



**Holmer Green Senior  
School**

**SEND  
Policy**

September 2017

## **Special Educational Needs and Disabilities (SEND) Policy**

### **People responsible for managing the school's provision for students with Special Educational Needs and Disabilities:**

Assistant Headteacher (SEND)  
Specialist SEND Teacher

### **Contact details:**

The above staff can be contacted at: Holmer Green Senior School, Parish Piece, Holmer Green, High Wycombe, Buckinghamshire, HP15 6TJ

Telephone: 01494 712219

Every teacher is a teacher of every student including those with SEND. Our fundamental core purpose is to achieve the very best outcomes for all of the students in our school and their families, in particular, those with special educational needs.

### **COMPLIANCE:**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 January 2015 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice January 2015
- Schools SEND Information Report Regulations (2014) (see [www.sendgateway.org.uk](http://www.sendgateway.org.uk) Hampshire's Illustrative Regulations as a guide for schools)
- Statutory Guidance on supporting students at school with medical conditions April 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012
- Created by the school's Assistant Headteacher - SEND, in consultation with the Headteacher, the SEND Governor, Senior Leadership Team, the Governing Body, staff and parents/carers and students with SEND.

### **CONTEXTUAL INFORMATION:**

Holmer Green Senior School (HGSS) is a mixed community mainstream secondary school, located within the Buckinghamshire Local Authority. There are approximately 825 students on roll, approximately 10% of whom are considered as having a special educational need. Approximately 25% of SEND students are also in receipt of student premium. The students who transfer to Holmer Green Senior School in Year 7 come from approximately 30 different primary schools. HGSS has an Additionally Resourced Provision (ARP) for Speech Language and Communication Needs, and for students with a diagnosis of Autistic Spectrum Disorder.

### **AIM:**

It is our aim that all students, including those with SEND, achieve their very best outcome from their educational experience at this school. It is our aim to work successfully with parents/carers and involve them in the education of their children so we have a shared perception of desired outcomes. It is also our aim to work successfully with young people in our care and involve them in their own education. It is our aim for all teachers and staff to have high expectations of all students, particularly those with SEND. We want all of our students with SEND to become independent so that they are well prepared for their future, have increased opportunities in their lives and employment. The school supports the principle of inclusion for students with SEND and disabilities and believe that a policy of inclusive education has the potential to benefit all children. If children are educated together, whatever the nature of their needs and differences they are much more likely to accept and include one another. Positive adult attitudes and examples serve to develop and increase this potential.

### **OBJECTIVES:**

1. To maximise the progress of SEND students at HGSS.
2. To identify and provide for students who have special educational needs and additional needs.
3. To work within the guidance provided in the SEND Code of Practice, January 2015.
4. To operate a 'whole student, whole school' approach to the management and provision of support for special educational needs.
5. To provide an Assistant Headteacher – SENDCO who is part of the Senior Leadership Team.
6. To provide support and advice for all staff working with special educational needs students.
7. To provide support and advice to parents, carers and students and actively develop and maintain partnership and high levels of engagement with parents.
8. To ensure access to the curriculum for all students.

### **IDENTIFYING SPECIAL EDUCATIONAL NEEDS:**

The Code of Practice suggests that students are only identified as SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching.

The school realises the importance of early identification of students who may have special educational needs in order to ensure early intervention. Assessment will be regarded as a continuing process. The purpose of identification is to ascertain what action the school needs to take, not to fit a student into a category. The needs of the student are to be identified by considering the needs of the whole child. This will include not just the special educational needs of the child.

The SEND Code of Practice January 2015 says that 'a student has SEND where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to students of the same age'.

There are four broad categories of need as described in the SEND Code of Practice January 2015.

- Communication and Interaction – including students with speech, language and communication needs (SLCN) and students with ASD, including Asperger's Syndrome and Autism.
- Cognition and Learning – moderate learning difficulties (MLD) when students learn at a slower pace than their peers, severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and specific learning difficulties (SpLD) which encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.
- Social Emotional and Mental Health – these difficulties could manifest themselves in many ways including; becoming withdrawn, displaying challenging, disruptive or disturbing behaviour, underlying mental health issues and disorders such as ADD, ADHD or attachment disorder.
- Sensory and/or Physical needs – including students with visual impairment (VI), students with hearing impairment (HI), students with multi-sensory impairment (MSI) and students with a physical disability (PD).

