

SOLWAY COMMUNITY TECHNOLOGY COLLEGE

Committed to **EXCELLENCE**

Nurturing **INDIVIDUALITY**



ACHIEVEMENT for all



Special Educational Needs Policy and Information

School Values

These values are shared by the staff and governors and underpin the education we offer at Solway Community Technology College.

We believe in:

- every pupil's entitlement to learn, feel safe and be happy.
- encouraging our pupils to have high expectations of themselves.
- caring for others, particularly the feelings of others.
- co-operating with one another and talking to solve problems.
- respect for nature and the environment.
- equal opportunities.
- mutual respect between pupils and staff.
- self-respect and self-discipline.
- a sense of community.

These values inform our work. We share these values with pupils through our day-to-day interactions, through our assemblies and through our curriculum.

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Special Educational Needs Policy

This policy is a statement of the arrangements for inclusion and SEN at Solway Community Technology College. It has been written in response to the legal framework and guidance which is driving greater inclusion - in particular, the ***Special Educational Needs and Disability Act (2001)***, the ***Special Educational Needs-Code of Practice (2001)*** and ***Special educational needs and disability code of practice: 0 to 25 years (2014)***.

SECTION 1

1. Introduction – Principles

Solway Community School and Technology College is committed to providing an appropriate and quality education to all the children living in our local area. We believe that all children, including those identified as having special educational needs (SEN) have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

We are committed to inclusion. Part of the school's strategic planning for improvement is to develop cultures, policies and practices that include all learners. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties.

This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for and the achievement of different groups of learners:

- girls and boys, men and women
- minority ethnic and faith groups, Travellers, asylum seekers and refugees
- learners who need support to learn English as an additional language (EAL)
- learners with special educational needs
- learners who are disabled
- those who are gifted and talented
- those who are looked after by the local authority
- others such as those who are sick; those who are young carers; those who are in families under stress; pregnant school girls and teenage mothers
- any learners who are at risk of disaffection and exclusion
- any learners whose socio-economic situation may be of disadvantage

Young people may have Special Educational Needs at any time during their school career. This policy ensures that curriculum planning and assessment takes account of the type and extent of the difficulty experienced by the pupil.

We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to

achieve to his or her full potential.

Teachers take into account, in their planning, a pupil's special educational needs and the provision made therefore enables them to participate effectively in all curriculum and assessment activities, in addition to the broader aspects of school life.

We have regard to the definition of SEN stated in the 'SEN Code of Practice', Introduction xiv to xvii.

'Pupils have SEN if they have a *learning difficulty* which calls for *special education provision* to be made for them.'

Pupils have a *learning difficulty* if they:

a) have a significantly greater difficulty in learning than the majority of pupils of the same age; or

b) have a disability which prevents or hinders the pupil from making use of educational facilities of a kind generally provided for pupils of the same age in schools within the area of the LA.

Pupils must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special educational provision means:

a) for pupil of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for pupil of their age in schools maintained by the LA, other than special schools, in the area

2. Aims and Objectives of the Policy are:

- to identify pupils with special educational needs as soon as possible
- to create an environment that meets the special needs of each pupil
- to ensure all pupils have equal access to a broad, balanced and differentiated curriculum.
- to encourage pupils to develop confidence and self esteem and to recognise the value of their own contribution to learning.
- to encourage pupils to be fully involved in their learning.
- to make clear the expectations of all partners in the process and provision of special needs.
- to ensure parents are kept fully informed and are engaged in effective communication about their child's special educational need.

3. Roles and Responsibilities.

In the school the provision for all pupils is the responsibility of all staff, as is the provision for pupils with special educational needs.

The Inclusion Manager assumes the role of the Special Educational Needs Co-ordinator in Solway Community Technology College. Graham Wigginton holds the role of Inclusion Manager and can be contacted at school. The Inclusion Manager's role also encompasses that of the Gifted, Talented co-ordinator and Children Looked After Designated Teacher. To

identify the specific remit of the role with regard to special educational needs, the Inclusion Manager is referred to as the SENCo, is responsible for the day to day operation of the SEN policies.

