



Your Gateway to Success
A personalised journey



Shevington High School

SEND Policy

DATE:	January 2017
COMMITTEE:	School Effectiveness
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SHEVINGTON HIGH SCHOOL

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SPECIAL EDUCATIONAL NEEDS and DISABILITY POLICY (SEND)

Introduction

The SEND Policy takes careful account of:

- Part 3 of the Children's and Families Act 2014
- The Code of Practice 2014
- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets and Direct Payments) Regulations
- The policy of the Local Authority and the aims of the school as outlined in school documentation

All children have skills, talents and abilities and as a school we have a responsibility to develop these to the full. At Shevington High School we are committed to the following:

All children are entitled to a relevant and worthwhile education designed to enable individual pupils to participate fully in society and to contribute to and benefit from it.

Pupils who have special educational needs should be supported wherever necessary to achieve full access to the whole school curriculum. This will need to be facilitated through a range of access technologies including skilled staff, specialist equipment, intervention and resources.

Pupils and parents should be involved in decision making at individual and strategic levels. Joint planning and commissioning of services should maximise opportunities and support that enables those students with SEND to succeed in their education and make a smooth transition to adulthood.

Shevington High School will ensure that all students with SEND will get the support they need to achieve personal and academic goals and to become valued members of society. We will ensure the students with SEND participate in all activities in our mainstream school alongside students who do not have SEND.

At Shevington High School we work closely together in order to ensure holistic support for a young person. We ensure that Pastoral and Teaching teams work collegiately with parents and other agencies to ensure that all our vulnerable pupils are full participants in the life of Shevington High School.

The school recognises the importance of providing effective learning opportunities by enabling all pupils to access a broad, balanced and personalised curriculum.

With regard to these beliefs, the provision of the school endeavours to achieve.

What can Shevington High School offer for all SEND pupils?

- A school where the learner is central to all that happens
- A school where everyone feels safe and valued
- A school that acknowledges individual unique needs
- A school that expects the best
- A school where differences are recognised and celebrated
- A school that responds to an ever changing society

Staff at Shevington High School strive to fully include all students within all aspects of learning. We make provisions for all aspects of Special Educational Needs. This includes Communication and Interaction, Cognitive and Learning, Social, Emotional and Mental Health and Sensory and Physical needs.

What are our Aims?

At SHS every teacher is a teacher of SEN and we aim to achieve High Quality First teaching for every student. It is therefore the responsibility of every member of staff to remove barriers to learning for all of our students.

We aim to promote independence and equality for all of our students.

To equip students with the necessary skills for adult life.

To work in partnership with parents to ensure that all students reach their full potential.

What will Shevington High School do to ensure the success of SEND pupils?

- Value everyone equally
- Foster good relationships within the school and within the wider community
- Break down barriers to learning for all
- Plan for success of all
- Show respect and tolerance to all and for all
- Maximise the potential of all
- Develop systems for good communication for both staff and parents

What is our promise and commitment?

- Provide quality first teaching and learning
- Continually develop the staff
- Provide an excellent learning environment
- Offer support and guidance
- Embrace challenge and make the most of opportunities
- Nurture talent and ability
- Engage parents or carers in the life of the school

Meaning of SEND

SEND (Special Educational Needs and Disabilities) means a pupil has a learning difficulty or disability that requires special educational provision which is additional to, or otherwise different from, the educational provision made generally for pupils.

Pupils have a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of pupils of the same age.
- N.B. English as an Additional Language (EAL) students 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.
- Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for pupils of the same age in mainstream schools or mainstream post 16 destinations.

The Management of SEND at Shevington High School

The school SENCO is Miss L Hawthornthwaite who is responsible for the effective delivery of SEND provision at Shevington High School.

Shevington High School has a dedicated team of staff dedicated to ensuring that outstanding provision is made for all pupils with SEND.

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All teams meet together on a daily basis ensuring continuity in the development and support of our SEND pupils.