### **Identification of Special Educational Needs**

On transition to the school from primary education, the views of parents/carers, other professionals and information from Year 6 teachers is used as initial identification along with other assessment data received.

Initial testing is undertaken either on Induction Day or within the first few weeks of entry to the school. Tests include base line assessments in literacy, including reading and spelling tests and base line assessments in numeracy. Students who are late entrants to the school are tested and if these students have already been identified as having special educational needs the Assistant Headteacher - SEND will be informed and these students will be tested. Additional testing is also undertaken following concerns raised by parents/carers, teachers and SEND staff. Observations and assessments carried out by staff will be used as part of the identification and assessment procedure. Observations are particularly invaluable in identifying social and emotional difficulties along with difficulties with social skills and communication.

The views, concerns and observations of parents/carers are important and the school will be responsive to any concern they raise and take into account any information that they provide about their child. School also realises the importance of the views of students, in particular in informing the identification of their particular needs.

Information and assessments provided from professionals, including health professionals, advisory teachers and the Educational Psychologists will be taken into account when identifying students with special educational needs.

Students who are not progressing as they should, or who are raising levels of concern will also be identified through the school's internal assessment systems which are half termly and on-going throughout the year.

School is aware that a number of factors can have an impact on the progress and attainment of students, including; issues with attendance and punctuality, health and welfare, having EAL, being in receipt of Pupil Premium and being a looked after child or being a child of a Serviceman/woman however these students may not necessarily have special educational needs.

### **A GRADUATED APPROACH TO SEND SUPPORT:**

The school regularly reviews the quality of teaching for all students and aims to improve the teachers' understanding the strategies to identify and support vulnerable students and their knowledge of the SEND most frequently encountered. A student will be identified as having SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching. Teachers are responsible and accountable for the progress and development of the students in their class, including where students access support from Learning Support Assistants or specialist staff. High quality teaching, differentiated for individual students, is the first step in responding to students who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching.

Accurate and formative assessment and information gathering (from parents/carers, students and professionals) will be undertaken when considering the need for special educational provision. The quality of teaching is assessed termly by Heads of Department and ongoing reviewing of the progress of children with SEND is shared between a teacher and the Learning Support Assistant. The Assistant Headteacher - SEND will consider all of the information gathered and then make a decision regarding placing the student on the SEND list under the category of 'student support'. Once the identification has been made, an intervention plan involving a four part cycle will be put in place, with a clear date for reviewing the progress made and recorded using the Bucks County Councils Students Support Plan pro-forma. The views of the parent/carer will be sought in addition to the views of the student. Teachers will have access to this intervention plan and will therefore use the information in order to inform their teaching practices and other differentiation required for the student.

### **How HGSS decides whether to make special educational provision.**

The four part cycle:

**Assess:** the assessments undertaken initially will be recorded, along with any initial observations made including observations from past teachers, parents/carers and the student.

**Plan:** the targets and objectives will be identified and agreed with the student. Additional provision will be planned using the assessment information in order to plan an individualised programme for the student. The plan will clearly outline the activities to be

undertaken and the personnel who will be responsible for the activity. Clear criteria will be written in order to assess the impact of the interventions. Parents/carers will be made aware of the plan.

Do: the interventions will be undertaken by the relevant staff.

Review: the success of the intervention will be considered with regard to the criteria in order to assess the impact. As a result of the review, the plan will be adjusted or amended accordingly. If it is felt that further advice is required at this stage, advice from specialist teachers, health professionals and/or the Educational Psychologist will be sought following consultation with parents/carers. If progress is still not made after further cycles of assess/plan/do/review directed by the Educational Psychologist or specialists then evidence will be collated in order to apply for SEND support funding or an assessment for an Education Health and Care Plan (EHCP)

