

# Special Educational Needs Policy

Beverley High School



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Beverley High School welcomes students with Special Educational Needs. Our aim is to enable all pupils to participate in the life and work of the school to the best of their abilities, whatever their individual needs. Pupils with a SEN are fully integrated in mainstream classes and follow the full National Curriculum, except where there is an overriding reason for disapplication. All pupils are encouraged to play a full part in the extra-curricular life of the school, including clubs, visits, trips, performances and pupil voice. Every teacher is a teacher of every pupil including those with SEN and it is recognised that any pupil at any time may have difficulties which present barriers to learning and achievement.

## 1. Aim and objectives of the SEN policy

Our aim is to work within the current SEND Code of Practice to remove barriers to learning, to enable all pupils to develop to their full potential and inspire a love of learning.

Our objectives are:

- To operate a whole pupil, whole school approach to the provision of support for special educational needs
- To identify all pupils who have special educational needs and additional needs
- To provide support and advice for all staff working with pupils who have special educational needs
- To provide additional or different resources based on individual needs
- To ensure parents/carers are aware of their child or young person's needs and have the opportunity to discuss support

## 2. Identifying Special Educational Needs

Definition: 'A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions' (SEN Code of Practice January 2015).

The following four broad areas of need give an overview of the range of needs that a school should plan for.

- Communication and interaction
- Cognition and learning
- Social, emotional, mental health
- Sensory and physical

[Appendix 1]

The purpose of identification is to inform planning, not to fit a pupil into a category. As a school we look at the whole child not just the special education needs of the child or young person.

The following factors can impact on progress and attainment but in isolation do not constitute a special educational need.

- Disability (the Code of Practice outlines the 'reasonable adjustment' duty for all settings and schools provided under current Disability Equality Legislation – these alone do not constitute a special educational need).
- Attendance and punctuality
- Behaviour
- Health and welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium grant
- Being a Looked After Child (CLA)
- Being a child of a serviceman/woman

### 3. A graduated approach to SEN

#### 3.1 Assess

##### Transition from Primary School

- Primary Schools identify possible transfers in Year 5 for pupils with Educational Health and Care Plans (EHCP) and invite Beverley High School Learning Support Department representation at reviews as they perceive appropriate.
- Bespoke transition packages are put in place for pupils with high and or complex needs, including those with an EHCP, as required, in consultation with Primary School, parents, pupil and professionals.
- Year 6 Open Evening provides an opportunity for parents to discuss SEN and provision (October of Y6).
- Parents and Primary Schools complete transition information data sheets including any perceived SEN for all pupils (April of Year 6).
- All feeder primary schools are visited by the Year Leader for Year 7 and Learning Support Manager. Information is gathered from the Year 6 teacher and SENCO as necessary for all pupils transferring (May of Year 6).
- Where pupils are transferring from local non-feeder primary schools the Learning Support Manager visits, where a SEN has already been identified.
- Pupil focused meetings with parents and professionals are held to discuss individual needs and expected provision requirements on transfer (June of Year 6).
- All transferring Year 6 pupils complete an Induction Day where they reflect on their approach to school, strengths and ambitions and the support they feel helps them (July of Year 6).
- An evening is held for all parents of Year 6 with an opportunity to discuss individual needs with a member of the Learning Support Department (July of Year 6).
- All staff are updated on transition information to help inform planning, and pupils with an EHCP are placed on the SEN register identified as SEN E. (September of Year 7).
- Initial assessments are completed for the full new Year 7 cohort (and any in year transfers). All pupils complete standardised assessments for reading, spelling, writing and numeracy. Results are cross referenced with primary transfer data and Cognitive Ability Tests (completed in the initial days of Year 7). Diagnostic testing is undertaken for those pupils who show low quotient or anomalies in data.

