

# SEN and Inclusion Policy

St Mary Queen of Martyrs VC Academy



**ST MARY  
QUEEN OF  
MARTYRS**  
VC ACADEMY

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# Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Definitions .....	2
4. Roles and responsibilities .....	2
5. Special Educational needs and disabilities for which provision is made .....	3
6. Links with other policies	

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## 1. Aims

Our SEN and Inclusion policy aims to:

- › Set out how our school will support and make provision for pupils with special educational needs (SEN)
- › Explain the roles and responsibilities of everyone involved in providing for pupils with SEN
- › To ensure that pupils with SEND have the maximum opportunity to attain and achieve and become confident individuals leading fulfilling lives
- › To ensure that parents and young people are notified when SEND provision is being made, and that parents and the young people are involved in the SEND process.

This policy should be read in conjunction with the School Information Report and the LA Local Offer

## 2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- › [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities
- › [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report
- › This policy also complies with our funding agreement and articles of association.

## 3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- › A significantly greater difficulty in learning than the majority of the others of the same age, or
- › A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## 4. Roles and responsibilities

### 4.1 The SENCO

The SENCO is Mr Evans – Telephone: 01482 825625 Email: [admin@smqhull.org](mailto:admin@smqhull.org)

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They will:

- › Work with the head of school, SEN Strategic lead and the link Trust director to determine the strategic development of the SEN policy and provision in the school
- › Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- › Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high-quality teaching
- › Advise on the graduated approach to providing SEN support
- › Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- › Be the point of contact for external agencies, especially the local authority and its support services
- › Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- › Ensure the school keeps the records of all pupils with SEN up to date

## 4.2 The SEN director

The SEN director will:

- › Help to raise awareness of SEN issues at trust board meetings
- › Monitor the quality and effectiveness of SEN and disability provision within the schools and update the trust board on this
- › Work with the head of schools and SENCOs to determine the strategic development of the SEN policy and provision in the schools

## 4.3 The head of school

The head of school will:

- › Work with the SENCO and SEN director to determine the strategic development of the SEN policy and provision within the school
- › Have overall responsibility for the provision and progress of learners with SEN and/or a disability

## 4.4 Class teachers

Each class teacher is responsible for:

- › The progress and development of every pupil in their class
- › Ensuring provision from an EHCP is in place, assessed and reviewed in quality first teaching
- › Ensuring children's individual targets are assessed, planned and reviewed in quality first teaching
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- › Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- › Ensuring they follow this SEN policy

"Teachers are responsible and accountable for the progress and development of the children in their class, including where children access support from teaching assistants or specialist staff. High quality teaching, differentiated for individual children, is the first step in responding to children who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching." (from Code of Practice 2014)

## 5. SEN and disabilities for which provision is made

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## 5.1 The kinds of SEN that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- › Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- › Cognition and learning, for example, dyslexia, dyspraxia
- › Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)

For further information on how the school meets the needs of these children please refer to the schools' SEN Information Report

## 5.2 Identifying pupils with SEN and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- › 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
- › Widens the attainment gap
- › Social and emotional needs have an adverse effect on academic progress
- › Is affected by their communication and interaction with adults and their peer

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

## 5.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- › Everyone develops a good understanding of the pupil's areas of strength and difficulty
- › We take into account the parents' concerns
- › Everyone understands the agreed outcomes sought for the child
- › Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and shared with parents.

We will notify parents when it is decided that a pupil will receive SEN support.

## 5.4 Assessing and reviewing pupils' progress towards outcomes

Where a child is identified as having SEND, school will take action to remove any barriers to learning and put effective special educational provision in place. This SEND support should take the form of a four-part cycle-known as the Graduated Response

• Assess • Plan • Do • Review

The trust pupil passport should be used as a guide to work through this cycle. This is an ongoing process and not limited to more formal SEN reviews, which are carried out termly.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the pupil's needs. This will draw on:

- › The teacher's assessment and experience of the pupil
- › Their previous progress and attainment or behaviour
- › Other teachers' assessments, where relevant
- › The individual's development in comparison to their peers and national data
- › The views and experience of parents
- › The pupil's own views
- › Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

## **5.5 Supporting pupils moving between phases and preparing for adulthood**

All children with special educational needs and disabilities will require support and planning when they transfer between key stages from 0-25. For example: Preschool – Nursery – Foundation – KS1 – KS2 – KS3 – KS4 – KS5 – Higher Education/College – Independent Living.

Where a child has an Education Health Care Plan, a preference for educational setting should be made during the Annual Review process, or the year prior to transition to Secondary School. This enables the local authority to consult and request placements at the preferred school. A request for a special school placement should be made early in Year 5 or Year 9 to determine that suitable provision can be considered. We recommend that at this stage parent/carers visit appropriate schools or colleges at the next Key Stage to help an informed choice to be made. The local authority SEN team will administer the process following any request by the parent.

