

# Special Education Needs Policy

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SENDCo

### **Section 1: Purpose**

Digitech Studio School, Bristol (DSSB) aims to meet the needs of all its students by creating an inclusive environment where all students are helped to overcome their barriers to learning and access an appropriate and relevant curriculum. DSSB is committed to meeting the needs of students with special educational needs within the guidance offered by the SEN code of practice. All teachers are teachers of students with special educational needs and therefore this is a whole school responsibility requiring a whole school response. DSSB acknowledges that consistently good quality teaching along with effective management of the school ethos, the learning environment, disciplinary and pastoral arrangements are all key to meeting the student's needs.

### **Section 2: The Aims and Objectives of our Policy:**

- To meet the learning needs of all students, raising literacy and numeracy levels so that they can access the curriculum
- To increase the emotional literacy of students
- To support staff in meeting students' needs during lessons, planning lessons to ensure ALL students make good progress
- To meet the needs of Gifted and Talented students within the Additional Educational Needs Policy. (Please see separate G & T policy)
- Promote independence, equality and consideration for others offering multiple pathways for progression.

### **Objectives:**

- To identify and provide for students who have special educational needs and additional needs.
- To work within the guidance provided in the SEND Code of Practice, 2014.
- To operate a "whole student, whole school" approach to the management and provision of support for special educational needs.
- To provide a Special Educational Needs & Disability coordinator (SENDCo) who will work with the SEN Inclusion policy.
- To provide support, advice and guidance for all staff working with students with Special Educational needs.
- Monitor the progress of all pupils in order to aid the identification of pupils with SEN
- Make appropriate provision to overcome all barriers to learning and ensure pupils and parents have a better understanding of their child involving them in all stages of education.
- Create a school environment where pupils can contribute to their own learning by offering all students the opportunity to voice their own opinions.

### **Section 3: Identifying Special Educational needs**

The current government has reformed the way in which provision and support is made for young children with special educational needs and/or disabilities in England. New legislation (The Children and Families Act, 2014) came into force on the 1<sup>st</sup> September 2014. A new SEN code of practice accompanies this legislation.

More detail of the reforms can be found on the Department for Education's website:

[www.education.gov.uk/schools/pupilsupport/sen](http://www.education.gov.uk/schools/pupilsupport/sen)

The SEN Code of Practice states that all teachers are responsible and accountable for the progress and development of the students in their class, including students who access support from teaching assistants. All staff at DSSB provides all students with high quality teaching, differentiated for individual students is the first step in responding to students who have or may have SEN. The school will regularly and carefully review the quality of teaching for all students, including those at risk of underachievement. This includes reviewing, and where necessary, improving, teachers; understanding of struggles to identify and support vulnerable students.

At Digitech Studio School we identify the needs of our students by considering the needs of the whole student. The SEN Code of Practice identifies four broad areas of needs. The purpose of identification is to work out what action DSSB needs to take, not to fit a student into a category. The four broad areas of needs are:

- Communication & Interaction
- Cognition & learning
- Social, emotional & mental health difficulties
- Sensory & or Physical needs.

#### **Communication & Interaction**

This includes students with speech, language and communication needs (SLCN) have difficulty in communicating with others. The students may have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. This group can also include students with ASD, including Asperger's Syndrome, Autism are likely to have particular difficulties with social interaction.

#### **Cognition & learning**

This includes students that require support for students who learn at a slower pace than their peers, even with appropriate differentiation. This includes students with moderate learning difficulties (MLD), severe learning difficulties (SLD), where students are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through profound and multiple learning difficulties (PMLD) and also where students are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. This area of need also includes students with specific learning difficulties (SpLD); affect one or more specific aspects of learning. This can include dyslexia, dyscalculia and dyspraxia.