The main duties of the SENCo as outlined in Special Educational Needs Code of Practice (Code of Practice) section 6.90 are:

- Overseeing the day to day operation of the School's SEN Policy.
- Co-ordinating provision for children with SEN
- Liaising with the relevant Designated Teacher where a looked after pupil has SEN.
- Advising on the graduated approach to providing SEN support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with parents of pupils with SEN.
- Liaising with other schools, educational psychologists, health and social care professionals and independent and voluntary bodies.
- Being a key point of contact with external agencies, especially the Local Authority and its support services.
- Liaising with potential next providers of education to ensure a pupils and their parents are informed about options and a smooth transition is planned.
- Working with the Head Teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEN up to date.

The governing body should:

- Ensure that provision is made for pupils who have SEN
- Ensure that the needs of pupils with SEN are made known to all who are likely to teach them.
- Ensure that teachers are aware of the importance of identifying, and providing for, those pupils with SEN
- Consult the LA and the governing bodies of other schools, when necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
- Ensure that a pupil with SEN joins with all pupils in the activities of the school together, so far as is reasonably practical and compatible with the pupil receiving the SEN provision their learning needs call for and the efficient education of the pupils with whom they are educated and the efficient use of resources
- Report to parents on the implementation of the school's policy for pupils with SEN
- Have regard to the Code of Practice when carrying out its duties to pupils with SEN
- Ensure that parents are notified of the decision of any extra provision being made for their pupils

The Governing Body has agreed admission criteria which do not discriminate against pupils with special educational needs. The admission policy has due regard for the guidance in the

Code of Practice Section 1:27.

“All schools should admit pupils with already identified special educational needs, as well as identifying and providing for pupils not previously identified as having SEN.

“Where a child or young person has SEN but does not have an EHC plan they must be educated in a mainstream setting except in specific circumstances (see below)

The School Admissions Code of Practice requires children and young people with SEN to be treated fairly. Admissions authorities:

- **must** consider applications from parents of children who have SEN but do not have an EHC plan on the basis of the school’s published admissions criteria as part of normal admissions procedures
- **must not** refuse to admit a child who has SEN but does not have an EHC plan because they do not feel able to cater for those needs
- **must not** refuse to admit a child on the grounds that they do not have an EHC plan

The School works closely with partner primary schools to manage transfer from Year 6 to Year 7, and also with pastoral teams, Inspira Service, other teams from within Children’s Services including Social Care, Post 16 establishments and other agencies to manage transfer from Solway Community Technology College.

4. Educational Inclusion

At Solway Community Technology College we respect the fact that pupils:

- have different educational and behavioural needs and aspirations
- learn at different rates
- require a range of different teaching strategies and experiences
- are all equally respected members of the community at Solway Community Technology College

All staff at Solway Community Technology College respond to pupil needs by:

- providing support in all curriculum areas
- planning to develop pupil’s understanding
- planning for pupils full participation in learning, and in physical and practical activities
- planning for pupils to manage their behaviour, enabling them to participate effectively and safely in learning

This policy ensures that teaching arrangements are fully inclusive. The majority of pupils will have their needs met through normal classroom arrangements and appropriate differentiation, which may include specific teaching programmes.

5. Specialist Provision

The SENCo has qualifications in the teaching of literacy, specific learning difficulties and pupils with autistic spectrum disorders. Mr Harris, teaching assistant, has a high level of experience and expertise in support pupils with social, emotional and mental health issues, his work includes supporting pupils in class to manage their behaviours and emotions,

delivering Social Emotional Aspects of Learning programmes, Restorative Practice sessions, bereavement sessions, resolution of bullying issues and short and long term sessions on emotional development. Pupils can self-refer to meet with him or be encouraged to do so through parents or staff.

The School also has access to a wide range of specialist teachers through Pupil and School Support, including sensory impairment, physical/medical difficulties, autistic spectrum, behaviour and speech and language, and through the Health Service for physiotherapy and speech therapy.

As such Solway should be able to meet the needs of any pupil who attends a mainstream school. Parents and carers are encouraged to discuss the special educational needs of their child with the SENCo, prior to transition. This discussion is best started in Year 5 for pupils transferring from primary school. This process of transition is of utmost importance for pupils with more complex and / or less common needs.

