



Longridge High School

SEND POLICY

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Section A

School Arrangements

1. Definition and Aims:

The term 'Special Educational Needs and Disability' (SEND) refers to children who have additional difficulties or disabilities that make it harder for them to learn or access education than most children of the same age.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they are taught.

Special educational provision means: For children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the Local Education Authority (LEA), other than special schools in the area.

School's Vision and Values:

We believe that all pupils should be able to achieve, feel valued and supported according to the school's values of 'Learn, Respect and Grow Together.'

We have high expectations of all our pupils with their academic studies and want them to achieve all they can, as well as working with them so that they are socially and emotional equipped for life beyond school.

We have a wide range of extra-curricular activities, and every SEND pupil has access to all activities.

We identify and provide for pupils who have special educational and additional needs. As teachers, we all share the responsibility of delivering Quality First Teaching and adapting materials or using different strategies in working with SEND pupils, inside and outside of lessons.

We provide support which is designed to meet the needs of our SEND pupils by looking at outcomes for each pupil. This means it could take the form of in class support, interventions that take place inside or outside of lesson time, as well as before, break, and lunch and after school sessions. Teaching Assistants are instrumental in this process.

We have a team of teaching assistants who work with pupils in and out of class. This is complimented by outside specialist staff who advise the school. E.g. Specialist Teacher and Link EP. Staff receive regular formal and informal training and updates about SEND.

2. Roles and responsibilities:

Governors

The Governors at Longridge High School have important statutory duties towards pupils with Special Educational Needs. The Governors, with the Headteacher, decide the school's general policy and approach to meeting pupils' Special Educational Needs for those with and without EHCPs. They will set up appropriate staffing and funding arrangements and oversee the school's work within financial constraints.

The Governors will do their best to ensure that the necessary provision is made for any pupil who has a Special Educational Need, and that those needs are made known to all who are likely to teach them.

The Governors will ensure that a pupil with Special Educational Needs joins in the activities of the school together with pupils who do not have Special Educational Needs, so far as is reasonably practical and compatible with the child receiving the special educational provision for which their learning needs call, the efficient education of the pupils with whom they are educated, and the efficient use of resources.

The Governors will report to parent/carers on the progress for pupils with Special Educational Needs.

The Governors' representative with responsibility for SEND is Clare Eccles.

Special Educational Needs Coordinator (SENDCo)

The Special Educational Needs and Disability Co-ordinator, in collaboration with the Headteacher and Governors, plays a key role in helping to determine the strategic development of the SEND policy and provision in the school to raise the achievement of pupils with SEND.

The SENDCo takes day-to-day responsibility for the operation of the SEND Policy and co-ordination of the provision made for pupils with SEND, working closely with staff, parent/carers and external agencies including the Local Authority's (LA) support and Educational Psychology services, health and social services and voluntary organisations.

The SENDCo also provides related professional guidance to colleagues with the aim of securing Quality First Teaching and intervention for pupils with SEND. In addition, the SENDCo line manages the Teaching Assistants (TAs) while also having an overview of provision outside the team.

The SENDCo is responsible for monitoring and evaluating the progress of pupils identified as the cohort of pupils with Special Educational Needs.

A SEND report will be written for the Governors each year.

Co-ordinating and managing provision for pupils with Special Educational Needs and Disability is a whole school responsibility. In addition to the Governors, the Headteacher, the SENDCo and the Learning Support Team, all other members of staff have important operational responsibilities.

All teachers at Longridge High School are teachers of pupils with Special Educational Needs.

3. Admission arrangements:

Longridge High School strives to be a fully inclusive school. It acknowledges the range of issues to be considered in the process of development. All pupils are welcome, including those with Special Educational Needs and Disability, in accordance with Longridge High School's Admissions Policy. According to the Education Act 1996, (Section 316), if a parent wishes to have their child with an EHCP educated in the mainstream, the Local Authority (LA) must provide a place, unless this is incompatible with the efficient education of other children and there are no reasonable steps that can be taken to prevent the incompatibility.

Prior to transfer, the Pastoral Leader responsible for Year 7, in co-ordination with the SENDCo, visits or contacts all feeder Primary Schools to identify pupils with Special Educational Needs through discussion with the Primary school staff. The SENDCo reviews all the written transfer information to identify all pupils who will require specific support at Longridge High School. For pupils identified as vulnerable or anxious during the transfer process, a comprehensive transition programme is put in place involving the creation of a child-centred transition plan and additional visits to the school during the summer term.