#### **Social, emotional & mental health difficulties**

This area of need describes students who may experience a wide range of social and emotional difficulties; these can manifest themselves in many ways. These may include becoming isolated or withdrawn, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders. Other students may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder. Identifying behaviour as a need will no longer be an acceptable way of describing SEN. Any concerns relating to student behaviour should be described as an underlying response to a need which the school is able to recognise and identify clearly.

### **Sensory & or Physical needs**

This area of need describe students that require special educational provision because they have a disability which prevents or hinder them from making use of the educational facilities generally provided. Their difficulties can be age related and may fluctuate over time. Students with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and / or equipment to access their learning. Some students with a physical disability (PD) require additional on-going support and equipment to access all the opportunities available to their peers.

The following areas are not designated as SEN but may still have an impact on progress and attainment:

- Disability – However within the SEN Code of Practice outlines the “reasonable adjustments duty for the school’s setting provided under the current Disability Equality legislation.
- Students with poor attendance and punctuality
- Students who are EAL
- Students who are in receipt of Pupil Premium grant
- Students who are “looked after”

### **Quality First Teaching: ‘The baseline of learning for all pupils’**

1. Any pupil who is falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored. This includes analysis of baseline assessment gathered via Cognitive Abilities Tests (CATs), Suffolk Reading and the Short Word Spelling Test.
2. Once a pupil has been identified as possibly having SEN they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
3. The subject teacher will take steps to provide differentiated learning opportunities that will aid the pupil’s academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
4. The SENCo and Learning Support Team will be consulted as needed for support and advice and may wish to observe the pupil in class.
5. Through the above actions it can be determined which level of provision the pupil will need.

6. If a pupil has recently been removed from the SEN register they may also fall into this category as continued monitoring will be necessary.

7. Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. Parents are encouraged to share information and queries with the school.

8. The Pupil is monitored if concern is raised by parent or teacher but this does not automatically place the pupil on the school's SEN register. Concerns are discussed with parents/carers in regular Team around the Child Meetings. Concerns are recorded by the DSSB as an aid to further progression and for future reference.

9. Pupil progress meetings, academic tutorials and parent evenings are used to monitor and assess the progress being made by all students. The frequency of these meetings is dependent on individual progress.

### **SEN Support:**

Where it is determined that a pupil does have SEN, parents will be formally advised of this before inclusion of the individual on the School SEN Register. The aim of formally identifying a pupil with SEN is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part process indicated below:

- Assess
  
- Plan
  
- Do
  
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes. The cycle is embedded in our practice for all students.

### **Assess**

In identifying a child as needing SEN support the subject teacher, working with the SENCo should carry out a clear analysis of the pupil's needs. This should draw on subject assessments, teacher observations, and details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The opinion and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be recorded and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need; barriers to learning are clearly identified and being challenged and that the interventions being used are developing and evolving as required. Where external support staffs are already involved their work will help inform the assessment of need. Where

they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

### **Plan**

When it is decided to provide a pupil with SEN support, parents will be informed. Planning will involve consultation between the teacher, SENCo, SLT and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement should be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

### **Do**

The personal coach and subject teachers remain responsible for working with the pupil on a daily basis.

They will retain responsibility even where the interventions may involve group or 1:1 teaching away from the mainstream classes. They will work closely with teaching assistants and relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCo.

### **Review**

Reviewing pupil progress will be made at termly Progress Tracking academic and Value Added data checks. The review process will evaluate the impact and quality of the support and interventions. The SENCo will revise the support and in light of pupil progress and development; making any necessary amendments going forward, in consultation with parents and subject teachers.

### **Referral for an Education, Health and Care Plan:**

If a pupil has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the pupil are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review involving parents, SENCo and Head of House if applicable.