The SENCO will:

- Oversee the day to day operation of the SEND policy.
- Monitor, track and review progress of all SEND pupils.
- Quality assures the work of the Teaching Assistants (TAs) to ensure impact and progress are made for SEND pupils.
- Monitor attendance of SEND groups to ensure individual targets are met.
- Manage the budget for the SEND department.
- Ensure effective resources are provided for the SEND department.
- Have an overview of the funding for SEND pupils to ensure it is utilised to benefit this group of pupils.
- Ensure exam access arrangements are in place for SEND pupils.
- Oversee Annual Reviews of all pupils with statements/ Education, Health Care Plans (EHCP) in partnership with Heads of Faculty and Pastoral Leaders, ensuring they are completed to meet Local Authority (LA) requirements.
- Advise staff on a graduated approach to providing SEND support.
- Liaison with parents of students with SEND.
- Work with the Head Teacher and Governors to ensure the school meets its responsibilities under the new SEND reform.
- Maintain the school's Profile of Additional Support Needs and all the required documentation.
- Maintain records on pupils who have SEND and disabilities and ensure their progress is regularly monitored and reviewed.
- Link with Assistant Head Teacher (AHT) Inclusion to coordinate provision and caseloads amongst the pastoral and TA team.
- Liaise with teachers, parents and external agencies.
- Liaise with class teachers/subject departments/teachers to ensure the needs of pupils with special educational needs are met throughout all the subjects of the curriculum.
- Update and publish information through the school website around the policy for students with SEND
- Ensure that a robust programme of professional development is in pace to meet the ever changing needs of pupils.
- Oversee the running of the intervention for pupils with special educational needs and disabilities including small group and individual support.
- Analyse data and review provision for students with SEND alongside the SENCO.
- Measure impact of interventions and review future need of individuals.
- Support the work of the school's Teaching Assistants (SEND support teachers).
- Support the SENCO in maintaining records on pupils who have SEND and disabilities and ensure their progress is regularly monitored and reviewed.
- Liaise with teachers, parents and external agencies.
- Support annual reviews for pupils with statements are completed.
- Organise meetings as appropriate with teaching assistants at regular intervals in respect of special needs issues.
- Regularly review and monitor SEND provision within the school alongside the SENCO.

- Take part in formal meetings with external agencies regarding individual pupils to be assessed.
- Liaise with class teachers/subject departments/teachers to ensure the needs of pupils with special educational needs are met throughout all the subjects of the curriculum.
- Represent SHEVINGTON HIGH SCHOOL and be the link TA for students with EAL
- Support transition at Key Stage (KS) 2 and KS4
- Support and quality assure the work of the Teaching Assistants
- Support and maintain provision maps for individual students with SEND
- Deliver personalised English programmes to students with SEND.
- Maintain Case Studies for individual SEND students.
- Coordinate informal coffee mornings for parents to discuss provision for SEND students.
- Coordinate regular meetings with SEND students to review their educational provision.

The Teaching Assistant will:-

All TAs will contribute and support literacy and numeracy development across the school either through in class support, learning activities or intervention programmes.

- Have respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students and encourage students to interact and to work cooperatively with others and to engage in all activities.
- Support students' personal programmes relating to social, health, physical, hygiene and welfare matters.
- Promote and develop self-esteem and encourage and guide students to act independently as appropriate.
- Adjust activities according to student responses and needs.
- Support the effective use of Information and Communication Technology (ICT) in learning activities and develop student's confidence and independence in its use.
- Support the implementation of Individual Education Plans and Behaviour Support Plans.
- Gather and report information from/to parents/carers as directed.
- Liaise with the teaching staff around pupil problems/progress/achievements.
- Collaboratively plan lessons alongside teaching staffs.
- Prepare and maintain resources to assist SEND students.
- Deliver specific interventions using the "plan/do/review" cycle
- Provide feedback to students on their progress and achievement under the guidance of the teacher and in line with school policy.
- Engage in the school's professional development programme to enrich the provision offered to students with SEND
- Ensure appropriate Assessment for Learning strategies are in place so that the student is able to effectively respond to feedback.
- Develop an understanding of the students' unique learning styles, strengths and needs.