SECTION 2

6. Information about the school's Policy for Identification, Assessment and Review for all pupils with SEN

The SENCo will work with all staff and parents to ensure pupils who may need additional or different support to that normally found within the classroom, are identified as soon as possible. Parents are encouraged to contact the SENCo, Head Teacher, Head of House or Tutor, at any time, with any concern over the needs of their child or the provision put in place for them. Pupils are similarly encouraged to act as their own expert and self-refer for assessment or request different or additional provision. Pupils often use support staff as a starting point for expressing their concerns. The Head teacher and/or SENCo attend all parents' evenings and pupils are expected also to attend, these offer an opportunity to review progress as well as discuss future needs and provision.

The progress made by all pupils at Solway Community Technology College is regularly monitored and reviewed. The School does not identify pupils as having special educational needs unless they are in receipt of provision that is additional or different from that which goes on in the classroom as part of our differentiated approach. This provision includes being taught in small groups, being withdrawn for a specific teaching programme, pupils in Key Stage 4 following specific Entry Level programmes, special arrangements for examinations, specific foci for in-class support, longer term pastoral or mentoring programmes and adaptations to the curriculum.

Pupils who are not making adequate progress are identified as having additional or special educational needs. Progress of pupils is monitored through half termly levels and motivations, transition discussions with partner primary schools, formal and informal assessments, discussions with subject teachers, tutors, support staff and parents. Half yearly progress of individual and groups of pupils are reviewed against targets set by departments. The groups are: all pupils, girls, boys, low, middle and higher prior attainment, children looked after, children in receipt of pupil premium, those with special educational needs and more able pupils.

Staff consult with the SENCo when the evidence gathered through the usual assessment and mentoring arrangements gives concern about a pupil's progress.

Additional support may be set out in an Individual Education Plan (IEP) or through a Provision Map. This will be monitored and reviewed regularly.

The SENCo will consult with parents, pupils, carers, teachers and support staff about the IEP and/or the provision made to ensure all interested parties are aware of the learning targets and their contribution to its implementation.

All IEPs and provision will be reviewed after an appropriate period of time to enable a judgement to be made about its effectiveness. All review outcomes will be recorded and if appropriate new targets will be set. Parents and pupils will be invited to take part in the review and target setting process. Times for review will be set when a plan is put in place, these will usually be tied to the school assessment calendar, but parents, pupils or staff can request that a plan be reviewed at any time as circumstances can change.

If we have evidence that a pupil is making insufficient progress despite support in place, the SENCo may seek further advice, through an Early Help Assessment from an external specialist within Children's Services or Health Services. This could include referral to other

professionals, including specialist teachers, educational psychologist, inclusion officers and educational administrators. The SENCo will keep parents and pupil fully involved and informed about any proposed interventions. Decisions for seeking further advice may follow the discussion of a pupils needs at an Inclusion Panel, these are half termly meetings between school staff and outside agencies, including Inspira, Barnardos, School Nurse, Inclusion Support Officer and Police. Parental permission will be sought prior to the discussion of their child at a Panel.

The range of support for pupils following the involvement of other agencies will be similar to that prior to that involvement but may be necessarily more intensive.

Statement or Education, Health and Care Plan - Pupils with a statement of special educational needs or an Education, Health and Care Plan will, in addition to the ongoing review of their progress and specific support through their IEP, be reviewed annually. A report containing recommendations will be provided for the LA which will consider whether to maintain, amend or cease the statement or the Education, Health and Care Plan. The LA must send a copy its decision to the Headteacher, parents and anyone else they deem appropriate. This must take place within four weeks of the review meeting.

The annual review in Year 9 and any subsequent annual reviews until the young person leaves school must include a focus on preparing for adulthood and transition planning should be included in any Education, Health and Care Plan or in a Transition Plan for a pupil with a statement. The transition planning should draw together information from a range of individuals within and beyond school in order to plan coherently for the young person's transition to adult life. It is important that pupils with special needs have the opportunity to experience post-16 provision, and where ever possible we, with support from Inspira, arrange for pupils to visit providers for taster sessions.

