



SETTLEBECK SCHOOL

Special Educational Needs and Disabilities Policy (SEND)

Approved by	
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Position:	Chair of Governors
Signed:	
Date:	March 2024
Review date:	Spring 2025

<i>At the time of publishing the following roles were held:</i>	
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1 INTRODUCTION

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (2015) and has been written in conjunction with the Trustees and the Headteacher with reference to the following guidance and documents:

- Equality Act 2010: Advice for Schools DFE 2014 (section 20)
- Public Sector Equality Duty (section 149 of the Equality Act, 2010)
- SEND Code of Practice 0-25 (2015)
- Schools SEN Information Report Regulations (2014)
- DFE Statutory Guidance Supporting Pupils with Medical Conditions (updated August 2017)
- Settlebeck School Safeguarding Policy
- Settlebeck School Accessibility Plan
- Teacher Standards (2011, updated Dec 2021)
- Part 3 of the Children's Act (2014)
- Special Education Needs and Disabilities Regulations (2014)
- The School Admission Code

This policy also complies with our funding agreement and articles of association.

Settlebeck School is an inclusive and ambitious school for all its pupils, whatever their level of ability, whether they have or may have a Special Educational Need (SEN) and/or disability. We believe that all young people are entitled to the highest quality education which is achieved by high quality teaching adapted to meet the needs of the individual, an appropriate broad and balanced curriculum offer and the best personal guidance; these principles lay at the heart of our day to day practice. We aim to maximise the potential of each individual and ensure that all pupils, including those with SEND are equipped to meet the challenges of education, work and life with confidence and independence. We recognise that if pupils with SEND are to achieve their full potential we must recognise the barriers they may encounter and respond accordingly. This policy sets out how we ensure that this happens

Settlebeck School is proud of its status as a strategically resourced provision for pupils with special needs in the area of Autism. The specialist provision for these pupils includes access to a mainstream provision where appropriate and access to bespoke curriculum provision where needed.

Some of our pupils have a number of other barriers to learning, including social, emotional and mental health needs, severe and moderate learning difficulties, dyslexia, dyspraxia, hearing and visual impairment. Where learning falters, for whatever reason, we look to design intervention into our system to resolve the deficit. In deciding whether to make special education provision the teacher and Special Needs Co-ordinator (SENDCO) draw on a wide range of information and where there are higher levels of need arrangements are made to draw on more specialist assessments from external agencies and professionals.

2 AIMS

- To raise academic achievement for those pupils with SEND, ensuring all learners make the best possible progress and thereby encouraging lifelong learning and increasing their life chances.
- To create a sense of belonging for all pupils within the school and their local community.
- To provide a safe environment to enhance the development of personal and social skills.
- To ensure an effective curriculum to meet the needs of all our pupils.
- To encourage and develop pupils to become independent learners.

- To identify, monitor and review student's individual needs from the earliest possible stage so that appropriate provision can be made and progress reaches expectation or above.
- To ensure learners are actively involved in decision makings that affects their education and future.
- To promote effective partnerships with and involve external agencies where appropriate.
- To provide support and advice for all staff working with pupils who have special educational needs and/or disability.
- To ensure parents and carers are fully informed of their child's special educational needs and that there is effective partnership working between school and home.
- To provide all pupils with strategies for dealing with their needs in a supportive environment, and to give them meaningful access to the curriculum and participation in wider school activities.
- To support out pupils to make a successful transition to adulthood.

3 DEFINITION OF SPECIAL EDUCATIONAL NEEDS

A child or young person has special educational needs and disabilities if they have a learning difficulty and/or disability that calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater disability in learning than the majority of others of the same age, or
- A disability which prevents or hinders hem from making use of facilities of a kind generally provided for others of the same age in a mainstream setting.

Special educational provision is educational provision that is additional to, or different from, that made generally for other children of the same age by a mainstream setting.

Pupils are considered to have a **disability** if they have physical or mental impairment that has a substantial and long term adverse effect on their ability to do normal daily activities. The school will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

The needs identified in the SEN Code of Practice (2015) are;

- Communication and interaction
- Cognitive and learning
- Social, emotional and mental health
- Sensory and/or physical

4 IDENTIFICATION OF PUPILS WITH SEN/D

Teachers are responsible and accountable for the progress and development of all the pupils in their class, including where a student accesses support from a Teaching Assistant or specialist staff. Quality first teaching, adapted for individual pupils, is the first and most effective step to responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teacher. Access to a broad and balanced curriculum is achieved for most pupils by the adaptation of class work by subject teachers. We believe that the purpose of identification is to act to meet the needs of the whole child not just their special educational need. Support of a student should be based on a full understanding of their particular strengths and needs.