For pupils with EHCPs the SENDCo will, if invited, attend the Phase Transfer Review at the Primary School in the Autumn or Spring term of Year 6.

Section B: Identification, assessment and provision

1. Categories of special need:

Communication and interaction

- Language
- Autistic Spectrum Conditions

Cognition and Learning

Learning – Pupils who despite appropriate differentiation and support learn at a slower pace than their peers. This covers a wide range of needs including moderate learning difficulties (MLD), severe learning difficulties (SLD) and specific learning difficulties (SpLD).

Social, Emotional and Mental Health difficulties (SEMH)

Sensory and/or physical

- Hearing
- Visual
- Physical

Details of the SEND information, medical information, objectives and targets for progression are collated by the SENDCo and circulated to all staff using pupil passports; this information is regularly checked for accuracy.

The SENDCo will highlight the needs of pupils to all staff at the start of the school year. At the beginning of Year 7, all pupils are assessed using the CAT and NGRT tests. This, along with teacher concerns and further individual testing, enables Learning Support staff to prioritise those pupils who require further intervention.

Longridge High School acknowledges that there is a continuum of Special Educational Needs and will try, wherever possible to meet those needs through a range of classroom and school resources before bringing increasing specialist expertise to bear on the difficulties that a pupil may be experiencing.

Early Identification Assessment is a continuing process that can identify pupils who may have Special Educational Needs. The school will measure children's progress by referring to:

- evidence from teacher observation and assessment.
- their performance within the National Curriculum.
- their progress against the objectives specified in the National Literacy and Numeracy Strategy Frameworks.
- standardised screening or assessment tools.

2. Provision:

In deciding that a pupil has SEN we will follow the **'Assess, Plan, Review and Do'** cycle as laid down in the SEND Code of Practice 2015.

At the assess stage we will have considered all the information and discussed the pupils 'needs and especially whether they require 'additional and different' support.

At the planning stage, we will have met with appropriate staff as well as with the pupil and parents to discuss what the next steps should be. We then implement the agreed plan, and the pupil works with a TA.

TAs actively assist in the writing of an Individual Pupil Passports with targets, checked by the SENCO. These targets will be outcome based and not just about support and strategies.

Upon review the pupil's needs and progress are discussed with the appropriate staff and targets identified as met or changed, where appropriate. IEPs or 'profiles' are now known to staff as Pupil Passports (since 2019).

If a pupil has complex needs or after the 'Assess, Plan, Review and Do' cycle, is still not making progress then the school will apply for more specialised assessment through the Educational Psychologist or Special Educational Needs and Disability Service (Lancashire Count Council's Specialised Support Service).

The school will use a range of strategies:

In-class Intervention

The effective inclusion of all children in high-quality lessons (quality first teaching) with a focus on reading, writing, communication and mathematics. Children may be at any point on the Graduated Response - that is, the usual adapted curriculum.

Internal Intervention

Small-group intervention (Literacy Support, Additional Literacy Support, Option classes, Literacy and Numeracy classes) for children who can be expected to 'catch up' with their peers because of the intervention - that is, who do not have Special Educational Needs related specifically to learning difficulties in literacy or mathematics. These interventions are not primarily SEND interventions. Where intervention programmes are delivered without modification within the designated year group, there is no requirement that the children be placed on SEN Support, although children may on occasion already be within this group.

The triggers for intervention could be concern, underpinned by evidence, about a pupil who, despite receiving differentiated learning opportunities:

- makes little or no progress even when teaching approaches are targeted particularly in a pupil's identified area of weakness.
- shows signs of difficulty in developing literacy or mathematics skills that result in poor attainment in some curriculum areas.

- presents persistent emotional and/or behavioural difficulties, which are not improved by the behaviour management techniques usually employed in the school.
- has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment.
- has communication and/or interaction difficulties and continues to make little or no progress despite the provision of a differentiated curriculum.

Specialist intervention

After assessment and consultation with parent/carers, the action needed to help the pupil to progress is something that is additional to and different from action provided as part of the current intervention.

Specialist Intervention is specific targeted intervention for individual children identified as requiring SEND support. Children in this category may have needs related specifically to mathematics or literacy, or needs associated with other barriers to learning. Provision may draw on specialist advice. It may involve the adjustment of learning objectives and teaching styles and/or individual support.

