an education that enables them to achieve their best, become confident individuals living fulfilling lives, and make a successful transition into adulthood.

This policy outlines the framework the school will use in meeting its duties, obligations and principal equality values in providing an appropriate high-quality education for pupils with SEND.

Through successful implementation of this policy, the school aims to eliminate discrimination and promote equal opportunities.

The school will ensure that the following principles underpin this policy:

* The involvement of pupils and their parents in decision-making.
* The early identification of pupils’ needs and early intervention to support them.
* A focus on inclusive practice and removing barriers to learning.
* Collaboration between education, health and social care services to provide support.
* High-quality provision to meet the needs of pupils with SEND.
* Greater choice and control for pupils and their parents over their support.
* Successful preparation for adulthood, including independent living and employment.

Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person’s ability to carry out normal day-to-day activities. For the purposes of this policy, a pupil is defined as having SEND if they have:

* A significantly greater difficulty in learning than most others of the same age.
* A disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age in mainstream settings.
* Special educational provision that is additional to or different from that made generally for other children or young people of the same age by mainstream settings.

# Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

* Local Government Act 1974
* Disabled Persons (Services, Consultation and Representation) Act 1986
* Children Act 1989
* Education Act 1996
* Education Act 2002
* Mental Capacity Act 2005
* Equality Act 2010
* The Equality Act 2010 (Disability) Regulations 2010
* Children and Families Act 2014
* The Special Educational Needs (Personal Budgets) Regulations 2014
* The Special Educational Needs and Disability (Amendment) Regulations 2015
* The Special Educational Needs and Disability (Detained Persons) Regulations 2015
* The UK General Data Protection Regulation (GDPR)
* Data Protection Act 2018
* Health and Care Act 2022

This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

* DfE (2015) ‘Special educational needs and disability code of practice: 0 to 25 years’
* DfE (2015) ‘Supporting pupils at school with medical conditions’
* DfE (2018) ‘Working Together to Safeguard Children 2018’
* DfE (2018) ‘Mental health and wellbeing provision in schools’
* DfE (2021) ‘School Admissions Code’
* DfE (2023) ‘Keeping children safe in education 2023’
* Equality and Human Rights Commission (EHRC) (2015) ‘Reasonable adjustments for disabled pupils’

This policy operates in conjunction with the following school policies:

* Admissions Policy
* Pupil Equality, Equity, Diversity and Inclusion Policy
* Data Protection Policy
* Supporting Pupils with Medical Conditions Policy
* Child Protection and Safeguarding Policy
* Suspension and Exclusion Policy
* Behaviour Policy
* Complaints Procedures Policy
* Accessibility Policy

# Objectives

Every school is required to identify and address the SEND of the pupils that they support. Through the implementation of this policy, the school will:

* Use their best endeavours to make sure that pupils with SEND get the support they need to access the school’s broad and balanced curriculum.
* Ensure there is high-quality provision to meet the needs of pupils with SEND, with specific focus on inclusive practice and removing barriers to learning.
* Fulfil its statutory duties towards pupils with SEND in light of the SEND code of practice.
* Promote disability equality and equality of opportunity, fulfilling its duties under the Equality Act 2010 towards individual disabled pupils.
* Make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled pupils are not at a substantial disadvantage compared with their peers.
* Designate a teacher to be responsible for coordinating SEND provision, i.e. the SENCO.
* Inform parents when they are making special educational provision for their child.
* Review, prepare and publish important information about the school and its implementation of relevant SEND policies, including:
  + Accessibility plans setting out how they plan to increase access to the curriculum and the physical environment for pupils with SEND.
  + Information about the admission arrangements for pupils with SEND and the steps taken to prevent them being treated less favourably than others.

# Roles and responsibilities

The management committee will be responsible for:

* Ensuring this policy is implemented fairly and consistently across the school.
* Ensuring the school meets its duties in relation to supporting pupils with SEND.
* Ensuring that there is a qualified teacher designated as SENCO for the school.

The headteacher is responsible for ensuring the school offers a broad and balanced curriculum, with high quality teaching and a positive and enriching educational experience of for all pupils, including pupils with SEND.

In enacting this policy, the headteacher will:

* Ensure the school holds ambitious expectations for all pupils with SEND.
* Establish and sustain culture and practices that enable pupils with SEND to access the curriculum and learn effectively.
* Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and SEND of pupils, providing support and adaptation where appropriate.
* Ensure the school fulfils its statutory duties with regard to the SEND code of practice.
* Work with the governing board to ensure that there is a qualified teacher designated as SENCO for the school.
* Ensure the SENCO has sufficient time and resources to carry out their functions.
* Provide the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
* Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the school’s performance management arrangements.
* Ensure that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with SEND.