##### Ongoing

- All teachers are responsible for delivering high quality teaching, which is differentiated for individual pupils, and are accountable for the progress and development of all pupils in their class, including where pupils access support from teaching assistants or specialist staff through an EHCP.
- The whole school Quality Assurance Schedule regularly and carefully reviews the quality of teaching for all pupils. Continuous Professional Development (CPD) opportunities and sharing of good practice help improve teachers' understanding of strategies to identify and support vulnerable pupils.
- Teachers inform the Learning Support Department when they find a pupil is making less than expected progress.
- Parents, families and pupils can report concerns directly to the Learning Support Department or via any member of school staff, who will relay the information back to the Learning Support Department.
- Relevant teachers are advised to target high quality teaching at the identified areas of weakness. Where pupils have not made adequate progress, despite having all available classroom based intervention/adjustments and good quality personalised teaching, the teacher will report their continued concern to the Learning Support Department along with any successes.
- Continued concern/referrals are considered by the Learning Support Department staff, supported by our Special Educational Needs Advisory Teacher where necessary, and this will usually trigger diagnostic testing, in the form of high quality and accurate formative assessment materials.

### 3.2 Plan

- Our Special Educational Needs Advisory Teacher reviews all data and feedback and advises on pupil specific needs and requirements for Wave One and Wave Two interventions [Appendix 2], including, where appropriate, pupils with an EHCP.
- Parents are informed by letter of the outcomes of the standardised assessments and any planned intervention. They are also given the opportunity to discuss any further perceived need.
- Staff are informed of pupils receiving Wave Two intervention and being placed on the SEN register identified as SEN K.
- The Master Document and Class Context Sheets are created, detailing information to support staff planning and pupil interaction, and are accessible to all staff in a confidential area.
- Pupils identified as having a SEN are informed of this planned intervention and are supported to complete a Pupil Passport identifying areas of strength, need and associated barriers to learning, preferred support and aspirations/goals. Each pupil takes a paper copy of their Pupil Passport to keep in their planner, a copy is posted home for parents/carers and an electronic copy is available to all staff.

### 3.3 Do

- Three Wave Two Intervention Cycles are mapped across the academic year, the content of which is informed by the Special Educational Needs Advisory Teacher using Evidence Based Intervention Resources.
- Each pupil has a personalised Individual Literacy (ILP) or Numeracy Plan (INP) (depending on need), showing their standardised scores and clear outcomes to be achieved by the end of an intervention cycle. A paper copy of their Individual Literacy and/or Numeracy Plan is available to the pupil, and is kept in their intervention file (within the Learning Support Department), a copy is posted home for parents/carers and an electronic copy is available to all staff.
- The intervention is delivered by an experienced, trained member of staff during timetabled non-core lessons, with most pupils accessing this for one hour a week (where pupils have more than one cycle of intervention we try to rotate the curriculum area missed).
- Pupils with an EHCP may have alternative intervention/curriculum provision, personalised to their individual needs. This is done in consultation with the pupil, parent/carers and professionals, as appropriate.

### 3.4 Review

- At the end of each Intervention Cycle the Learning Support Department are responsible for assessing and reviewing each pupil against their set outcomes.
- Where a pupil shows sufficient progress that their individual needs can be met in the classroom, they are removed from the SEN register (but remain identifiable as (N) ever SEN) and are monitored through ongoing teacher assessment.
- Parents are informed by letter of the outcomes of the intervention cycle and future provision, if relevant. They are also given the opportunity to discuss any further perceived need. Where specialists or outside agencies are being considered, parental comment and consent is requested, as appropriate.
- All staff are updated with progress and future provision.
- The Master Document and Class Context Sheets are updated.
- Pupils continuing to require Wave Two intervention are supported to update their Pupil Passport which is distributed in the same way as previously.