### **MANAGING STUDENTS' NEEDS ON THE SEND LIST:**

When a student is identified as having SEND and their category/categories of need have been established, parents/carers will be contacted and information will be sought in order to involve them in the process. The views of the student will also be sought. The Student Support Plan will then be written, recording all assessments and student comments and observations made. This plan will be written by either the Assistant Headteacher - SEND or SEND staff in consultation with parents/carers, teachers, Heads of Year, SEND/intervention staff, the student and other professionals (including; advisory professionals, health, social care, Educational Psychologist) if appropriate. The level of need of the student will determine what interventions/actions will be undertaken. A plan will be drawn up, which involves the setting of targets and then actions will be agreed and recorded in the appropriate part of the Student Support Plan pro-forma. Interventions will have clear outcomes and will be prescribed for a set and agreed length of time that is on average 6 weeks in duration. Teachers will evidence progress according to the outcomes described in the plan and the Key worker LSA will monitor the progress of set targets.

The activities or interventions will be undertaken by the staff outlined in the plan. The plan will be reviewed at least termly, but it will be reviewed earlier if it is felt that the plan is not working and if additional interventions need to be put in place.

After a term, the plan will be reviewed, again taking into account parent/carer views whenever possible and the views of the student. The outcomes and impact will be assessed following the criteria outlined in the plan. The assessments could include; attendance and punctuality data, behaviour and achievement point information, student progress review data, exam data, spelling/reading assessments or other tests undertaken by staff. Once this data has been reviewed, the impact of the interventions will be discussed in order to inform possible further interventions. The staff delivering the actions will be responsible for evidencing the progress according to the outcomes described in the plan. If the student is beginning to make progress following the plan, the interventions/actions will be continued. If the student has made progress then their name may be removed from the SEND list, parents/carers will be informed if this is the case.

Students will be removed from the SEND list if assessments do not indicate a learning disability or if they have made significant progress. With regard to students with identified learning difficulties, significant improvement in spelling, reading, writing and numeracy skills should be noted before the student is removed from the SEND list. The gap in progress between the SEND student and their peers should be reduced. Students with communication difficulties will receive on-going support until it is felt that their needs can be comfortably met within the classroom without the need for additional input.

The plan will be kept up to date by the Assistant Headteacher - SEND and SEND staff. Parents/carers will receive copies of the plan and any updates. The teaching staff and SEND staff will be able to access the plans in the staff intranet in order to inform classroom differentiation.

If it is felt that the school cannot meet the needs of the student then evidence will be collated by the Assistant Headteacher - SEND in accordance to the procedures outlined by the Local Authority. Additional school support can then be applied for (LA High Needs Block funding), or a request can be made for an EHC plan assessment. For both of these processes, there needs to be involvement from an Educational Psychologist and other professionals. It needs to be evidenced that their advice has been acted upon and the impact of this should be found. Specialist staff will be requested via referral documentation. Parents and carers would be kept informed of any referrals and applications for additional support.

If school and parents/carers need further support from specialist services we will refer to the LA local offer and their website: [Bucksfamilyinfo.org/localoffer](http://Bucksfamilyinfo.org/localoffer)

Students who already have an EHC Plan will have targets/objectives outlined within these documents. This will be followed by the school, the teachers and SEND staff. Staff will be advised regarding differentiation needed within the classroom.

EHC Plans will be reviewed annually according to the criteria laid down by the LA and the SEND Code of Practice January 2015. A person centred approach will be adopted when reviewing statements and EHC Plans. The transition process of a statement of SEND to an Education and Health Care Plan will be followed following guidelines issued by the LA.

The Headteacher, in consultation with the school governors, decides the budget for SEND provision on the basis of the needs of the children in school. The effectiveness of the school's current interventions and provisions is monitored by the Headteacher and the Assistant Headteacher – SEND and an action plan is prioritised which may include additional or alternative interventions, staff training and equipment needs. This process is reviewed regularly to ensure the best possible intervention is provided to those children who require additional support to learn.

### **SUPPORTING STUDENTS AND FAMILIES:**

Parents/carers will be guided towards the LA local offer ([Bucksfamilyinfo.org/localoffer](http://Bucksfamilyinfo.org/localoffer)), with additional support from school and advice being provided by Bucks Parent Partnership. Parents/carers will be advised of outside agencies that could provide them and their children with additional support.