The SENCO will be responsible for:

* Collaborating with the management committee and headteacher, as part of the SLT, to determine the strategic development of the SEND policy and provision in the school.
* The day-to-day responsibility for the operation of SEND policy.
* The coordination of specific provision made to support individual pupils with SEND.
* Liaising with the relevant designated teacher for LAC with SEND.
* Liaising with the parents of pupils with SEND.
* Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
* Being a key point of contact for external agencies, especially the LA and LA support services.
* Liaising with the potential future providers of education to ensure that pupils and their parents are informed about the options, and a smooth transition is planned.
* Working with the relevant management committee members and the headteacher to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
* Ensuring that the school keeps the records of all pupils with SEND up-to-date, in line with the school’s Data Protection Policy.
* Providing professional guidance to colleagues, and working closely with staff, parents and other agencies.

Teachers will be responsible for:

* Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents, the SENCO and, where appropriate, the pupils themselves.
* Setting high expectations for every pupil and aiming to teach them the full curriculum, whatever their prior attainment.
* Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.
* Being accountable for the progress and development of the pupils in their class.
* Being aware of the needs, outcomes sought, and support provided to any pupils they are working with.
* Understanding and implementing strategies to identify and support vulnerable pupils with the support of the SENCO.
* Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern. The relevant figures of authority include the headteacher.

# Safeguarding

The school recognises that evidence shows pupils with SEND are at a greater risk of abuse and maltreatment, so will ensure that staff are aware that pupils with SEND:

* Have the potential to be disproportionately impacted by behaviours such as bullying.
* May face additional risks online, e.g. from online bullying, grooming and radicalisation.
* Are at greater risk of abuse, including child-on-child abuse, neglect, and sexual violence and harassment.

The school recognises that there are additional barriers to recognising abuse and neglect in this group of pupils. These barriers can include, but are not limited to:

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil’s condition without further exploration.
* These pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils.
* The potential for pupils with SEND or certain medical conditions being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs.
* Communication barriers and difficulties in managing or reporting these challenges.
* A different cognitive understanding and being unable to understand the difference between fact or fiction in online content.

The headteacher and management committee will ensure that the school’s Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse. When using physical intervention and reasonable force in response to risks presented by incidents involving pupils with SEND, staff will have due regard for the procedures outlined in the school’s Physical Intervention Policy.

Care will be taken by all staff to notice any changes behaviour or mood, or any injuries, and these indicators will be investigated by the DSL in collaboration with the SENCO.

The management committee and headteacher will ensure that pupils with SEND are taught about how to keep themselves and others safe including online. The school will ensure that teaching of safeguarding is tailored to the specific needs and vulnerabilities of pupils with SEND.

Any reports of abuse involving pupils with SEND will involve close liaison between the DSL and the SENCO.

# SEND support

The school is aware of its statutory duty to provide a broad and balanced curriculum.

Teachers at the school will:

* Set high expectations for every pupil.
* Plan stretching work for pupils whose attainment is significantly above the expected standard.
* Plan lessons for pupils who have low levels of prior attainment or come from disadvantaged backgrounds.
* Use appropriate assessment to set targets which are deliberately ambitious.
* Plan lessons to ensure that there are no barriers to every pupil achieving.
* Be responsible and accountable for the progress and development of the pupils in their class.

The school will employ a graduated approach to meeting the pupil’s needs. This will be through the adoption of a four-part cycle – **assess, plan, do, review** – whereby earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil’s needs and of what supports the pupil in making good progress and securing good outcomes. The process is as follows:

* **Assess**: establishing a clear assessment of the pupil’s needs
* **Plan**: agreeing the adjustments, interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review
* **Do**: implementing the agreed interventions and support
* **Review**: analysing the effectiveness of the interventions and their impact on the pupil’s progress in line with the agreed review date

Where higher levels of need are identified, the school will access specialised assessments from external agencies and professionals.

The school will consider whether additional pastoral support and attention for pupils with SEND is required, alongside ensuring that any appropriate support for communication is in place.

**EAL**

The school is aware that there may be pupils at the school for whom English is not their first language and appreciates that having EAL is not equated to having learning difficulties. However any child with EAL will only be at Sallygate if they have SEND.

# Admissions

The school use Sallygate admissions criteria.

Arrangements for the fair admissions of pupils with SEND are outlined in the Admissions Policy and will be published on the school website.

# Transition

The school is aware of the importance of planning and preparing for the transitions between phases of education and preparation for adult life.

Where pupils have EHC plans, these will be reviewed and amended in sufficient time prior to a pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of support and provision at the new setting.

# Involving pupils and parents in decision-making

The school is committed to working in partnership with all parents in the best interests of their child and will provide an annual report for all parents on their child’s progress.

The school will regularly liaise with parents in setting outcomes and reviewing progress. The class teacher, supported by the SENCO, will meet with the parents three times each year through the annual review of EHCP process.

The planning that the school implements will help parents and pupils with SEND express their needs, wishes and goals, and will:

* Focus on the pupil as an individual, not allowing their SEND to become a label.
* Be easy for pupils and their parents to understand by using clear, ordinary language and images, rather than professional jargon.
* Highlight the pupil’s strengths and capabilities.
* Enable the pupil, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.
* Tailor support to the needs of the individual.
* Organise assessments to minimise demands on parents.
* Bring together relevant professionals to discuss and agree together the overall approach.