It is also important to note that slow progress and low attainment do not necessarily mean that a child has a SEN and should not automatically lead to a student being recorded as having SEND. The following can impact on attainment and progress and are not SEND;

- Attendance and punctuality
- Health and welfare
- English as an additional language
- Being eligible for the Pupil Premium Grant
- Being a Looked After Child
- Being the child of Service personnel.

However, slow progress and low attainment may be an indicator of a range of learning difficulties or disabilities. Equally, it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability.

Some pupils will already have been identified as requiring SEN support by their primary school. In such cases transition arrangements can be put into place from Year 5. SEND transition arrangements range from:

1. Primary SENCO completing a form 'Primary Transition Information for SEN/D pupils' which then informs our SENCO of the needs of the student. This information is used to create a student support plan.
2. For pupils with more challenging needs a bespoke transition package can be put into place from Year 5. Each case is individual and will be arranged via review/transition meetings arranged by the primary school.
3. For those pupils with an EHC plan for whom a resourced provision place is suitable a Local Authority panel meeting determines such places when primary pupils are in Year 5.

As pupils' progress through the school we have a systematic approach to 'Assess-Plan-Do-Review' which means that should a student require further investigation by the SENCO we can intervene at any point through a graduated approach.

ASSESS

In Year 7 reading and spelling screening tests are carried out using the National Group Reading and Spelling Tests (NGRT/NGST) in addition to Cognitive Ability Tests (CATs). Pupils are also screened in Mathematics using the Progress Maths Test (PTM). The information for these tests is scrutinised by the SENCO. Further investigation may be carried out and some pupils removed from the SEND Record of Need and some may be added to the Record of Need and a support plan created. Those working below age expected levels may be taught within our Foundation Group which aims to accelerate learning and develop social skills so pupils can fully access mainstream teaching when ready.

PLAN

Where it is decided that support is required parents/carers will be notified by the SENCO. The SENCO, in consultation with parents/carers and the child will agree the desired outcomes i.e. interventions to be put in place, the expected impact on progress, development or attitude to learning and a clear date for review. Plans will always consider the views of the child. Any staff development needs will be identified and addressed. Parents/carers will be involved in planning support and, where appropriate, in reinforcing provision or contributing to progress at home.

DO

The pupils' individual teachers and teaching assistants are responsible for working with the child on a day to day basis. With support from the SENCO, they will oversee the implementation of the interventions agreed as part of SEN support.

Interventions may include:

- In class teaching assistant support
- Group reading and or subject support
- Spelling
- SEMH 1:1
- Mentoring
- Counselling
- Time out card
- Literacy support through Fresh Start
- Numeracy Support through small group teaching.
- Interventions from outside agencies.
- Access to quiet areas at break and lunchtime
- Social skills groups
- Foundation Group
- Touch Typing

REVIEW

The effectiveness of support and its impact on progress will be reviewed regularly. The impact and quality of support will be evaluated by staff and the SENCO in collaboration with parents/carers and the child. Together we will agree any changes to outcomes and support for the student in light of progress made towards achieving their targets. Parents will have clear information about the impact of the support provided and be involved in planning next steps.

5 EDUCATION HEALTH CARE PLANS (EHCP)

EHC plans must be reviewed annually. The SENCO will organise the reviews and invite:

- The child's parents or carers
- The child
- The relevant teaching assistant, Progress Leader and/or Pastoral Manager.
- A LA representative if appropriate.

The aims of the review are:

- Assess the student's progress in relation to the EHCP objectives.
- Review the provision made for the student in context of attainment and national expectations.
- Consider the appropriateness of the existing EHCP in relation to the pupils' performance during the year and whether to cease, to continue or amend the plan.
- Set new targets for the coming year.

6 A GRADUATED RESPONSE TO SUPPORT FOR PUPILS WITH SEN/D

Teachers are responsible and accountable for the progress and development of the pupils within their class, including where pupils access support from teaching assistants or specialised staff.