School will, in collaboration with pupils and parents; liaise with the receiving organisation when a pupil with special needs is due to transfer, and will, if appropriate, forward to them all relevant information to enable an effective transfer.

The Inspira Service is responsible for overseeing the delivery of the Transition Plan and the Inspira Personal Adviser (PA) should co-ordinate the delivery.

The SENCo will attend Annual Reviews of pupils in Year 5 onwards who will be attending Solway in Year 7. He will also gather information form Year 6 teachers and Head Teachers about all pupils joining Solway. This information includes, not only academic data, but also information on social skills and needs, successful strategies, pastoral and medical information. The SENCo will attend any review prior to joining that parents and primary school feel is appropriate. Parents are encouraged to speak to the SENCo at parents' evenings, or at any other time as necessary. Although pupils from partner primary schools visit Solway on a large number of times prior to joining, they can often still be apprehensive and additional early visits are arranged where deemed necessary, these can range from visits around the site, staying for lunch and break time to attending lessons. Pupils are also encouraged to attend the Summer Activity Week.

Pupils, who are capable of forming views, have a right to receive and make known information, to express an opinion, and to have that opinion taken into account in any matters affecting them. The views of the pupils in school are given due weight according to their age, maturity and capability. The rights of young people to make decisions subject to their capacity is set out in the Mental Capacity Act 2005. The aim of the act is for young people to be able to make as many decisions for themselves and that decisions made for them are in their best interests. Young people may lack capacity to make decisions in one area but be able to in another area of their life.

Pupils participate where possible, in all the decision making processes, including setting targets and contributing to their IEPs, discussing their choices, assessment of needs and in the review procedures.

We encourage all pupils to participate in their learning by:

- inviting them to talk about and reflect on their experiences as learners
- adopting teaching strategies which encourage initiative and independent learning
- providing them with opportunities to evaluate their progress and aptitudes and contribute their own learning plans and personal targets

7. Allocation of Resources

The SENCo is responsible for the operational management of the specified and agreed resourcing for special needs provision within the School, including provision for pupils with statements.

The Headteacher informs the governing body of how the funding allocated to support special educational needs has been deployed.

Funding for special educational needs provision comes from two main sources. A notional special needs budget based on 5% of the average weighted pupil unit, 50% of deprivation funding and 100% of Low cost high incidence funding, based on performance at Key Stage 2 SATs (non statutory funding) and funding directly related to “topping up” statements or Education, Health and Care Plans (statutory funding), the school is expected to provide the first £6000 of provision for pupils with statements or Education, Health and Care Plans. The significant proportion of the notional special needs budget that is allocated on a per capita basis can be a limiting factor in terms of provision that can be made for pupils. Both of these sources of funding are spent predominantly on SEN staffing with additional resources being made available.

The Head Teacher, SENCo and Finance Manager meet at least annually to agree how to use funds, including those directly related to statements.

The greatest majority of resources being human resources, resources are predominantly allocated through the SEN Timetable. The definition of the timetable is needs led, flexible and open to adaptation dependent on changing need.

The general principles in definition of the SEN timetable are:

- a) to meet the needs of pupils with Statements or Education, Health and Care Plans as defined in their statement or plan and at their last Annual Review.
- b) to meet commitments made to the curriculum, for example provision of Key Stage 4 Entry Level groups.
- c) to meet the specific needs of pupils, for example small group literacy teaching, specific forms of in-class support or delivery of sensory curriculum.
- d) to meet the general needs of pupils.

In following these principles consideration is given to parent, pupil, departmental and individual staff requests, preferences and skills.

The SEN timetable is continually audited and the correlation between resources and their allocation is monitored on an individual and year group basis.

The effectiveness of the resources for special needs will be monitored as part of the on-going self evaluation of the School.

8. Access to the Curriculum

All pupils have an entitlement to a broad and balanced curriculum, which is differentiated to enable pupils to:

- understand the relevance and purpose of learning activities
- experience levels of understanding and rates of progress that bring feelings of success and achievement.

All pupils will receive a broad and balanced curriculum, relevant to the needs of the individual. Access to the curriculum is therefore facilitated by whatever means necessary to ensure that success is achieved. All teachers take account of the inclusion statement in The 2014 Secondary National Curriculum in England:

- Setting suitable challenges
- Responding to pupil's needs and overcoming potential barriers for individuals and groups of pupils.