The school will involve the parents and the pupil in discussions surrounding how the school can best implement the plan’s provisions to help the pupil thrive in their education, and will discern the expected impact of the provision on the pupil’s progress.

Where necessary, the school will facilitate support from an advocate to ensure the parent’s views are heard and acknowledged.

# EHC needs assessments and plans

All pupils at Sallygate have an EHCP.

The school will admit any pupil that names the school in an EHC plan and will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil’s needs and that arrangements are in place to meet them.

# Reviewing EHC plans

The school will ensure that teachers monitor and review the pupil’s progress during the year and conduct a formal review of the EHC plan at least annually.

The school will:

* Cooperate with the LA and relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
* Ensure that the appropriate people are given at least two weeks’ notice of the date of the meeting, such as representatives from the LA SEN, social care and health services.
* Seek advice and information about the pupil prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.
* Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
* Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.
* Lead the review of the EHC plan to create the greatest confidence amongst pupils and their parents.
* Prepare and send a report of the meeting to everyone invited within two weeks of the meeting, setting out any recommendations and amendments to the EHC plan.
* Clarify to the parents and pupil that they have the right to appeal the decisions made regarding the EHC plan.
* Where possible for LAC, combine the annual review with one of the reviews in their care plan, in particular the personal education plan (PEP) element.
* Where necessary, provide support from an advocate to ensure the pupil’s views are heard and acknowledged.
* Where necessary, facilitate support from an advocate to ensure the parent’s views are heard and acknowledged.
* Rreview each pupil’s EHC plan to ensure that it includes the statutory sections outlined in the ‘Special educational needs and disability code of practice: 0 to 25 years’, labelled separately from one another.

If a pupil’s needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment. Thereafter, the management committee or headteacher will request the LA to conduct a re-assessment of a pupil whenever they feel it is necessary.

# Supporting successful preparation for adulthood

The school is aware that being supported towards greater independence and employability can be life-transforming for pupils with SEND. It recognises the importance of starting early, centring on pupil aspirations, interests and needs, and will ensure that pupils are supported at developmentally appropriate levels to make a smooth transition to what they will be doing next, e.g. moving on to higher education.

The school will:

* Seek to understand the interests, strengths and motivations of pupils and use this as a basis for planning support around them.
* Support pupils so that they are included in social groups and develop friendships.
* Ensure that pupils engage in the activities of the school and are encouraged to participate fully in the life of the school and in any wider community activity.
* Engage with secondary schools, as necessary, to help plan for any transitions.

The school will:

* Ensure that the EHC plan review includes a focus on preparing for adulthood, with additional focus on transition and preparing for adulthood from Year 9 onwards.
* Build transition planning into the revised EHC plan to identify appropriate post-16 pathways for higher education and employment, and support preparation for independent living, maintaining good health in adult life and participating in society.
* Seek partnerships with employment services, businesses, housing agencies, disability organisations, and arts and sports groups, to help children understand what is available to them as they get older, and what it is possible for them to achieve.
* Engage with FE providers as necessary to help plan for any transitions.
* Ensure pupils from Year 9 until Year 11 are provided with independent careers guidance.

# Managing complaints

The school will publish the Complaints Procedure Policy on the school website.

# Staff training and improving practice

The school is committed to the learning and development of all its staff members and training opportunities will be provided and delivered in line with the school’s CPD and Training Policy.

The school SENCO will assess staff competencies and ensure that CPD provision allows staff to develop their awareness, and practices in identifying, educating, and assessing pupils with SEND.

# Use of data and record keeping

All information about pupils will be kept in accordance with the school’s GDPR Policy and Data Protection Policy.

The school’s records will:

* Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.
* Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
* Be kept securely so that unauthorised persons do not have access to it, so far as reasonably practicable.

The school keeps data on the levels and types of need within the school and makes this available to the LA and Ofsted.

**Confidentiality**

The school will not disclose any EHC plan without the consent of the pupil’s parents/carers/social worker, except for specified purposes or in the interests of the pupil, such as disclosure:

* To a SEND tribunal when parents appeal, and to the Secretary of State under the Education Act 1996.
* On the order of any court for any criminal proceedings.
* For the purposes of investigations of maladministration under the Local Government Act 1974.
* To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.
* To Ofsted inspection teams as part of their inspections of schools and LAs.
* To any person in connection with the pupil’s application for students with disabilities allowance in advance of taking up a place in HE.
* To the headteacher (or equivalent position) of the setting at which the pupil is intending to start their next phase of education.

# Publishing information

The school will publish information on the school website about the implementation of this policy.

The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

The SEN Information Report will be prepared by the governing board and will be published on the school website. It will include all the information outlined in paragraphs 6.79 and 6.83 of the ‘Special educational needs and disabilities code of practice: 0 to 25 years’.

# Monitoring and review

The policy is reviewed on an annual basis by the headteacher in conjunction with the management committee; any changes made to this policy will be communicated to all members of staff, parents of pupils with SEND, and relevant stakeholders.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

The next scheduled review date for this policy is July 2025.