The school has a systematic approach to formative assessment and teachers 'rigorously' assess – plan-do-review'. This approach is used to drive the quality of teaching in the school and the progress of pupils. Formative assessment is used to establish challenge in pupils' learning. Formal assessments take place at key points across the academic year for all subjects; progress is monitored and tracked against expectation. Teachers systematically review the effectiveness of their teaching against student progress. It is a cyclical process which enables the teacher and the student to evaluate the effectiveness of learning and to adapt and modify practice accordingly, usually with a specific focus on formative assessment and adaptation.

In addition to the formative assessment cycle there is a rigorous whole school monitoring, evaluation and review (MER) to support the improvement in teaching and learning. This involves:

- Lesson observation
- Work Scrutiny
- Student voice
- Parental consultation

The basis upon which all MER protocols operate is to generate information for well-informed conversations about the quality of provision. It is the school's forum to discuss pedagogy, to plan CPD and share good practice.

The outcomes of all pupils, whatever their ability, and the quality of teaching are explicit in all appraisal targets for all teaching colleagues. Pupils' outcomes are evaluated against a minimum national expectation; there is an explicit link between student outcomes and the quality of teaching.

Where there are concerns about progress, and it is suspected progress is being hindered by a special educational need, the SENCO will become involved. The decision whether to make a special educational need provision will be considered, after a period of consultation, with any of the following: parents/carers, pupils, colleagues, external specialists including Educational Psychologists, Specialist Teaching Service etc.

If appropriate, the student will be placed on our Record of Need at SEN Support. The student will be given a Support Plan, which is a short document which outlines the strengths of the student, barriers to learning, strategies that are recommended to use when working with the student and any additional provision required to allow the needs of the student to be met. Provision will vary from student to student. Support can be within the class setting, outside of the class setting or could be a specialist programme.

If we are unable to fully meet the needs of the student through our own provision arrangements, in consultation with parents/carers and the student, evidence will be gathered by the SENCO and a SEND Early Help Assessment will be completed and a referral for advice made to the appropriate specialist/service/agency. Should it be identified that additional funding and support are needed from the Local Authority, a request will be made for an assessment for an Education Health and Care Plan (EHCP).

The SENDCO and key staff will review the pupils on the Record of Need each year, and the SENCO will formally notify parents of any changes, this may include removal from the SEN Record of Need.

7 SUPPORTING PUPILS AND THEIR FAMILIES

Westmorland and Furness Local Authority offer can be found at;

[Families Information | Westmorland and Furness SEND Local Offer](#)

North Yorkshire Local Authority offer can be found at;

[SEND Local Offer | North Yorkshire County Council](#)

Lancashire Local Authority offer can be found at;

[Special educational needs and disabilities - local offer - Lancashire County Council](#)

The school firmly believes in developing a strong partnership with parents and carers and that this will enable our pupils with SEN to achieve their potential. The school recognises that parents and carers have a unique overview of their child's needs and how best to support them, and that this gives them a key role in the relationship.

We are fully committed to working with other agencies to support the student and the family, and will actively seek to work with other professionals/ agencies with the permission from families to do so. We follow the Local Authorities (Las) Early Help Assessment/ SEND Early Help Assessment procedures, and have a Team Around the Child/Family approach.

The school's SEND Information Report is available on the school website and in other formats on request. This document outlines provision at Settlebeck School.

We are an inclusive school and our admission arrangements apply to all pupils. The published admissions policy will provide information on the school procedures.

We seek to ensure our SEND pupils are able to access examinations and other assessments. Information regarding this can be found in our exams policy.

We work closely with our primary colleagues to ensure smooth transition for all learners, especially SEND pupils. Pupils with SEND have a personalised transition programme to ensure successful transition. For pupils with a high level of need, additional transition arrangements are put in place from Year 10 and reflect the need to ensure that pupils are prepared for adulthood. We work closely with Post 16 providers to ensure a smooth transition to future provisions.

8 ROLES AND RESPONSIBILITIES

8.1 The Headteacher

The Headteacher will:

- Work with the SENDCO and SEND Trustee to determine the strategic development of the SEN policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability
- Ensure that the admissions policy is applied fairly to all applicants.
- Will ensure applications for examination access arrangements for eligible pupils are conducted within the regulations and time frames set out by the JCQ.
- Ensure that Settlebeck School Academy Trust Board is fully informed about SEND practice, impact and areas for development.

- Ensure that the implementation of this policy and the impact on the school as a whole are monitored and reported to Trustees.