The application for an Education, Health and Care Plans will combine information from a variety of sources including:

- The Child

- Parents
- Teachers
- SENCo
- Social Care
- Health professionals

Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes of the targets set form the basis of the profile. A decision will be made by a group of people from education, health and social care about whether the pupil is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

[www.findabilitybristol.org.uk/](http://www.findabilitybristol.org.uk/)

Or by speaking directly to Bristol's SEN Department on: 0117 922 3700

Supportive Parents on: 0117 989 7725

#### **Education, Health and Care Plans (EHC Plan)**

1. Following Statutory Assessment, an EHC Plan will be provided by Bristol County Council, North Somerset Council/South Gloucester Council, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school and parents will be involved developing and producing the plan.
2. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
3. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The Annual Personal Review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place.

#### **Section 4: Inclusion of Pupils with SEN**

This identifies the processes by which DSSB has identified and manages students with SEN. The school's criteria for entering a student on the SEN register includes:

- A detailed account of what work has been done in the past, by whom. This includes quality first class teaching from their class teacher which is differentiated for individual students to meet their needs is the first step in responding to students who have or may have SEN.
- All teachers are responsible and accountable for the progress and development of all students in their class, including students who access support from teaching assistant.

- DSSB regularly and carefully reviews the quality of teaching for all students, including those at risk of underachievement in the following ways, learning walks, carried out by SLT and Directors of Learning, regular assessment cycles, regular in class assessment, and mock exams in KS4. Tracking of students data as a result of a recent assessment cycle.
- As a school the involvement of the class teacher in conjunction with the SENDCO will consider all information gathered from the school about the students' progress alongside national data and expectation of progress. This will include accurate formative assessment. Once the information has been gathered a decision will be made with consultation of both the parents and also the child themselves, if further investigation is required from outside agencies or our on-site specialist teacher, this is then completed.
- Once a need has been identified staff will be informed as to how best to support the learning of that individual student in their classroom. The school will consult the parents and also the child and the school will do this by applying the assessment, plan, do & review cycle outlined in the SEN code of practice. Parents will be contacted at the start of the process and a child centred approach will be used. All parties involved in the students' progress will be invited to be involved in every step of the way, either by regular meetings with class / subject teacher, meetings with SENDCo, email exchanges or telephone conversations.

The Principal oversees the Academy Policy for Inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by the Senior Leadership Team to ensure that it promotes the inclusion of all pupils. This includes learning outside the classroom and offsite provision.

The school will seek advice where appropriate around individual pupils, from external support services through the termly 'Inclusion Leaders Meetings'.

Early Help Unit and the Multi-Agency Safeguarding Hub are also available for staff and nominated Safeguarding Officers to access.

Where a behavioural incident warrants exclusion the relevant member(s) staff and SLT will consider the incident in line with the School Exclusion Policy.

#### **Section 4: Managing students' needs on the SEN register**

As a school some students who have been identified as SEN support. From the information gathered about their learning needs a student profile has been written. This identifies the students presenting issues, strategies to support their learning in the classroom, additional support being provided to the students (intervention arrangements) and for KS4 student's exam concession arrangements. These are sent directly to parents at the start of the academic year and parents are invited to review these profiles during a meeting with SENDCo. These are then updated and staff have access to these documents, these are also reviewed if any new issues arise relating to their SEN. In addition to this The SENDCo produces an SEN matrix which is a summary of all students needs in one particularly year group. All teachers are required to produce CAEN documents summarising the needs of

their class, level of support in place and key strategies to support the learning of all students in their care. These are updated by class teacher when new information has been reviewed from Parents/ carers, outside agencies working with students or even the child themselves. They are also updated after each assessment cycle.

Students with a statement of SEN will have an annual review carried out by the SENDCo and this will also involve any outside agencies that support the needs of the student. The annual review will include information gathered by the SENDCo from subject teachers along with parental and the student's own views on how their needs are being met in the classroom and any additional support or intervention they may require.

#### **Section 5: Criteria for exiting the SEN register**

Any student who has been indemnified as requiring SEN support may be removed from the SEN register if they have made continued progress and are meeting their expected target grades. Students will not be removed by anyone apart from the SENDCo and this will be after discussion which includes all the students' subject teachers, the student themselves and also the parents. However the SENDCo will continue to monitor the student and if at any point the student is no longer making the expect progress SEN support will be reviewed again this will involve a child centred approach involving the student, class teacher, parents / carers and any outside agencies involved with the student.

