

# Learning Support and SEN Policy

Person Responsible:	Director of Inclusion
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## **Statement of intent**

To work in keeping with the Salesian tradition, following the footsteps of Don Bosco, ensuring that students with SEN to those of their peers are fully included in the life of our learning community and have equal opportunity to fulfil their potential.

The policy, in its design and implementation, compliments the school's ethos and aims, its teaching and learning policy and its vision for Care, Guidance and Support (also referred to as inclusion). All students are entitled to a broad, balanced, relevant and differentiated curriculum. As a Catholic School we affirm the unique creation of every student and thus recognise that all students have individual educational needs which should be taken into account. All students, regardless of their ability and level of need, are entitled to be here and to succeed here.

The policy, in its design and implementation, reflects the SEN Code of Practice 2014 and underpinned by the United Nations Convention on the Rights of the Child (UNCRC), with particular reference to:-

Article 12 'Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.'

Article 23 'A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Governments must do all they can to provide free care and assistance to children with disability.'

Article 28 'Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children's human dignity.'

Article 29 'Education must develop every child's personality, talents and abilities to the full; it must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.'

Furthermore, the policy also reflects the Inclusion Development Programme and guidance from the Nurture Group Network on Nurturing Schools. In particular, the policy draws directly from the Six Principles of Nurture Groups in setting out the guiding principles of the Learning Support Team:

- Teaching and learning is best approached through a developmental lens, with active awareness of learning differences and learning difficulties.
- Classrooms should offer a safe, supportive base from which students can take on the challenge of learning.
- There should be a continuous focus on the development of self-esteem, as a fundamental contributor to achievement.
- Language and literacy is vital to successful learning and social-emotional wellbeing.
- Unacceptable behaviour is best approached as communication of an unmet need.
- Transition between key stages is significant in the lives of children.

## **1. Legal framework**

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

- Children and Families Act 2014
- Health and Social Care Act 2012
- Equality Act 2010
- Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- Special Educational Needs and Disability (Amendment) Regulations 2015
- Special Educational Needs (Personal Budgets) Regulations 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Data Protection Act 2018
- The General Data Protection Regulation 2018

1.2. 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 (2017) 'Supporting students at school with medical conditions'
- DfE (2018) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2015) 'School admissions code'

## **2. Identifying SEND**

2.1. The school has a clear approach to identifying and responding to SEND. We recognise that early identification and effective provision improves long-term outcomes for the students.

2.2. Progress will be characterised using the following stipulations:

- Progress is significantly slower than the class average, from the same baseline

- Progress does not match or better the student's previous rate of progress
- Progress fails to close the attainment gap within the class
- The attainment gap is widened by the plateauing of progress

### **3. Definitions**

3.1. For this policy, a student is defined as having SEND if:

- Their disability or difficulty prevents them from accessing the curriculum.

3.2. 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.

3.3. The school reviews how well equipped we are to provide support across the following areas:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and physical needs

#### **Communication and interaction**

3.4. Students with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.

3.5. The school recognises that:

- Students with Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, can have particular difficulties with social interaction.
- The profile for every student with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.

#### **Cognition and learning**

3.6. The school understands that learning difficulties cover a wide range of needs, such as moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD).

- 3.7. 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**

- 3.8. Students may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour.
- 3.9. The school recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression.

### **Sensory or physical needs**

- 3.10. Impairments that prevent or hinder students from using the school facilities, such as vision impairment (VI), do not necessarily have SEND.
- 3.11. Under the Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:
- A tendency to set fires
  - A tendency to steal
  - A tendency to commit physical or sexual abuse towards others
  - Exhibitionism
  - Voyeurism
  - Tattoos and piercings

## **4. Objectives**

- 4.1. The school aims to achieve the core aims of this policy by achieving the following strategic and measurable objectives:
- To follow the graduated approach outlined in the DfE's 'SEND Code of Practice: 0 to 25 years'.
  - To monitor the progress of all students to aid the earliest possible identification of SEND.