All Year 9 and 10 students are screened to identify those for whom exam access arrangements may be required. Further assessments will then take place.

Additional support is provided to parents/carers and students with SEND during transition from primary school to Holmer Green Senior School and when transferring to college or work based employment. The Assistant Headteacher - SEND meets with Primary school SENCOs, primary teachers and potential Year 7 students to discuss transition to secondary school. The Assistant Headteacher - SEND will also meet with parents of potential Year 7 students to discuss any concerns if requested.

Admission arrangements can be found on the HGSS website ([www.HGSS.co.uk](http://www.HGSS.co.uk)) under

'admissions.' The schools policy on managing medical conditions of students can also be found on the HGSS website

The school values the support it receives from parents/carers and actively encourages them to become engaged with the school in order to support the needs of their children

### **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. Also, refer to the school's medical policy which can be found on the school's website ([www.HGSS.org.uk](http://www.HGSS.org.uk))

Some students may also have special educational needs (SEND) and may have an Educational, Health Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (January 2015) is followed.

Some students' medical conditions are complex and a care plan needs to be put in place. Parents/carers are invited to a meeting to agree the care plan procedures. Care plans are adjusted for students if they are going on a school trip following meetings with parents/carers. Care plans are written following advice from parents/carers, the LA's advisory teacher and medical professionals.

Holmer Green Senior School has a strict 'Administrations of Medicines' policy. If a student has a long term medical condition which means that medication needs to be kept in school, then this will be sanctioned providing the medicines are prescribed and contained in a box with the prescription on it (see Administration of Medicines Policy) and we have written permission from a parent/carer. Staff will only use emergency medication if they have been fully trained. Students who have medicines prescribed four times a day may also keep their medicines in school following the rules outlined above. The school keeps a medical conditions list so that staff can be made aware of a student's medical condition. Reasonable adjustments are made in school and on school trips for students with medical conditions and physical disabilities.

The school operates a PEEP (personal emergency evacuation plan) policy for all SEND students who would be at risk in an emergency. Parents/carers and students are made aware of this plan.

### **MONITORING AND EVALUATION OF SEND:**

The quality of the provision is assessed termly using data from the monitoring, evaluation and review cycle, achievement and behaviour reports, exclusion and isolation data and attendance/punctuality data. Heads of Department and Heads of Years also have to evaluate the progress of students with SEND and put further interventions in place if there is a significant gap between SEND students and their peers. This may be in addition to interventions provided by the Learning Support Department.

Parents/carers views and student voice is sought in order to assess the effectiveness of SEND provision in the school. The SEND policy is regularly reviewed in order to take into account the views of all stakeholders; this ensures an improvement of provision for all students.

All students are monitored through the Monitoring, Evaluation and Review cycle which



occurs termly.

If adequate progress is not being made then interventions are put in place. Any interventions undertaken are regularly monitored with feedback given to both students and parents/carers. The school's SEND provision is regularly reviewed and evaluated following whole school data which refers to SEND as a student group. The impact of interventions are assessed and evaluated and the results inform school which SEND provisions are effective.

### **TRAINING:**

Staff will be consulted with regard to their training needs on an annual basis. Training will take place during school professional development sessions and in addition to this the staff will also receive training via the Bucks Local Authority training courses. Further training will be sought from external agencies such as the Oxfordshire and Buckinghamshire Healthcare Trust, the Educational Psychologist and from the LAs Additional Needs Team.

SEND staff briefing sessions occur daily. Students' needs are discussed along with strategies for supporting them within the classroom. Concerns are noted and acted upon.

All staff are trained with regard to child protection procedures. Some staff are trained and require on-going training for first aid and for the giving of emergency medications.

### **ROLES AND RESPONSIBILITIES:**

The SEND Governor is Amanda Brodala

Her role is to keep the governors informed with regard to the SEND Policy and the progress of SEND students in the school. She will also become involved regarding the provision and the resources the school offers to students with SEND. In addition, she should support the Assistant Headteacher - SEND with a strategic approach to meeting SEND in the context of the total resources available.