Children receiving this support will always be placed on SEND Support if an external agency is involved in assessment, planning and review.

The triggers for this intervention could be that, despite receiving an individualised programme and/or concentrated support, the pupil:

- continues to make little or no progress in specific areas over a long period.
- continues working at National Curriculum levels substantially below that expected of pupils of a similar age.
- continues to have difficulty in developing literacy and mathematics skills.
- has emotional or behavioural difficulties which substantially and regularly interfere with their own learning and that of the class group, despite having an individualised behaviour management programme.
- has sensory or physical needs and requires specialist equipment or regular advice or visits, providing direct intervention to the pupil or advice to the staff, by a specialist service.
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

The external specialist may act in an advisory capacity, provide additional specialist assessment or be involved in teaching the pupil directly. They may also be involved in drawing up the objectives and targets.

3 English as an additional language

The identification and assessment of the Special Educational Needs of young people whose first language is not English requires particular care. Where there is uncertainty about an individual, the school will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of the language that is used there or arise from Special Educational Needs.

4 Health and Care Plans (EHCPs)

For some pupils, the help given by the school may not be sufficient to enable the pupil to make adequate progress. It will then be necessary for the school, in consultation with the parents and any external agencies already involved, to consider whether to apply for an EHCP.

Where a request for an EHCP is made to a Local Authority, the pupil will have demonstrated significant cause for concern and the school will provide written evidence to the Local Authority detailing:

- the school's action through intervention and support.
- records of regular reviews and their outcomes.
- the pupil's health, including the pupil's medical history where relevant.
- National Curriculum attainment.
- educational and other assessments, for example from an advisory specialist support teacher or an educational psychologist.
- views of the parents and of the pupil.
- involvement of other professionals.
- any involvement by the Social Services.

When the Local Authority receives a request for an EHCP, it must decide whether to carry out such an assessment, working co-operatively with the parents/carers, the school and as appropriate, other agencies, as to whether an EHCP is necessary. If it is, then a EHCP is drawn up which indicates the degree of learning difficulty and the nature of the provision necessary to meet the child's Special Educational Needs.

This could include:

- In-class support from a TA.
- Specific programmes, both individual and group.
- Educational aids, e.g. portable word processor, spellcheckers.
- Adaptations, e.g. enlarged papers, sloping desks.

All children with EHCPs will have short-term targets set for them that have been established after consultation with parents and the child and will include targets identified in the EHCP of educational need. These targets will be implemented in the normal classroom setting.

The delivery of the personalised strategies and interventions recorded on passports will continue to be the responsibility of the class teacher as part of Quality First Teaching. Longridge High School seeks to actively involve parent/carers in the education of their children. The school will inform parents promptly if any concerns are raised about a pupil and will seek their permission before any intervention is embarked upon. Likewise, the school will try to respond promptly to any concerns expressed by parents.

Annual review of an EHCP

All EHCPs will be reviewed annually with the parents, the pupil and the school to consider whether any amendments need to be made to the description of the pupil's needs or to the special educational provision specified in the EHCP.

The annual review should focus on what the child has achieved as well as on difficulties that need to be resolved.

The annual review held in Year 9 will be particularly significant in preparing for the pupil's transition to employment, the further education sector, work-based training, higher education and adult life.

From Year 9 onwards, a Transition Plan for post-16 provision is also reviewed annually and requires input from the Young Persons Service (YPS). The aim of the annual review in Year 9 and subsequent years is to review the young person's EHCP and draw up and review the Transition Plan.

Curriculum access and inclusion

Longridge High School strives to be an inclusive school, engendering a sense of community and belonging through its:

- inclusive ethos.
- ambitious curriculum for all pupils, providing breadth and depth.
- systems for early identification of barriers to learning and participation.
- high expectations and suitable targets for all children.

EHCPs, Objectives and Target setting

Longridge High School has a strong target-setting ethos for all its pupils. All pupils have academic targets based on prior attainment. Progress towards meeting these targets is regularly monitored.

EHCP objectives and targets are shared with staff. Staff are expected to use the information to inform their own teaching and to help them to set subject-specific targets for individuals and/or groups of pupils within the teaching groups. Staff will review progress of pupils in meeting these targets as part of the monitoring. The feedback to inform the annual review from staff, pupils and parent/carers is considered alongside the data and departmental summative assessments to make judgments and review objectives.