## **5. Roles and responsibilities**

- 5.1. The **governing body** will be responsible for:
- Identifying, assessing and making provision for all students with SEND, whether or not they have an EHC plan.
  - Regularly monitoring the school's policies and procedures, to review their impact on students with SEND, including on their mental health and wellbeing.

- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and students.

5.2. The **headteacher** will be responsible for:

- Ensuring that those who are teaching or working with students with SEND are aware of their needs and have arrangements in place to meet them.
- Establishing and maintaining a culture of high expectations and including students with SEND in all opportunities available to other students.

5.3. The **DIRECTOR OF INCLUSION/ SENCO** will be responsible for:

- Collaborating with the **governing body** and **headteacher**, as part of the SLT, to determine the strategic development of the SEND policy and provision in the school.
- Working with the relevant governors and the **headteacher** to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating the specific provision made to support individual students with SEND, including those with EHC plans.
- Liaising with the relevant, designated teacher where an LAC has SEND.
- Advising on a graduated approach to providing SEND support.
- Liaising with the parents of students with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Drawing up Personalised Support Strategies
- Ensuring, as far as possible, that students with SEND take part in activities run by the school, together with those who do not have SEND.
- Ensuring that the school keeps the records of all students with SEND up-to-date, in line with the school's **Data Protection Policy**.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant class teachers.
- Supporting teachers in the further assessment of a student's particular strengths and weaknesses, and advising on effective implementation of support.

5.4. **Classroom teachers** will be responsible for:

- Planning and reviewing support for students with SEND on a graduated basis, in collaboration with parents, the **DIRECTOR OF INCLUSION / SENCO** and, where appropriate, the students themselves.
- Setting high expectations for every student and aim 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 student achieving.

## **6. Children with specific circumstances**

### **LAC**

- 6.1. Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA.

### **EAL**

- 6.2. The school gives particular care to the identification and assessment of the SEND of students whose first language is not English.

## **7. Admissions**

- 7.1. The school will ensure it meets its duties set under the 'School Admissions Code' by:
- Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.

## **8. Involving students and parents in decision-making**

- 8.1. Parents of students with SEND are encouraged to share their knowledge of their child; the **SENCO** will aim to give them the confidence that their views and contributions are valued and will be acted upon.
- 8.2. Parents will always be formally notified when the school provides their child with SEND support.
- 8.3. The planning that the school implements will help parents and students with SEND express their needs, wishes and goals.

## **9. Joint commissioning, planning and delivery**

- 9.1. The school is committed to ensuring that students with SEND can achieve their ambitions and the best possible educational outcomes, as well as other



opportunities, such as securing employment and living as independently as possible.

- 9.2. The school will work closely with local education, health and social care services to ensure students get the right support.
- 9.3. Where students with SEND also have a medical condition, their provision will be planned and delivered in coordination with the EHC plan.
- 9.4. SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

## 10. Funding

- 10.1. Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a student has an EHC plan.

## 11. Local Offer

- 11.1. In developing and reviewing the Local Offer, the school will adopt the following approach:
  - **Collaborative:** The school will work with LAs, parents and students in developing and reviewing the Local Offer. The school will also co-operate with those providing services.
  - **Accessible:** The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to students' and parents' needs (for example by broad age group or type of special educational provision). It will be well signposted and publicised.

## 12. Graduated approach

- 12.1. Once a student with SEND has been identified, the school will employ a graduated approach to meet the student's needs by:
  - Establishing a clear assessment of the student's needs.
  - Planning, with the student's parents, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
  - Implementing the interventions, with the support of the **SENCO**.
  - Reviewing the effectiveness of the interventions, and making any necessary revisions.