Identification, Assessment, Record-Keeping and Review

Identification

The identification would be with regard to the information as outlined in the Code of Practice where students are making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- Is significantly slower than that of their peers starting from the same baseline.
- Fails to match or better the student's previous rate of progress
- Fails to close the attainment gap between themselves and their peers.
- Widens the attainment gap.
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in most curriculum areas
- Presents persistent social, emotional or mental health concerns which are not supported by the behaviour management techniques usually employed in the school
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment
- Has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum

The first response to such progress should be high quality teaching targeted at the area of weakness. Where progress over time continues to be less than expected, the class teacher, working with the SENCO should gather further information in respect of identifying the pupil's special educational needs via:

- Liaison with teachers
- Liaison with Feeder School(s) where applicable.
- Liaison with parents by school parents' meetings and individual contact: school-parent/parent-school.
- Liaison with external agencies where pupils may have been known to their service

Assessment of Need

- Information from feeder schools initially
- Whole-school screen assessments STAR Reading Test, NFER CATS, SEND Screening tests, Independent Dyslexia Learning (IDL) Programme.
- Diagnostic assessment of individuals highlighted from the above areas.
- Class teacher/subject area comments and analysis of progress registered through:
 - Class teacher/departmental targets
 - Class teacher/departmental ongoing marking/assessment
 - Pupil reviews
 - Pupil reports
- Pupils referred by class/subject teachers as giving "cause for concern" and therefore meriting assessment and possible inclusion on Profile of Additional Support Needs.
- External agency input and information.
- Parental requests.
- Student requests

Process for Action, Record-Keeping and Review

Plan:

- Upon referral to the SENCO, an assessment of the pupil is undertaken to identify the nature of the need and the severity.
- Appropriate information is gathered from staff teaching the pupil, the form tutor and any other teacher who is deemed to have a valuable input.
- Discussion takes place with parents to gather appropriate/relevant information on the child and to discuss the support to be put in place, expected impact on progress and a date of review.

Do:

- Individual Education Plan (IEP) / Pupil Profile

From the collated information, the SENCO discusses the student's needs with the students and parents and, where appropriate, upon agreement, issues an IEP or creates an individual provision map and distributes this to the staff, parents and child. The support to be provided for the child will be indicated on the IEP/ Pupil Profile. **(Where there is deemed to be no additional need, the child will continue to be monitored by the class/subject teacher/pastoral leader).**

The class/subject teacher will remain responsible for the student on a daily basis. Where the interventions involve group or one – to – one teaching away from the main subject teacher, they should still retain the responsibility for the student. Subject staff should liaise closely with the TA or specialist teacher to plan and assess the impact of the intervention and how they can be linked back to the subject.

Review

- Review/evaluation of support:

The SENCO/HLTA collects information from pupil's reports, pupils, parents and staff comments, collates the information, discusses with the pupil and parents. Either IEP/Pupil Profile is updated or additional provision is added, or it is agreed to remove the pupil from the Profile of Additional Support Needs).

- SENCO/HLTA issues IEP No.2 and either:

- (i) Reverts to above as part of a continuous cycle or
- (ii) Asks for advice from external agencies.

- Advice in school:

School asks for advice from external agencies in respect of the nature of the SEND and appropriate resourcing/possible action to be taken. Revert to using information gathered in continuation of process.

Parents should be informed about the impact of the support and interventions provided.

Requesting an Education, Health and Care (EHC) Assessment

"The purpose of an EHC plan is to make special educational provision to meet the needs of the child or young person, to secure improved outcomes for them across education, health and social care and as they get older, prepare them for adulthood."
Code of Practice. 2014. Chapter 9/9.2

Admission Arrangements

The school adheres to the admission policy of the LA and will not discriminate any student with SEND under the admission policy. It does, however, endeavour to provide appropriate support for pupils with a range of special educational needs

Identification

As outlined in the Code of Practice, 'SEN support should be adapted or replaced depending on how effective it has been in achieving the agreed outcomes. Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the student, the student has not made expected progress the school or parents can consider requesting an Education, Health and Care Assessment.'

The school will provide evidence from:

- The school's action taken as part of the SEN support. (Must exceed 15 hours of support across the week using a "plan-do-review" process.
- Individual education plans/provision maps for the pupil.
- Records of regular reviews and their outcomes.
- The pupil's health including the child's medical history where relevant.
- Subject assessment levels.
- Attainment in English and Mathematics.
- Educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist.
- Views of the parents of the child.
- Involvement of other professionals.
- Any involvement by social services or healthcare services.

An EHC assessment does not always lead to the EHCP being introduced. The LA must make a decision on the outcome within 6 weeks and they must communicate this decision to school, parents and student.

Local authorities must provide all parents, children and young people with impartial information, advice and support in relation to SEN to enable them to take part in the assessment and planning process. This will include the assessment process, EHC plans and personal budgets. Local Authorities are responsible for ensuring there is effective co-ordination of the assessment and development process for an EHC plan. The assessment and development of the plan, in conjunction with services, students and parents, should take no longer than 20 weeks to be issued.

