



SPECIAL EDUCATIONAL NEEDS AND STUDENTS WITH DISABILITIES POLICY

V1.7

Date reviewed and approved by designated committee or person:	09.07.20
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Responsible for this policy:	Deputy for Student Wellbeing SLT Lead for SEND
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Approval History

Approved By:	Date of Approval	Version Approved	Comments
Policy Committee		V1.0	
Policy Committee	20.07.16	V1.4	
Trust Board	09.07.20	V1.7	

Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
02.04.15			Updated to trust. Page numbering, contents numbering.	Yes	DJO/WBE
05.05.15					
12.07.16				No	DJO
23.05.19	12.07.16	1.5	Minor amendments	Yes	LDO/CTE
22.07.19	23.05.19	1.6	Staff updates	Yes	CTE
16.06.20	22.07.19	1.7	Staff updates	Yes	CTE

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1.0 PURPOSE OF THE POLICY

The School firmly believes that each student should be given equality of opportunity to achieve her full potential – spiritually, academically and socially – by recognising the uniqueness of each individual and providing a rich and varied learning experience for all. Each student, regardless of her ability, is entitled to a broad and balanced curriculum offered which is relevant to her educational needs. The curriculum offered should give all students a sense of achievement and thereby help them develop confidence and self-esteem. Every teacher is a teacher or every child or young person including those with SEND.

This policy has been developed by consultation with students, parents and staff. It reflects the Special Education Needs and Disability Code of Practice 0-25 guidance, July 2014.

The Special Educational Needs Co-ordinator at Levenshulme High School is Debbie Jefferies. The Senior Leadership Team lead at Levenshulme High School is Donna Johnson. The SEN link governor is Betsy Sara who can be contacted via Levenshulme High School.

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2.0 PHILOSOPHY

At Levenshulme High School we believe:

- That all children have a right to a broad and balanced curriculum
- That all teachers are responsible for meeting children's individual needs
- That children with SEN and/or disabilities deserve an enhanced level of resourcing to meet their needs
- In the inclusion of children with SEN and/or disabilities into mainstream where it is practicably possible to do so
- In providing support and advice for families of children attending our school with SEN and disabilities
- In fostering independence and the development of children's self esteem
- That each child should feel equally valued within the school community and fully integrated in the life of the school
- That bilingualism is not a learning difficulty but some bilingual children may have learning difficulties
- That good practice benefits ALL children whatever their level of development
- Those children with a disability have an equal right to a broad and balanced curriculum.
- Disability is not a learning difficulty, but some disabled children may have learning difficulties

This policy describes the values we hold and the provision we make for children who have a significantly greater difficulty in accessing the curriculum than the majority of children the same age, or who have a disability that prevents or hinders them from taking a full part in the life of the school. These needs may be as a result of physical, sensory, emotional/behavioural/mental health needs or learning difficulties.

3.0 THE FOLLOWING SCHOOL DOCUMENTS HAVE PARTICULAR RELEVANCE TO THIS POLICY

- Assessment, Recording and Reporting Policy
- Behaviour Policy
- Anti Bullying Policy and Guidelines Teaching and Learning Policy Admissions Policy
- Equality Policy
- SEND Information Report
- Managing Medical Conditions Policy

3.1 Relevant Publications:

This policy complies with the statutory requirement laid out in the SEND Code of Practice (2014) and has been written with reference to the following guidance and documents:

SEND Code of Practice 0-25 September 2014 (which takes account of the SEN provisions of the SEN and Disability Act 2001)

Ofsted Section 5 Inspection Framework January 2014

Ofsted SEN Review 2010 "A Statement is not enough"

Equality Act 2010: advice for schools DfE Feb 2013

Education Act 2013

Children and Families Act 2014

Schools SEN Information Report Regulations (2014)

Whilst it is recognised that children with SEND are not a readily defined and discrete group, for the purposes of policy the school adopts the legal definition provided by the 1996 Education Act:

"A child has special educational needs if she has a learning difficulty which calls for the special educational provision to be made for her"

A child must not be regarded as having a learning difficulty solely because the language of the home is different from the language in which she is or will be taught (1996 Education Act Section 32).

