



## SEND Policy

<b>Responsible Board/Committee</b>	Foundation and Academy Trust Board
<b>Policy Type</b>	Hybrid Policy
<b>Policy Owner</b>	Education
<b>Statutory</b>	Yes
<b>Publish Online</b>	Yes
<b>Last Review Date</b>	May 2025
<b>Review Cycle</b>	Annual  This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
<b>Next Review Date</b>	May 2026
<b>Version</b>	1
<b>School</b>	King Edward VI Northfield School for Girls
<b>School Policy Owner</b>	
<b>LGB Approval Date</b>	

This policy should be read in conjunction with the SEND Information Report, which contains more detailed information on the implementation of the SEND Policy. This can be found on the school's website.

### Policy Notes

This policy is a hybrid policy. Parts in black text (unhighlighted) are determined by the Academy Trust and the Foundation. Yellow highlighted parts should reflect the school's procedures and should therefore be amended as appropriate by the relevant School Policy Officer. Schools should include information under each of the headings outlined in the policy document and should not include any statements that conflict with the fixed parts of the policy (the unhighlighted parts). Green highlighted parts only apply to the selective schools.

This policy will be updated centrally on an annual basis. The hybrid document will then be shared with schools so that local amendments can be made to the highlighted sections. School Policy Officers are then responsible for securing Local Governing Body approval for the school's final version of this policy. Schools should add their school logo to the final policy. This policy should be published on school websites.

## 1. Introduction

This policy refers to pupils with special educational needs and disabilities (SEND). The Foundation recognises the importance that each of its schools plays in terms of school arrangements for pupils with SEND. The guiding principle informing this policy is to ensure that pupils with SEND are given equal opportunities to fulfil their academic and personal potential.

The Children's and Families Act 2014 states that a child has special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. They have a learning difficulty or disability if they have a significantly greater difficulty in learning than the majority of pupils in the same age group, or a disability that either prevents or hinders them from making use of facilities of a kind generally provided for pupils of the same age group in mainstream schools. Special educational provision includes that which is additional to, or different from, the provision generally made for pupils of the same age.

The Equality Act 2010 defines disability as 'a person with a physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out normal day-to-day activities.' Thus, the legal definition of disability is not the same as the definition of special educational needs. It is therefore possible to be disabled under the Equality Act 2010 and not have SEN, and vice versa. It is also possible to be both disabled under the Equality Act 2010 and have SEN. The Foundation accepts that a medical diagnosis may mean a child is disabled, but does not necessarily have SEN. Schools will always consider the pupil's educational needs as well as a medical diagnosis or disability.

Pupils with SEND may have difficulties with one or more of the following four areas of need:

- Cognition and learning. For example, moderate/severe/profound and multiple learning difficulties, dyslexia, and dyspraxia.
- Communication and interaction. For example, autism spectrum conditions and speech and language difficulties.
- Social, emotional, and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD), depression, and anxiety.
- Sensory and/or physical needs. For example, visual impairment, hearing impairment, and physical disability.

## 2. Aims

This policy and our SEND Information Report aim to:

- Set out the Foundation's commitment to support and make provision for pupils with special educational needs and disabilities (SEND).
- Outline the roles and responsibilities of staff members involved in providing for pupils with SEND.
- To ensure that no student is discriminated against, in any area of school life, on

the basis of their learning difficulty, disability or need.

### **3. Legislation and guidance**

This policy and procedure are based upon the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities.
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs), and the SEN information report.

This policy and procedure also comply with the Academy Trust's funding agreement and articles of association.

### **4. Roles and responsibilities**

Each school within the Foundation will appoint a SENDCo. They will:

- Ensure the SENDCo is a qualified teacher working at the school. A newly appointed SENDCo must be a qualified teacher and, where they have not previously been the SENDCo at that or any other relevant school for a total period of more than twelve months, they must achieve a [National Professional Qualification SEND](#) within three years of appointment.

The SENDCo is Mrs Marie Campbell

The SENDCo will:

- Work with the Headteacher and SEND governor to determine the strategic development of the SEND policy and provision in their school.
- Have day-to-day responsibility for the operation of their SEND policy and the coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans.
- Consult pupils with SEND to involve them in their education and consider their wishes and feelings in relation to their provision.
- Provide professional guidance to colleagues and members of staff, parents/carers, and other agencies to ensure pupils with SEND receive appropriate support and high-quality teaching.
- Advise on the graduated approach to providing SEND support.
- Advise on the deployment of the schools' delegated budget and other resources to meet the pupils' needs effectively.
- Be the point of contact for external agencies, especially the local authority and its support services.
- Consult with parents of pupils with SEND and involve them in their education.
- Liaise with potential next providers of education to ensure the pupils and their parents/carers are informed about options and that a smooth transition is planned.
- Work with the Headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
- Ensure that the school keeps records of all pupils with SEND up to date.