## A Safeguarding Policy

- Parents are invited to make an appointment with a member of the Learning Support Department at Parents' Evening, if they wish to discuss their daughter's SEN or intervention.
- Where a pupil continues to require a similar level of intervention they maintain their place on the SEN register and their ILP or INP are updated. During the next cycle of intervention their timetabled session is rotated, as appropriate.
- Where a pupil makes less than expected progress over sustained time additional, alternative interventions are considered.
- When a pupil continues to make little or no progress despite evidenced based support and interventions that are matched to the pupil's area of need and all school resources are explored, (evidenced by termly, costed support plans) we consider involving specialists and outside agencies.
- Where, despite having taken relevant and purposeful action to identify, assess and meet the SEN of the pupil, the pupil has not made expected progress, we consider requesting an Education Health Care Plan Needs Assessment [Appendix 3].
- Pupils with an EHCP review their planned outcomes three times a year, with a member of the Learning Support Department, this could initiate a more formal interim review with parents/carers and professionals, as necessary. Person Centred Annual Reviews are held in line with Statutory Guidance. [Appendix 3]
- If the school identify that additional funding and support are needed from the Local Authority (LA), High Needs Block information will be gained from the East Riding Local Offer site.

### 4. Supporting Pupils and Families

- The East Riding Local Offer provides accurate, accessible up to date information about all services from birth to 25, including all education, health and social care services. It can help families find out what help they can access to meet their individual needs. The East Riding Local Offer can be found at <http://www.eastridinglocaloffer.org.uk/> (link on school website).
- The school has a statutory requirement to provide an SEN Information Report. This is an account of implementation of the SEN policy. The Beverley High School SEN Information Report can be found at <http://beverleyhigh.net/>
- Beverley High School strives to be fully inclusive and welcomes all students, including those with SEN, in accordance with the LA admissions policy. The Governing Body believes that the admissions criteria should not discriminate against students with additional needs and has due regard for the practice advocated in the Code of Practice. Details on Admission Arrangements can be found on our website [www.beverleyhigh.net/](http://www.beverleyhigh.net/)
- Exam access arrangements are applied as appropriate following whole year screening and subsequent assessments and professional request. Arrangements are in place for all internal assessments to evidence current and historic classroom practice in line with JCQ requirements. This provision is overseen by the school SENCO.
- All transitions are supported to meet the individual needs of pupils. The school has positive working relationships with all feeder Primary Schools and other local post 16 providers.
- The school recognises that pupils 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 maybe disabled and where this is the case the school will comply with its duties under the Equality Act 2010.
- Some may also have SEN and may have an EHCP which brings together health and social care needs, as well as their SEN provision and the current SEND Code of Practice is followed.
- The school has a 'Supporting Pupils at School with Medical Conditions Policy and Procedures' which can be found at <http://www.beverleyhigh.net>

## **5. Training and Resources**

- In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. This is funded through the whole school CPD budget. Effective sharing of information is seen as best practice.
- All teachers and support staff undertake induction on taking up a post and this includes a meeting with the Learning Support Department to explain the systems and structures in place around the school's SEN provision and practice and to discuss the individual needs of pupils, where possible teachers new to the profession shadow a pupil with SEN for a school day.
- The SENCO/Learning Support Manager regularly attends the LA SENCO network meetings in order to keep up to date with local and national updates in SEND.

## **6. Roles and Responsibilities**

### **6.1 SEN Governor**

- The role of the SEN Governor is to meet with the SENCO to discuss the policy and provision for students with SEN and determine whether it is fit for purpose.

### **6.2 SEN Teaching Assistants** (line managed by Mrs Helen Butler, Learning Support Manager)

- Teaching Assistants work as part of the Learning Support Team with the SENCO, Learning Support Manager and teachers supporting student's individual needs both in and out of the classroom.

### **6.3 Safeguarding**

- Designated Teacher; Ms Sharon Japp
- Child Protection Officer; Ms Tracey Watson
- Deputy Child Protection Officer; Miss Chantelle Smith

### **6.4 Member of Staff responsible for managing PPG and CLA funding**

- Mrs Rebecca Calcutt

### **6.5 Member of Staff responsible for managing the school's responsibility for meeting the medical needs of pupils**

- Mrs Jane Howarth

## **7. Storing and Managing Information**

- All pupils have a school paper file which is kept securely locked in the school office.
- Pupils currently on the SEN register or in receipt of EAA have a paper file securely locked and maintained by the Learning Support Department.
- Confidential information and details of specific needs are shared with teaching staff where appropriate via an electronic secured system.
- All information is stored and managed in accordance with the school Data Protection Policy.