## **Section 6: Supporting Students and Families**

The Local Authority (South Gloucestershire) publish a local offer. This sets out all the information in one place about provisions families can expect to be available across education, health and social care for students and young people in there are who have SEN or are disabled indulging those students who do not have Education, Health Care (EHC) plan. A link to South Gloucestershire local offer can be found here: <http://www.southglos.gov.uk/health-and-social-care/local-offer/>

DSSB has links to many outside agencies including Educational Psychologist, Breakthrough mentor scheme, Inclusion support services, and Behaviour support services. As well as our own in house Behaviour for Learning mentor and Behaviour for Learning Teaching assistant. Within the SEN department the school employees a specialist AEN teacher who supports in class and also in small groups and is also responsible for assessing students for exam access arrangements. Parents or carers with any concerns need to contact the SENDCO directly regarding SEN Support and exam access arrangements. When students are moving from class to class, across key stages or to another school DSSB recognises that transitions can be difficult for a child with SEND and will take steps to ensure that any transition is as smooth as possible.

- If your child is moving child to another school:
  - We will contact the school SENCO and ensure he/she knows about any special arrangements or support that need to be made for your child.
  - We will make sure that all records about your child are passed on as soon as possible.
- When moving to another year group or subject teacher:
  - All information is shared with all staff at The Grange School.
  - Meeting with individual subject teachers can be arrange with SENDCo and specialist Dyslexia teacher to discuss support strategies.

## **Section 7: Supporting Students at School with Medical conditions**

DSSB recognises that students at school with medical conditions should be properly supported. Students are entitled to have full access to education, including school trips and physical education. Some student 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 students who have a medical condition may also have special educational needs (SEN) and may have a statement of SEN of Education, Health and Care (EHC) plan which brings together health and social care needs as well as their special educational provision and he SEND Code of Practice (2014) is followed.

For students with a medical condition please refer to the school's medical policy.

## **Section 8: Monitoring and Evaluation of SEND**

DSSB will regularly review and monitor and also evaluate the quality of provision that is on offer to our students. Students involved in our literacy intervention programme 'Units of Sounds' will be reassessed three times per year. In conjunction with a discussion with the students, the SENDCo and specialist teacher support for the individual student may be increased or reduced, parents are informed of this.

Students who in receipt of exam concession arrangements must undergo a stringent assessment process carried out by the specialist teacher, with evidence provided by class / subject teacher that this level of support is required by the student and is also their 'normal

way of working'. Concessions are reviewed with the students if they feel they no longer require the support or during mock exams not using the support. Class teachers are regularly asked by the Specialist teacher if they can identify any students who may benefit from additional support during exams. Students at DSSB will also refer themselves to the specialist teacher regarding support in exams.

### **Section 9: Training and resources**

The SEN Department is funded by a direct allocation of school funds and also partly through students who have matrix funded statement of SEN. The needs of staff training identified at the start of the academic year and the school currently subscribes to the Inclusion support services which can provide bespoke training for teachers and Teaching Assistant's. All staff have access to the schools CPD opportunities which this year involves closely working with the Cabot Learning Federation. Weekly training sessions are held for all teachers they programme changes as needs are identified.

At the start of the academic year the SENDCo as part of the whole school inset will address both teachers and support staff and are reminded about key students that require support and also where to access information from. Any new staff joining the school will also meet with the SENDCo who will explain which students require additional support. As part of the schools subscription package, the SENDCo will attend the Local Authorities SENDCo cluster meetings for secondary SENDCO's. The SENDCo will also attend SENDCo conference held annually by the Local Authority and will also work closely with the Cabot Learning Federation.