Process for Action, Record-Keeping and Review

Plan

- On receipt of an EHCP from the local authority, the student's provision and support will be maintained providing the student remains in education. The SENCO/HLTA will formulate an action plan of support/provision based on outcomes and how best to support these outcomes. This consultation process MUST continually involve students, parents and other external agencies.
- Individual Education Plan (IEP):

From collated information and advice from external agencies, the SENCO/HLTA assesses the student's needs with the student and parent and issues IEP No.1 to staff, parents and

child. The support to be provided is indicated and set within short-term SMART targets. (Where the LA does not issue an EHCP, the child reverts to school support.)

Do

The student will operate in mainstream lessons and dependent on outcomes from the plan, small group or 1 to 1 intervention will be arranged. All agreed provision will be monitored to ensure impact is made on the additional need of the student.

All information will be shared with the school's staff body.

The student would be added, if not already included, to the additional needs register. A formal annual review meeting will take place involving any services who support the plan, parents and student.

Informal links with external agencies, parents and student will be available termly.

Review

This stage will gather and assess the information to review the provision of the student in making progress towards outcomes. It will consider the appropriateness of the plan in light of the previous year.

- Interim Reviews: SENCO/HLTA/Key worker collects information from student's reports and requests staff comments, collates the information, discusses with the student and parents. Either:
 - (i) next IEP/Provision Map formulated to continue to next review or
 - (ii) formal review initiated early.

Formal Review

SENCO/HLTA collects information from staff, parents, student and outside agencies and collates the information prior to the annual review. At the annual review, progress is discussed and either:

- i) maintain the plan and revert to 2, a continuation of process within school setting
- ii) Request an amendment to the plan to meet the needs of the student.
- iii) request ceasing the Education Health Care Plan and revert back to School assessment and provision.

Access to the Curriculum

To accommodate pupils who are designated as having a special educational need or disability, the school provides:

SENCO who is a member of the Senior Leadership Team, 1 HLTA, and a team of Teaching Assistants.

Quality first teaching designed to meet the needs of every child.

Individualised timetables to accommodate specific needs (this may include withdrawal from subjects as agreed through formal requests).

Specialist Equipment

The school aims to include all SEND students into all the activities of the school as far as it is appropriate. However, in the best interests of the child, there may be occasions or periods of time when the best solution is withdrawal for special intensive programmes to be taught.

Parents and students will always be involved in discussion when these situations arise and the student welfare will be the major factor considered when decisions are taken.

Evaluating Success

SEND Records

The school SEND records will collate and record the school's responses at all stages and information collected at review meetings will be included. An appropriate combination of the following information regarding individual pupils will be available in school for scrutiny at any time:

- Profile of Additional Support Needs/ Medical Register.
- Description and nature of pupil's difficulty
- Strategies to be adopted
- Individual Education Plans/Provision Maps
- Individual Education Plans evaluation at specific periods.
- Reviews and meetings
- Reports from outside agencies

These will be monitored and will generate actions for further improvement. These actions will themselves be evaluated in the fullness of time for success and value.

Monitoring of Provision

The following information is available within school in respect of the effectiveness of the support available for students with identified special educational needs and disabilities. It is gleaned from monitoring and evaluation via observations of:

- Whole class/group teaching
- Small group/individual teaching
- In-class support
- Use of differentiated teaching/resources/specialist equipment
- Practical use of IEPs
- Target setting
- Pupil progress
- Staff Continuing Professional Development (CPD) log

The monitoring of this provision will lead to review and adjustment of provided support. The SENCO will contribute an overview of the progress of students with SEND, and the work of the Pupil Services team to the Senior Leadership group in line with the assessment stages.

Value Added

The notion of 'value added' is an important one to Shevington High School and is monitored by student achievements in relation to assessments and results in the following ways:

- Progress against KS2 data, CAT reports, Reading ages, teacher assessments, grade trawls
- examinations/tests, both school based and external
- school's award schemes
- extracurricular activities
- work experience success and the destinations at the end of the pupil's school career

This information provides a valuable insight into the progress of pupils with special educational needs and disabilities.