*"Special educational provision is educational or training provision that is **additional to or different from**" that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching"*

Special Educational Needs and Disabilities Code of Practice 2014

4.0 AIMS AND OBJECTIVES:

At Levenshulme High School we aim to:

- Have regard for the SEND Code of practice 2014 in all its aspects
- Identify and provide for students who have special educational needs and additional needs
- Give SEND students the greatest possible access to a broad and balanced curriculum
- Ensure that all teachers (including Form tutors, Heads of Progress, Pastoral Manager, Heads of House/Teaching Assistants) are responsible for meeting children's individual needs
- Ensure the early identification of children with SEND
- Integrate – as far as possible all SEND students, including those with a Statement of

Special Educational Needs or/and Education Health Care plan (EHC)

- Work in partnership with parents/carers and families at all times
- Encourage parents/carers to support their daughters at home
- Seek student's views when decision making
- Involve external support services and agencies where appropriate
- Establish links with other schools and post 16 establishments in order to share good practice and experience
- Foster an atmosphere in which SEND students feel valued and can develop a sense of self-worth and achievement

By ensuring that:

- All teachers are familiar with the SEND 0-25 Code of Practice 2014
- There is a clear, agreed understanding of what constitutes a student with Special Educational Needs
- There are clear systems for assessing students with SEND and these systems are maintained
- The SEND team works closely with subject teachers/Form tutors/Heads of Progress/Heads of House/parent/carers/families/relevant agencies when identifying needs, making or amending provision for SEND students and monitoring their progress
- Records from previous schools are used and further information is sought through transition working
- A register of SEND students is set up using SIMs, maintained, updated and communicated clearly to staff
- The staged approach to assessment and provision, as specified in the Code of Practice, is adopted
- One page student centred profiles are drawn up for students with a Statement of Special Educational Needs or an EHC plan in consultation with all those involved in the student's education
- All SEND students are given achievable targets. Targets are reviewed by the Head of Faculty and SENCO on a half termly basis
- All staff receive regular training on SEND and relevant strategies to support students
- All subject teachers are responsible for meeting the needs of the identified students in the classroom. Differentiation is the key to ensuring that SEND students make progress and achieve relevant qualifications. This is monitored by the Head of Faculty Records are kept by the SENCO of provision made
- The progress of all SEND students is monitored and provision regularly reviewed and amended where necessary

5.0 PROVISION / PROCEDURES

5.1 Roles and Responsibilities

“Provision for students with special educational needs is a matter for the school as a whole. In addition to the Governing Body, the Head Teacher and SENCO all other members of staff have important responsibilities.” (SEN Code of Practice 2014)

The Academy Committee- and Trust Board has statutory duties towards children with SEND and must ensure that the necessary provision is made and the quality continually monitored.

It must report annually to parents/carers on the school's policy for children with SEND.

Debbie Jefferies:	SENCO
Donna Johnson:	Co-Headteacher Student Wellbeing
Jo MacKinnon:	Executive Headteacher
Betsy Sara:	SEND Governor

All staff above can be contacted at Levenshulme High School.

Debbie Jefferies:

SENCO – Line Manager for the Inclusion Faculty- responsible for the management of the school’s SEND policy and keeping the Academy Committee fully informed. Responsible for the day to day operation of the school’s SEND policy and for co-ordinating provision for students with special needs and management of the Teaching Assistants

6.0 ADMISSIONS

Levenshulme High School operates an inclusive policy within the guidelines of Manchester Local Authority and will give equal priority to all students regardless of disabilities. The school will liaise with relevant primary schools and the Statutory Assessment Team during the Year 6 transition phase. Any parent/carer who has a particular concern about their child’s access to the school is welcome to discuss it with the SENCO (Debbie Jefferies) and the Co-Headteacher (Donna Johnson).

7.0 FACILITIES

All students are encouraged to participate fully in school life. This includes the curriculum and extra-curricular activities. Targeted SEND students are supported in class by Teaching Assistants. The Inclusion Faculty base is on the first floor which is accessible via a staircase and a lift. Parents/Carers who have concerns about physical access are welcome to discuss this with the SENCO (Debbie Jefferies) and the Co-Headteacher (Donna Johnson).

8.0 TRAINING AND RESOURCES

Funding is used to employ a team of Teaching Assistants to support SEND students. Support may also be bought in from Traded Services for advisory specialist teachers. The SENCO is responsible for deploying these resources. We access advice through the Barrier Free Partnership (Lancasterian School).

9.0 MEDICAL CONDITIONS

The Children and Families Act 2014 places a duty on maintained schools and academies to make arrangements to support students with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such students. Where children and young people also have SEND, their provision will be planned and delivered in a co-ordinated way with the Individual Health Care Plan. The school will have regard to statutory guidance ‘Supporting Students at School with Medical Conditions’ May 2014.