### **Section 10: Roles & Responsibilities**

The Academy Council will:

- (i) Do its best to ensure that the necessary provision is made for any student who has special educational needs
- (ii) Ensure that, where the SENCO/Principal/Council has been informed that a student has special educational needs, those needs are made known to all who are likely to teach the student, following assessment
- (iii) Ensure that teachers in the School are aware of the importance of identifying, and providing for, those students who have special educational needs
- (iv) Ensure that a student with special educational needs joins in the activities of the School together with students who do not have special educational needs, so far as is reasonably practical and compatible with the child receiving the special educational provision their learning needs call for and the efficient education of the students with whom they are educated and the efficient use of resources
- (v) Report to parents/carers on the implementation of the School's policy for students with special educational needs as required (See Section 317, Education Act 1996)
- (vi) Have regard to the Code of Practice when carrying out its duties toward all students with special educational needs (See Section 313, Education Act 1996)

(vii) Identify a named Academy councillor for Special Educational Needs

The Principal:

- (i) Has responsibility for the day-to-day management of all aspects of the School's work, including provision for children with SEN
- (ii) Should keep the School Council informed of the progress made by SEN students.

Teaching and non-teaching staff:

- (i) Are made aware of the School's procedures for identifying, assessing and making provision for students with special educational needs through the Staff Handbook, SEN Register and other information distributed by the SENCO. All teachers and support staff have a responsibility to bring to the attention of the SENCO any child whose needs they believe are not being met.

It is incumbent upon teachers to be aware of the varying needs of students in their classes and to differentiate accordingly.

All teachers are teachers of students with special educational needs. The Special Educational Needs Coordinator:

- (i) Is Assistant Principal, Emma Robertson, who is responsible for the implementation of the SEN Policy

The SENCO is responsible in particular for:

- (i) The day-to-day operation of the SEN Policy and for co-coordinating provision for students with special educational needs, particularly through Statements, and working closely with staff, parents/carers and other agencies
- (ii) Liaising with and advising other members of School staff
- (iii) Maintaining the School's SEN Register and overseeing the records of all students with special educational needs as well as coordinating Educational Health Care Plans (EHC) and Personal Support Plans (PSPs)
- (iv) Liaising with the parents and carers of children with special educational needs
- (v) Liaising with external agencies, including the educational psychology service, the health and social care services and voluntary bodies in consultation with the Assistant Principal for Inclusion

(vi) Coordinating the work of the Student Support Base, through close liaison with the SSB Manager, ensuring all support and interventions are monitored and recorded on individual plans

(vii) Liaising with The Head of Advice and Guidance and Miss Danny Binns who oversees the education, behaviour and development of students pastorally.

(viii) Leading and deploying the School's learning support assistants

(ix) Carrying out the annual SEN Audit and reporting its findings to the School Council

(x) Organising assessment for examination access arrangements

(xi) Keeping up to date with changes in SEN and Inclusion i.e. legal changes, good practice, new resources and ideas with respect to students with SEN, including Gifted and Talented

All requests for support for classes or help for individual students should be brought to the attention of the SENCO.

#### **Section 11: Storing and managing information**

All paper based SEN documents are stored in locked filing cabinets within the SEN faculty. At the end of each academic year the files are then transferred and boxed and placed in a locked cupboard. All SEN paperwork is stored until the student reaches their 25<sup>th</sup> birthday. All paperwork is then shredded.

#### **Section 12: Reviewing the policy**

The SEN Policy will be reviewed annually by the SENDCo, SLT, SEN Governor and also have some parental involvement.

#### **Section 13: Accessibility and Admissions**

Please refer to the information contained in our school prospectus and on the school website. The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEN; those with Education, Health and Care Plans and those without. Please refer to the information contained in our school prospectus.

Where appropriate upon transition; children with identified needs will be supported through liaison meetings with parents, key staff from both settings and support agencies. An individual plan of action to aid transition will be offered.

Please refer to the accessibility policy

#### **Section 14: Dealing with complaints**

Please refer to the complaints against school policy

#### **Section 15: Bullying**

Please refer to anti-bullying policy