### **The SEND Governor**

The SEND Governor is Nicola Smith

The school's SEND governor will:

- Help to raise awareness of SEND and disability issues at governing board meetings.
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board.
- Ensure that any areas of development brought to their attention are addressed.
- Work with the Headteacher and SENDCO to determine the strategic development of their policy and provision, and ensure that it adheres to the Foundation policy and procedure.

### **The Headteacher**

The Headteacher will:

- Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision, and ensure that it adheres to the Foundation policy and procedure.
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability.

## **Class teachers**

Each class teacher is responsible for:

- The progress and development of every pupil in their class. Quality First Teaching (QFT) is the first step in responding to pupils with SEND. This will be adapted for individual pupils where necessary.
- Working closely with any specialist staff to plan and assess the impact of support and interventions, and how they can be linked to classroom teaching.
- Working with the SENDCO to review each pupil's progress and development, and decide on any changes to provision.
- Ensuring they follow this SEND policy.

## **Parents/Carers**

The Foundation aims to involve parents/carers and pupils in decisions about what SEND provision should be made. The Foundation recognises that parents/carers hold key information, knowledge, and experience to contribute to the shared view of the best way to support learning.

The aim is to have a productive partnership between home and school by:

- Ensuring parents/carers are kept informed of the provision in place for pupils.
- Providing opportunities to share concerns that parents/carers may have and to discuss the progress of pupils.
- Discussing ideas and materials for parents/carers to support learning at home.
- Ensuring everyone understands the agreed outcomes sought for the pupil and what the next steps are.

## **5. Identifying pupils with SEND and assessing their needs**

We will assess each pupil's current skills and levels of attainment on entry, building on previous settings and key stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline.
- Fails to match or better the pupil's previous rate of progress.
- Fails to close the attainment gap between the pupil and their peers.
- Widens the attainment gap.

This may include progress in areas other than attainment. For example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

When deciding whether special educational provision is required, the school will start with the desired outcomes, including the expected progress and attainment and the views and wishes of the pupil and their parents/carers. The school will use this to determine the support that is needed and whether they can provide it through Quality First Teaching, or whether something different or additional is needed.

## **6. Assessing and reviewing pupils' progress towards outcomes**

The SENDCo will work with class teachers to carry out a clear analysis of the pupil's needs and performance. This will draw on:

- Assessment data.
- Their previous progress, attainment, and behaviour.
- Other professionals' assessments, where relevant.
- The individual's development in comparison to their peers and national data.
- The views and experiences of parents/carers.
- The pupil's own views.
- Advice from external support services, if relevant

All assessments will be reviewed at least twice a year.

All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. Regular reviews will also take place on the effectiveness of the support and interventions and their impact on student's progress.

## **7. Admission arrangements for pupils with SEND**

Please refer to the school's admission arrangements for further information.

Where the school has been named on a child's Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child's age, ability, aptitude or special educational needs.

## **8. Supporting pupils moving between phases and preparing for adulthood**

The schools within the Academy Trust will share information with the new school, college, or other setting the pupil is moving to. They will agree with parents/carers and pupils on which information will be shared as part of this.

## **9. Evaluating the effectiveness of SEND provision**

The schools within the Academy Trust will evaluate the effectiveness of provision for pupils with SEND by:

- Reviewing pupil's individual progress towards their goals.
- Reviewing the impact of interventions.
- Consulting with pupils who have SEND.
- The SENDCo uses the graduated approach to monitor the effectiveness of provision.
- Holding annual reviews for pupils with EHC plans.

## **10. Enabling pupils with SEND to engage in activities available to those in school who do not have SEND**

All extra-curricular activities and school visits are available to all our pupils, including before-and after-school clubs.

All pupils are encouraged to go on residential trips.

All pupils are encouraged to participate in activities outside of usual lessons, e.g., sports day/plays/special workshops. Provision will be implemented to enable pupils with SEND to access these activities.

## **11. Complaints about SEND provision**

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

The parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that an individual academy has discriminated against their children. 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. Monitoring arrangements**

This policy will be reviewed centrally by the Education Department and locally in line with the review date by the SENDCo. The policy will be shared with the Local Governing Body at every review.