### **13. Assessment**

- 13.1. The school will, in consultation with the student's parents, request a statutory assessment of SEND where the student's needs cannot be met through the resources normally available within the school.
- 13.2. Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and the views of the parents and student.
- 13.3. The school will gather advice from relevant professionals about the student concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.
- 13.4. In tracking the learning and development of students with SEND, the school will:
  - Base decisions on the insights of the student and their parents.
  - Set students challenging targets.
  - Track their progress towards these goals.
  - Review additional or different provisions made for them.
  - Promote positive personal and social development outcomes.
  - Base approaches on the best possible evidence, and ensure that they are having the required impact on progress.
- 13.5. Detailed assessments will identify the full range of the individual's needs, not just the primary need.
- 13.6. Where possible, students' needs will be defined under the 'SEND Code of Practice: 0 to 25 years' broad areas of need:
  - Communication and interaction
  - Cognition and learning
  - Social, emotional and mental health difficulties
  - Sensory and/or physical needs
- 13.7. Where a student continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents before involving specialists.

### **14. Training**

- 14.1. Relevant staff members will keep up-to-date with any necessary training, which will be provided by the **SENCO** as well as external agencies, where appropriate.

## **15. Promoting mental health and wellbeing**

- 15.1. The curriculum for PSHCE will focus on promoting students' resilience, confidence and ability to learn.
- 15.2. Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.
- 15.3. When in-school intervention is not appropriate, referrals and commissioning will be used instead. The school will continue to support the student as best it can.
- 15.4. For students with more complex problems, additional in-school support will include:
  - Supporting the student's teacher, to help them manage the student's behaviour.
  - Additional educational one-to-one support for the student.
  - One-to-one therapeutic work with the student, delivered by mental health specialists.
- 15.5. The school will also consider whether disruptive behaviour is a manifestation of SEMH needs.
- 15.6. The school will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

## **16. EHC plans**

- 16.1. The school will fully cooperate with the LA when research about the student is being conducted.
- 16.2. The school will provide the LA with any information or evidence needed.
- 16.3. All relevant teachers will be involved in contributing information to the LA.
- 16.4. If the school decides to implement an EHC plan, the parents and the student will be informed, including the reasons for this decision.
- 16.5. All reasonable provisions will be taken by the school to provide a high standard of education.
- 16.6. Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.
- 16.7. If a student's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.

- 16.8. The school will ensure that any EHC plan information is kept confidential and on a need-to-know basis.

## **17. Reviewing the EHC plan**

- 17.1. The school will:

- Cooperate with the 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.
- Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.

## **18. Transferring between different phases of education**

- 18.1. EHC plans will be reviewed and amended in sufficient time prior to a student moving between key phases of education, to allow for planning for and, where necessary, commissioning of, support and provision at the new phase.
- 18.2. The review and amendments will be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools.

## **19. SEND tribunal**

- 19.1. All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the student's education suffering.
- 19.2. In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.

## **20. Supporting successful preparation for adulthood**

- 20.1. The school will ensure that students are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to higher education.
- 20.2. The school will engage with secondary schools and FE providers, as necessary, to help plan for any transitions.
- 20.3. The school will take an active role in preparing students with SEND for their transition into adult life, preparing them to achieve their ambitions in terms of HE or employment, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.

## **21. Data and record keeping**

21.1. The school will:

- Maintain an accurate and up-to-date register of the provision made for students with SEND.

### **Confidentiality**

21.2. The school will not disclose any EHC plan without the consent of the student's parents, except for 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 student's application for students with disabilities allowance in advance of taking up a place in HE.
- To the headteacher (or equivalent position) of the institution at which the student is intending to start their next phase of education.

## **22. Resolving disagreements**

22.1. The school is committed to resolving disagreements between students and the school.

22.2. In carrying out of duties, we:

- Support early resolution of disagreements at the local level.

22.3. The school's **Complaints Procedures** will be published on the school's website; additionally, the school will publish details regarding how complaints from parents of children with SEND will be handled.

## **23. Publishing information**

23.1. The school will publish information on our website about the implementation of the SEND Policy.

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

## 24. Monitoring and review

- 24.1. The policy is reviewed on an **annual** basis by the **headteacher** in conjunction with the **governing body**; any changes made to this policy will be communicated to all members of staff.
- 24.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.
- 24.3. The next scheduled review date for this policy is **September 2023**.

Tracked changes	
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