The Role of the Governors

The governing body must publish information on the school's website around policy and practice for students with SEND and this should be reviewed annually. The report should include:

- identification of needs
- notification of parents of a child who is deemed to have special educational needs and disabilities
- assessment of need
- provision for meeting special educational needs and disabilities
- provision of an inclusive environment for all
- methods of monitoring, recording and reporting
- SEND funding and unit costing.
- Deployment of equipment, personnel and resources
- The expertise and training of staff that support students with SEND.
- The use made by school of the outside agencies and support services
- SEND as an integral part of the school development plan
- Impact and strategies for improvement

Parent Partnership

Contact with Parents

Parents are viewed as partners in their child's education and are kept fully informed about this. They will be contacted directly should there be any change in their child's progress, behaviour or educational provision within school. The process for contact with parents in respect of pupils who have special educational needs will be:

- The SENCO, HLTAs or TA team will inform parents if their child has been identified with additional needs requiring modification of mainstream lessons.
- Part of the cycle of reviews to take place at scheduled parents' evenings
- SENCO or HLTA and Pupil Services Team initiate additional meetings/reviews to take place where appropriate or where there may be a concern over the pupil's progress
- SENCO/HLTA to meet with parents where a request for an EHCP assessment is to be made.
- In addition to the reviews/parents' evenings, those parents who have a child with additional need will be invited to an annual review meeting.

Further to this, the school operates an open-school coffee morning where parents are encouraged to attend for informal discussion or an organised meeting at any time of their

asking. They have the right at any time to access the records relating to their own child and any school documentation they may feel appropriate.

Queries and Complaints

Parents and partners along with the school are welcome to query decisions made by the school through the school's designated channels as laid down in the school's Complaints Procedure. In essence, this is that –

- In the first place a query/complaint should be directed to the SENCO in writing. This will be dealt with promptly and the parent/carer informed of the outcome.
- Should this fail to resolve the matter, a complaint in writing should be made to the Head teacher.
- A right of appeal to Governors exists should the matter still remain unresolved.

If on pursuing complaints the parents are not wholly satisfied with the response of the school they may wish to seek further advice/assistance from the LA. If at this point they do not agree with the schools and LA's decision, they have a right to appeal to the authority's SEND Tribunal.

In-Service Training

In-service training is available in respect of SEND for whole school, departmental or individual members of staff. The provision of training will be allocated where there is deemed to be a recognised need and will be in accordance with the school's Professional Developmental Policy and School Development Plan. It will be delivered by one of the following:

- SENCO/ HLTA
- Senior Leadership Team
- Individual members of staff within the school who have a designated specialism
- LA support services
- External consultants/trainers

External Agencies/Facilities and Support Services

The school works closely with other agencies to focus on the identification and provision for those students who have a special educational need. All services involved with the school are regarded as being part of a working partnership whose aim is to provide, as highlighted in the Code of Practice, an integrated, high quality, holistic support which focuses on the needs of the child.

The following services/agencies are available to/involved with the school:

- Educational Psychology
- School/pupil support
- Curriculum support
- Sensory and physical impairment
- Emotional and social support
- Social Services
- Health Services
- Child and Adolescent Mental Health Services (CAMHS) Reflections
- Wigan Careers Service
- Youth Offending Team
- School based Police Officer

- Wigan Family Welfare
- Targeted Education /Support Service.
- Voluntary organisations

Links with Other Schools

Our partner Primary Schools are a supportive and welcome contact. Liaison takes place via the Assistant Head, Transition Mentor and the SENCO/HLTA. An induction programme for Year 6 pupils coming to Shevington High School operates in order to establish a welcoming environment.

Links with Special School(s) are established as part of the school's drive towards and inclusive society. This involves:

- Shared teaching and Learning experiences
- Exchange visits are part of the everyday curriculum programme
- Shared staff expertise

Monitoring and review of the Policy

This Policy will be reviewed annually by the SENCO. The Head teacher will present the Policy to Governors for their renewed acceptance and maintenance.

Policy last reviewed – January 2016

Additional Information

SEN Support in Schools

Requesting an Education, Health and Care (EHC) Needs Assessment

Conducting an Education, Health and Care (EHC) Needs Assessment

What can you do if you disagree with decisions?

SHEVINGTON HIGH SCHOOL Local Offer

Wigan Council Local Offer <https://www.wigan.gov.uk/Resident/Education/Special-Educational-Needs-and-Disability/Special-Educational-Needs-and-Disabilities.aspx>

Interventions to Support Learning and Progress

SEN Glossary