10.0 CURRICULUM

All students should have access to a broad and balanced curriculum. The school expects teachers to have set high expectations for every student, whatever their prior attainment. Teachers should use appropriate assessment to set targets which are deliberately ambitious. Potential areas of difficulty should be identified and addressed at the outset. Lessons should be planned to address potential areas of difficulty and to remove barriers to student achievement. In many cases, such planning will mean that students with SEN and disabilities

will be able to study the full national curriculum. Classroom organisation and management should ensure that children are given opportunities to take part in a range of learning contexts with appropriate support (e.g. whole class work, mixed ability and ability groupings). Support can be from the class teacher, Teaching Assistants, and through differentiated and/or modified learning tasks. Wherever possible, Teaching Assistants work with children within the classroom.

Any arrangements for withdrawal should be discussed with the SENCO. There should be appropriate pace of work as well as appropriate expectations of outcomes from learning experiences and tasks. Support should be deployed thoughtfully and sensitively to promote children's independence and to avoid them becoming dependent and passive as learners. Support is used to assist the child in achieving the best she can do and to provide opportunities to promote confidence and raise self-esteem.

11.0 IDENTIFICATION, ASSESSMENT AND PROVISIONS

The Code of Practice states that students should only be identified as SEND if they do not make adequate progress once they have had intervention, adjustments and good quality personalised teaching.

Teachers are fully accountable and responsible for the progress and development of the students in their class including students accessing support from Teaching Assistants or specialist staff.

High quality teaching and differentiation for individual students are the first step in responding to students who have or may have SEND.

Any teacher who has a concern about a student's learning needs can refer the student through the referral system. All students with Special Educational Needs are monitored and progress reviewed half termly. The ethos of the Code of Practice emphasises the importance of parental/carer rights and involvement, underpinning our school approach to parental/carer partnership. The following must be taken into account when initial concerns are raised and basic information gathering begins to take place.

All children are entitled to a suitably differentiated curriculum and children's learning needs will be met by their class teachers who will use a range of differentiation strategies that are sometimes supported by Teaching Assistants. The preparation of this work is reflected in the weekly planning.

Identifying and assessing SEND for children or young people whose first language is not English requires particular care. The school will look carefully at all aspects of a student's performance in different areas of learning and development or subjects to establish whether lack of progress is due to limitations in their command of English or if it arises from SEN or a disability. Difficulties related solely to limitations in English as an additional language are not SEN.

12.0 A GRADUATED APPROACH TO SEN SUPPORT

The school will identify and meet needs as early as possible through:

- the analysis of data including entry profiles, reading ages, CATs scores other whole-school student progress data
- classroom-based assessment and monitoring arrangements. (Cycle of planning, action and review.)
- following up parental concerns

- tracking individual children's progress over time,
- liaison with primary schools on transfer
- information from previous schools
- information from other services
- maintaining a provision map for all vulnerable learners but which clearly identifies students receiving additional SEND Support from the school's devolved budget or in receipt of High Needs funding. This provision map is updated termly through meetings between the Intervention Team and SENCO
- undertaking, when necessary, a more in depth individual assessment - this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a student's needs. It may include a bilingual assessment where English is not the first language.
- involving an external agency where it is suspected that a Special Educational Need is significant.

13.0 CURRICULUM ACCESS AND PROVISION FOR VULNERABLE LEARNERS

Where children are underachieving and/or identified as having Special Educational Needs, the school provides for these additional needs in a variety of ways and might use a combination of these approaches to address targets identified for individual students.

- teachers differentiate work as part of quality first teaching
- other small group withdrawal
- individual class support
- further differentiation of resources,
- homework/learning support club
- intervention from specialist services

14.0 ADDITIONAL SEN SUPPORT

- Students will be offered additional SEND support when it is clear that their needs require intervention which is "additional to" or "different from" the well-differentiated curriculum offer for all students in the school i.e. they have a Special Educational Need as defined by the SEN Code of Practice 2014.
- Underachieving students and students with EAL who do not have SEND will **not** be placed on the list of students being offered additional SEND support (but will be on the school's provision map).
- In keeping with all vulnerable learners, intervention for students on the SEN list will be identified and tracked using the whole-school provision map.
- It may be decided that a very small number, **but not** all of the students on the SEND list will require additional High Needs funding, for which an application needs to be made to the Local Authority, to ensure their underlying special educational need is being addressed. This may particularly be the case where outside agencies have been involved in assessing the student or contributing to their provision.
- Where a student has a significant, severe and sustained need, it may be necessary to enter a multi-disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan.
- Where a student is in receipt of High Needs Funding and/or an Education Health and Care Plan, a decision will be made as to whether a short-term Individual Education Plan is required.