8.2 The Governing Body

The Governing Body will ensure that:

- SEND provision is an integral part of the school's work;
- The necessary provision is made for any pupils with SEND;
- All staff are aware of the need to identify and provide for pupils with SEND;
- Pupils with SEND have equitable access school activities, as far as is reasonably practical and compatible with their needs and the efficient education of other pupils;
- They have regard to the requirements of the SEND Code of Practice, 0- 25 years (2014) and associated legislation;
- They are fully informed about SEND issues, so that they can play a major part in school self-review;
- They set up appropriate staffing and funding arrangements, and oversee the school's work for pupils with SEND;
- The quality of SEND provision is regularly monitored;
- They and the school as a whole, are involved in the development and monitoring of this policy;
- Publish information about the arrangements for admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plan;
- Publish information on the school website about how the school is implementing its SEND policy, in a SEND information report.

8.3 The Trustee responsible for Special Educational Needs

The SEND Trustee will:

- Help to raise awareness of SEN issues at governing board meetings;
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board;
- Work with the Headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school;
- Report termly to the Governing Body on compliance and provision.

8.4 The Special Educational Needs Co-ordinator

The Special Educational Needs Co-ordinator (SENDCO) at Settlebeck School is Ms Zoe Perkins. He can be contacted on 015396 20383 or via email at perkinsz@settlebeck.org

The SENDco will:

- Work with the Headteacher and SEND Trustee to determine the strategic development of SEND policy and provision within the school;
- Have day to day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support the individual pupils with SEND, including those that have and EHC plan;
- Provide professional guidance to colleagues and work with staff, parents and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching;

- Advise on the graduated approach to providing SEN support;
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- Be the point of contact for external agencies, especially Cumberland, Westmorland and Furness, Lancashire and North Yorkshire Local authorities and its support services;
- Liaise with potential next providers of education to ensure that pupils and their parents/carers are informed about options and a smooth transition is planned;
- Work with the Headteacher and Governing Body to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and examination access arrangements;
- Ensure the school keeps a record of all pupils with SEND up to date;
- Ensure that the appropriate assessments to ensure pupils can receive examination access arrangements where needed;
- Inform parents that their child may have SEND and then liaise with them about their child's needs and any provision made;
- With the Headteacher, monitor and identify and staff who have specific training needs regarding SEND and incorporate this into the school's plan for continuous development;
- With the Headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer;
- Prepare and review information for inclusion in the school's SEND information report and any updates to this policy;
- With the Headteacher and staff, identify any patterns in the school's identification of SEND, both within the school and in comparison to national data, and use these to reflect on and reinforce the quality of teaching;

Ms Perkins is line managed by the Headteacher who is an advocate for Special Educational Needs and Disability and inclusive education.

8.5 Teachers

Each teacher is responsible for:

- The progress and development of every pupil in their class;
- Planning and providing high quality teaching that is adapted to meet the pupil needs through a graduated approach;
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching;
- Working with the SENCO to review each pupil's progress and development and decide on any changes to provision;
- Ensuring they follow this SEND policy

9 SEND INFORMATION REPORT

The school publishes a SEND information report on its website, which sets out how this policy is implemented in the school.

The information will be updated annually and as soon as possible after any changes to the information it contains.

10 CONSULTING AND INVOLVING PUPILS AND PARENTS

The school will put the pupil and their parents at the heart of all decision making about special educational needs provision.

When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with the pupil and their parents. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account any concerns the parents have
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents. We will formally notify parents if it is decided that a pupil will receive special educational provision.

11 COMPLAINTS

Complaints about SEND provision in our school should be made to the Headteacher in the first instance. They will then be referred to the school's complaint policy.

The parents/carers of pupils with disabilities have the right to make a disability discrimination claim to the first-tier SEND tribunal if they believe we have discriminated against their child. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services.

12 LINKS TO OTHER POLICES AND DOCUMENTS

This policy links to our policies on:

- Accessibility plan
- Behaviour
- Equality information and objectives
- Supporting pupils with medical conditions
- Child Protection Policy.
- Admissions Policy
- SEND Information Report

13 SEND Policy Review

This policy is monitored regularly by the Headteacher and SENCO. The Headteacher will report to the Governing Body on the implementation of the policy and any changes.

The school considers the SEND policy document to be important and undertakes to review policy and practice annually.

Policy Review Date: March 2024

Version: 7
Last reviewed: March 2024
Next review: Spring 2025