Transition packages need to be planned carefully for children with special educational needs. In addition, other consideration will also be given to the use of social stories, transition and early transition, as these can help to support children and prevent vulnerability during their transition.

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this. The class teacher and SENCo will work closely with transition leads and/or colleagues from receiving schools to ensure there is careful induction and accurate information sharing.

## **5.6 Our approach to teaching pupils with SEN**

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

This will be differentiated for individual pupils. The approach to teaching children with special educational needs varies, dependent upon the need of the particular child. High quality first teaching is our first step in responding to children who have SEND. This will be differentiated for individual children.

We will also provide the following interventions:

- › In class support, where the teacher or Teaching Assistant (TA) may support one or more children to understand the content of the lesson
- › Small group withdrawal, where a member of staff may deliver a short- term literacy, numeracy or other intervention to a small group of children.
- › One to one withdrawal, where there may be a targeted support in their area of need.
- › Support within the classroom within quality first teaching.

- › Particularly vulnerable children take part in a nurture group/ELSA for a percentage of time, possibly through withdrawal and or more adhoc support during break and lunchtimes
- › Every child is also actively encouraged to participate fully in all school activities, for example school productions and school clubs.
- › Additional support is provided for children requiring emotional and social development in the form of social skills groups, friendship groups and nurture groups

For further information specific to the school see the School's SEND Information Report

## **5.7 Adaptations to the curriculum and learning environment**

We make the following adaptations to ensure all pupils' needs are met:

- › Differentiating our curriculum to ensure all children are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- › Adapting our resources and staffing
- › Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- › Adhering to the school's inclusion policy and its focus on accessibility for all (See inclusion for accessibility plan)
- › Needs for equipment and facilities will be assessed for each child individually; this may include using appropriate agencies such as IPASS, who can provide specialist equipment for physical, visual and hearing needs

## **5.9 Expertise and training of staff**

- › The Trust has an appointed lead for SEND who is responsible for overseeing and monitoring for SEND needs across the entire Trust. Their role involves training and development of staff.
- › As per the Code of Practice, if a newly appointed SENCO has not previously been the SENCO at any school for a total period of more than 12 months, they must achieve the National Award for Special Educational Needs (SEN) Co-ordination within three years of appointment.
- › The school has an ongoing policy of CPD for all staff including teachers, teaching assistants and ancillary staff
- › Schools across the Trust will seek additional staff training, from outside support agencies when necessary, including outreach and transitional support (see local offer for list of external agencies).
- › Staff will also attend training courses provided by either the local authority or the Trust.

Specific school information on the expertise of staff is contained in the school's SEN information report.

## **5.10 Evaluating the effectiveness of SEN provision**

We evaluate the effectiveness of provision for pupils with SEN by:

- › Reviewing pupils' individual progress towards their goals each term
- › Reviewing the impact of interventions
- › School quality assurance monitoring (e.g. learning walks, lesson visits, book looks) by all subject leaders
- › Using pupil questionnaires/pupil voice
- › Using parental questionnaires/drop-in sessions
- › Monitoring by the SENCO

- › Using provision maps to measure progress
- › Holding annual reviews for pupils with EHC plans
- › Undertaking a trust SEN review (bi-annually)

### **5.12 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND**

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to go on our residential trip(s)

All pupils are encouraged to take part in sports days, workshops in school and school performances.

No pupil is ever excluded from taking part in these activities because of their SEN or disability.

### **5.13 Support for improving emotional and social development**

We provide support for pupils to improve their emotional and social development in the following ways:

- › Pupils with SEN are encouraged to be part of the school council
- › Pupils with SEN are also encouraged to be part of clubs to promote teamwork/building friendships

We have a zero tolerance approach to bullying.

### **5.14 Complaints about SEN provision**

Complaints about SEN provision in our school should be made to the SENCo in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- › Exclusions
- › Provision of education and associated services
- › Making reasonable adjustments, including the provision of auxiliary aids and services

### **5.16 Contact details for raising concerns**

Mrs C Coldham Telephone: 01482 825625 Email: admin@smqhull.org

### **5.18 The local authority local offer**

<http://hull.mylocaloffer.org/s4s/WhereLive/Council?pageld=3025>

<http://localoffer.eastriding.gov.uk/education/>

Our SEND Information report which outlines the specific school offer.

## **6. Links with other policies and documents**

This policy links to the following documents:

- › Inclusion policy
- › Behaviour policy
- › Anti-Bullying policy