## **8. Reviewing the Policy**

- The SEN policy will be reviewed annually. Reviews of the policy will be done in consultation with parents, pupils, governors and teaching staff.

## 9. Complaints procedure

- Complaints about SEN provision within the school are first dealt with by the SENCO or Learning Support Manager, where possible the concern should be put in writing. Any further complaint should follow the guidance of the school Complaints Policy.

## 10. Appendices

### Appendix 1: Broad areas of need

#### Communication and interaction

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they 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. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children and young people with Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

#### Cognition and learning

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

#### Social, emotional and mental health difficulties

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, 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 or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder.

#### Sensory and/or physical needs

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.



## **Appendix 2 – WAVES model**

Mapping of provision using the 'Waves' model enables schools to identify the full range of provision available to remove barriers to learning and to meet the full range of needs of all pupils.

### Wave One Provision

Wave One inclusive 'quality first' teaching is a basic entitlement for ALL pupils as part of everyday classroom practice.

It includes

- differentiated provision which is embedded in assessment for learning so that pupils' learning can progress
- adaptations to the curriculum and teaching approaches which take account of the preferred learning styles and needs of individuals in order to remove barriers to learning and to improve outcomes for all pupils;
- taking account of pastoral and behaviour support procedures which seek to maximise learners' strengths and keep them engaged in learning.

Where pupils' SEN needs can be met through Wave One intervention, an entitlement for all, they are not placed on the SEN register.

### Wave Two Provision

Wave Two is characterised by intervention programmes which are put in place for targeted pupils who are not making expected progress and it takes place in a small group setting. Only pupils who meet the selection requirements for the programme go into the intervention group.

All Wave Two interventions are planned in a specific time frame. After a Wave Two intervention, progress is assessed and the effectiveness of the intervention evaluated.

Pupils who require Wave Two provision are placed on the SEN register and continue to get good quality Wave One provision, to enable them to develop and generalise the skills they are learning through the additional and different approaches of Wave Two.

### Wave Three Provision

Wave Three consists of additional highly personalised, targeted interventions for a minority of learners and can involve:

- additional and different provision delivered on a 1:1 basis or small group
- provision delivered by an outside agency
- provision delivered in or out of the school environment

Pupils who require Wave Three provision are placed on the SEN register and continue to get good quality Wave One provision, to enable them to develop and generalise the skills they are learning through the additional and different approaches of Wave Three.

### Appendix 3

- Requesting an Education, Health and Care needs assessment.  
Where, despite having taken relevant and purposeful action to identify, assess and meet the SEND of the young person, the young person has not made expected progress, we consider requesting an Education, Health and Care needs assessment.
- Considering whether an EHC need assessment is necessary  
Following a request for an EHC needs assessment, or the young person having otherwise been brought to its attention, the local authority must determine whether an EHC needs assessment is necessary. The local authority must make a decision and communicate the decision to the child's parent or to the young person within 6 weeks of receiving the request. The local authority does not have to consider whether an EHC needs assessment is necessary where it has already undertaken an EHC needs assessment for the child or young person during the previous six months, although the local authority may choose to do so if it thinks it is appropriate.
- Annual Review for pupils with an Education Health and Care Plan  
As well as interim reviews, there is a formal annual review of the progress made by pupils with an Education Health and Care Plan. Reviews focus on the young person's progress towards achieving the outcomes specified in the EHC plan. The review must also consider whether these outcomes and supporting targets remain appropriate.
- Annual Review of pupils from Year 9 onward with a Statement of SEN/EHC Plan  
All reviews taking place from Year 9 at the latest and onwards must include a focus on preparing for adulthood, including employment, independent living and participation in society. Planning must explore the young person's aspirations and abilities, what they want to be able to do when they leave post-16 education or training and the support they need to achieve their ambition.