15.0 STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION HEALTH AND CARE PLAN

There are four broad areas of need
Communication and Interaction
Cognition and Learning
Social, Emotional and Mental Health difficulties
Sensory and/or physical needs

- Students with a Statement of Educational Needs (pre September 2014) or an Education Health and Care Plan (post September 2014) will have access to all arrangements for students on the SEND list (above) and, in addition to this, will have an Annual Review of their Statement/plan. A Statement or EHC plan must be reviewed annually. An interim annual review can be requested at any time if there are concerns about any aspects of the child's education. If a change of placement becomes necessary annual reviews are brought forward. The child makes a contribution at her level if able to do so. Facilities are made available for interpreting in another language for parent/carers during the review meeting. Statements and EHC plans can be amended by the Local Authority or can cease to be maintained by the Local Authority based on recommendations by the school at Annual Reviews
- Our school will comply with all local arrangements and procedures when applying for High Needs Block Funding
- An Education Health and Care Plan and will ensure that all pre-requisites for application have been met through ambitious and pro-active additional SEND support using our devolved budget at an earlier stage.
- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with Manchester's policy and guidance - particularly with regard to the timescales set out within the process.

16.0 ARRANGEMENTS FOR CONSIDERING COMPLAINTS ABOUT THE SPECIAL EDUCATIONAL NEEDS PROVISION WITHIN THE SCHOOL

The official Complaints Procedure is available from the Academy Headteacher. Any complaint would be thoroughly investigated by the SENCO and the Academy Headteacher. The school works closely with Manchester's Parent/Carer Partnership Service.

17.0 ARRANGEMENTS FOR SPECIAL EDUCATIONAL NEEDS IN-SERVICE TRAINING

The SENCO has a responsibility to keep informed of developments in the field of SEND.

All Teaching Assistants receive in-service training to update their knowledge. The SENCO and Senior SEN Teaching Assistant are responsible for providing training to targeted staff on a regular basis.

18.0 SUPPORTING STUDENTS AND THEIR FAMILIES:

The school actively seeks to work with parents/carers and values the contribution they make as well as their knowledge and experience. We encourage parent/carers to support their children's learning. Parents/carers are always notified and involved from the outset when their children are felt to have Special Educational Needs.

All formal meetings with parents/carers must be recorded on the Parent/Carer Interview Sheet, and the recorded conversation/targets set should be signed by the parent/carers. In the

case of parents/carers who do not respond to invitations to discuss their children or to attend a review meeting a written communication will be sent.

Parents/Carers are invited to attend the termly SEND Parent forums. This gives them the opportunity to discuss current provision in school. Information on Manchester's Local Offer is available on the school's website. The School's SEND Information Report is also available on the website www.levenshulmehigh.co.uk

19.0 LINKS ARE MAINTAINED WITH THE FOLLOWING EXTERNAL SUPPORT AGENCIES:

- Educational Psychology Services
- Children, Families and Social Care
- School Medical Service- school nurse, speech and language therapists, occupational therapists
- One Education
- Melland High School –Partner School
- Lancasterian School – Partner School
- Parent Partnership Service

20.0 SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS

The school recognises that Students at School with Medical Conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Some may also have Special Educational Needs (SEN) and may have a Statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

21.0 LINKS WITH OTHER SCHOOLS AND TRANSFERS BETWEEN SCHOOLS

All students have the opportunity to visit their prospective high school in advance of their transfer. All SEND records, along with other records are transferred from the primary school.

The Transition Co-ordinator will liaise with staff about any Year 6 SEND students during the summer term prior to their transfer. The SENCO and Senior Teaching Assistant – SEND will observe each student and attend their Year 6 Annual Review.

22.0 EVALUATING THE SUCCESS OF OUR SEND PROVISION

The Academy Committee will evaluate the success of the policy against the principles stated at the beginning and will issue an annual report to parent/carers and the Trust Board.

The equality of our SEND provision will be monitored through the school's Quality Improvement cycle.

Heads of Faculty will report on the progress of SEND students on a half termly basis. This will be reviewed by the Intervention Team each half term. Regular updates will be provided to Governors.

Key questions that will be asked are:

- Are all children accessing the whole curriculum?
- Are children identified as having SEND making expected progress?
- Are children identified as having a special need as early as possible?
- Has a programme of intervention been drawn up and implemented?
- Are children involved in target setting?
- Are reviews conducted at specified times?
- Are the outcomes of reviews implemented promptly?
- Are parent/carers kept informed of their children's progress?
- Are parent/carers enabled to make contributions to their child's education?
- Is the progress of every student with SEN monitored?
- Do effective student records, reports and tracking documents show evidence of student progress and value added?
- Is information passed on between classes and schools to ensure continuity and progression?