We aim to recognise strengths as well as weaknesses and try to involve all pupils in the all activities of the school.

Early identification assessment and intervention are recognised as the key to meeting the needs of the individual pupils.

Teachers use a range of strategies to meet pupils' special educational needs. Lessons have clear learning objectives; work is differentiated and assessment used to inform the next stage of learning.

Education Plans contain specific targets and are designed to inform teaching and learning and therefore enable pupils to progress. All pupils identified as having additional needs or with a statement/EHC plan have their additional or different provision recorded and their progress planned for and monitored.

Provision of support in school is needs led. Wherever possible pupils are supported and maintained within the subject classroom, reflecting the entitlement of pupils to share the same learning experiences of their peers. There are times, however, when, to maximise learning, the pupils work in small groups or in a one to one situation outside the classroom.

The Head Teacher and the Inclusion Manager will meet regularly and discuss special needs issues and provision. The Headteacher, Inclusion Manager and the Named Governor with responsibility for special needs hold termly meetings.

9. Complaints Procedures

The School's Complaint Procedure are set out in the School prospectus.

Under the SEN and Disability Act 2001, parents can request the services of an independent disagreement resolution. The SENCo will provide more information about this on request.

SECTION 3

10. Staffing and Partnership

The School undertakes an annual audit of staff training needs related to special educational needs issues and meets these where possible, in conjunction with School priorities. All staff take part in the School Annual Professional Review. Particular support is given to Newly Qualified Teachers and to new members of staff as part of their induction.

The SENCo, in conjunction with the staff development officer will provide training through the INSET programme to ensure all staff are fully informed of relevant SEN issues and procedures in School.

11. Partnership with Parents

Form tutors, in conjunction with subject teachers work closely with parents throughout their child's education. Parents should in the first instance contact the form tutor in case of any concern or difficulty.

The School provides information about the Parent Partnership Service which is available, on request, from the SENCo to all pupils with special educational needs.

At all stages of the Special Educational Needs process the School keeps parents fully informed and involved. We recognise parents have expert knowledge of their son or daughter and take into account the wishes, feelings and knowledge of both parents and pupils and encourage them to make an active contribution to the pupils' education.

The SENCo is available, as necessary, at all parents' evenings. The SENCo can be contacted either by pupil planner, letter or telephone message at any time regarding an issue relating to Special Educational Needs. The School encourages parents to do this in recognition that parents often will identify difficulties pupils are having at an early stage and early intervention is always more effective.

The SENCo will arrange as necessary tours of the School for Parents of prospective pupils with additional needs.

12. Links with Other Schools

The SENCo will liaise with the staff at feeder primary schools to ensure effective arrangements are in place to support pupils at the time of transfer. These arrangements are usually made during the Summer term for Year 6 pupils or sooner if necessary.

The SENCo will attend as many annual review meetings of Year 5 and 6 pupils transferring as possible.

When pupils move to another school their records are transferred within 15 days of ceasing to be registered at Solway Community Technology College.

The School will make arrangements for pupils to follow specific programmes or courses at other schools or schools as appropriate.

13. Links with Other Agencies

The School works closely with all the LA's Pupils and School Support staff (referred to in

Section 6) when identifying, assessing and making provision for special needs pupils.

The School also works closely with a wide range of other services to meet the needs of pupils, for example Health Services, (e.g. speech therapy and physiotherapy), Social Services, and Inspira.

A multi-agency planning group, the Inclusion Panel, meets half termly to discuss potential provision for pupils with difficulties who may need additional provision. Referral to Inclusion Panel can be by pupil, parents, staff or other agencies. Parents are asked whether they give their permission for their child to be discussed at Inclusion Panel. Any suggested provision will be discussed with parents before it is put in place.

14. Success Criteria

The success of this policy is judged against the aims set out above. The policy is reviewed annually and the Governing Body's Annual Report will comment on its implementation.

Additionally, the School will set specific targets against which the progress can be measured on an annual basis. These are set out in the Departmental Development Plan and the School Development Plan.