The Assistant Headteacher - SEND

The roles and responsibilities of the Assistant Headteacher – SEND and leadership team (SLT) and governors, is to determine the strategic development of the SEND policy and provision in the school. In addition, they have day to day responsibility for the operation and co-ordination of the policy and co-ordinating provision, providing advice and liaising with students, parents/carers, teachers and other professionals/external agencies. The Assistant Headteacher - SEND also ensures that records are kept up to date and manage the work of SEND staff.

The Attendance/Medical Administrator manages the school's responsibility for meeting the medical needs of students.

The designated teacher with specific responsibility for safeguarding and for managing the provision for CYPIC students is Mr Golding.

### **STORING AND MANAGING INFORMATION:**

Documentation with regard to SEND students is stored and locked in the Learning Support office, with confidential documents being locked securely in filing cabinets. Once a student has left the school a file can be requested from the receiving school or college. This file is passed on providing the parent/carer is in agreement. Files of students who leave that are not passed on are clearly dated with when they should be destroyed. Files are

destroyed by shredding. (See Confidentiality Policy)

### **REVIEWING THE SEND POLICY:**

The SEND Policy is to be reviewed and amended bi-annually. It will be reviewed in consultation with staff, parents/carers, students and governors.

### **ACCESSIBILITY:**

The school has a 'Accessibility Plan' which is reviewed every three years following consultation with all stakeholders in line with the Disability Act 2001.

The school endeavours to put physical adaptations in place in order to support the needs of students with a physical disability. The curriculum has also been adapted, particularly in PE and practical subjects, to accommodate students with physical difficulties. The school has been adapted in order to support a student with VI and specialist equipment is also used by staff in order to support the learning of two students with HI. Support with recording is given to students who experience difficulties with this. This support could be via ICT and we encourage the learning of keyboard skills and computer access for students with difficulties with recording. A few students also receive scribes if required. Students are assessed for exam access arrangements.

In terms of access to the curriculum, for the majority of subjects, students will be placed in a particular set according to their academic ability. An emphasis is placed on quality first teaching within an inclusive classroom, where teachers can differentiate for the individual needs of the students. Students undergo diagnostic testing in numeracy, literacy (spelling and reading), on entry. The results of these tests and the information from parents/carers and teachers from the previous school are used in order to plan programmes of intervention for students. All students in Years 7 and 8 follow the Accelerated Reading scheme. Students in Year 8 make their option choices, starting their GCSEs in Year 9. SEND students and their parents/carers receive support from the school and Connexions regarding option choices. Students with additional needs will be identified for additional careers guidance and transition to possible further education, employment or training.

Holmer Green Senior School has a fully inclusive policy and students with any form of SEND are fully integrated in all aspects of school life. Students will be supported on a needs basis which may be one to one support with a teacher or Learning Support Assistant, specific programmes or teaching, small group work, lunch time support etc.

Students requiring financial assistance are supported on educational trips and visits. We try to ensure that no student should be excluded for issues relating to SEND.

Parents are invited in to discuss prospective trips and visits and their feedback is welcomed through individual contact and through parent voice.

The school has an Equality & Cohesion Policy stating our commitment to giving all our students every opportunity to achieve the highest of standards.

### **DEALING WITH COMPLAINTS:**

If concerns or complaints are being raised, they should initially be directed to the Assistant Headteacher - SEND, the Head of Department or Head of Year if appropriate. We aim to discuss and rectify any issues or concerns initially. If concerns/complaints continue to arise then complaints can be directed towards the Head Teacher following the published Complaints Procedure

### **BULLYING:**

School has an Anti-Bullying Policy (see website) and steps are actively taken to ensure and mitigate the risk of bullying of vulnerable students at the school. Any concerns raised by staff, parents/carers and students are dealt with seriously and immediately. Intervention is undertaken with the bully and support is given to the victim. All incidents are recorded and logged on the appropriate systems.

Students are taught to respect each other and consider the needs of others. Assemblies and form discussions are held on a regular basis with regard to respecting others and bullying. Parents/carers of students with SEND are aware that they can report any issues with regard to bullying. Students are given additional information with regard to on-line safety. Students with medical conditions or social communication difficulties can attend Learning Support Department at break and lunch time where there is supervision from a member of the LSD staff.

Policy date: September 2017

To be reviewed: September 2019