Evaluating policy and provision:

The school's policy and provision are monitored through:

- the monitoring of classroom practice by the SENDCo, Subject Leaders and SLT.
- analysis of pupil key data and test results and feedback to departments for individual pupils or cohorts.
- National data, including Progress 8 scores.

- Learning Support Department Annual Review and Development Plan.

Complaints

If parents wish to complain they should in the first instance refer to the complaint's procedure on the school's website.

Parent/carers should be made aware of the Information, Advice and support Team (IAS) (formally known as the Special Educational Needs and Disabilities, Information and Support Service SENDIASS) and the Independent Parents' Supporters team which can provide additional support for parents and is run through the Local Authority. If at this point, they do not agree with the school's and LA's decision, they have a right to appeal to the Authority's SEN Tribunal.

Section C:

Partnership within and beyond the school

1. Staff Development

Specific training is given on areas linked to SEND at regular intervals during the year. In-Service Training for TAs and for all staff will be addressed annually through these existing procedures.

The teacher responsible for the induction of NQTs, new staff and ITT pupils includes training sessions on Inclusion, SEND Code of Practice, SEND Policy, Social Inclusion, Learning Support in the classroom, working with TAs, and EAL.

2. Links with other agencies, organisations and support services

Longridge High School works with:

- Educational Psychology Service
- Special Needs Advisory Support Teams
- Sensory and Physical Impairment Specialist Teachers
- Health and Medical Services
- Children's Social Care
- CAMHS (Child and Adolescent Mental Health Services)
- Voluntary organisations

There may also be links with other external organisations when individual cases require them.

3. Partnership with parents and carers

Parents and pupils are actively involved in the support processes from the start of a pupil's life at our school. Parents are regularly involved by communication from school via Synergy, emails, phone calls and/or meetings.

We have a SEND Parental Forum for parents and carers to be able to contribute to the review process and offer feedback to school on any issues which may arise.

The process for contact with parents in respect of pupils who have Special Educational Needs will be:

1. SENDCo or representative to meet with parents to discuss a pupil's needs.
2. Part of the cycle of reviews to take place at scheduled times and Parents' Evenings.
3. SENDCo or representative to initiate additional meetings/reviews to take place where appropriate or where there may be a concern over the pupil's progress.
4. SENDCo to meet with parents where a request for formal assessment is to be made.
5. In addition to the reviews/parents' evenings, those parents who have a pupil with a EHCP will be invited to an annual review meeting.

Further to this, the school operates an open policy where parents are encouraged to request the opportunity for informal discussion or an organised meeting at any time of their asking. They have the right at any time to access the records relating to their own child and any school documentation they may feel appropriate.

The school will seek to engage the services of a translator, where requested by parents or deemed necessary by the SENDCo to ensure partnership in developing strategies to help an individual pupil.

The Local Authority has an Information, Advice and Support Team (IAS) (formally Special Educational and Disabilities Information and Advice Support Service SENDIASS) for the parent/carers of any child with SEND that provides advice and information about matters relating to those Special Educational Needs and Disabilities. The Service can be contacted on 0300 123 6706 or e-mail: information.lineteam@lancashire.gov.uk.

Parent/carers who find themselves in disagreement with the school or the Local Authority, and whose difficulties cannot be resolved through the IAS, may use a free disagreement resolution service, Global Mediation. The Global Mediation SEN Case Manager may be contacted on 0800 064 448.

If this course of action fails, the Special Educational Needs and Disability Tribunal (SENDIST) can be contacted. This service can be contacted on 01325 289350 or email: send@justice.gov.uk

4. The Voice of the Child

All children should be involved in making decisions where possible right from the start of their education. The ways in which children are encouraged to participate should reflect the child's evolving maturity.

Participation in education is a process that will necessitate all children being given the opportunity to make choices and to understand that their views matter. Confident young people who know that their opinions will be valued and who can practise making choices will be more secure and effective pupils during the school years.

At Longridge High School, we encourage pupils to participate in learning by:

- regular target setting in line with the school policy.

- participation in Annual Review of EHCPs.
- participation in Transition Planning.
- being involved in decision making about attendance on specific courses.
- encouragement to come and discuss any difficulties they might be experiencing.
- Pupil Voice activities.

5. Links with Other Schools and Transfer Arrangements

Prior to transfer, the Year 7 Pastoral Leader, in co-ordination with the SENCo, visits all feeder primary schools to identify pupils with Special Educational Needs and Disabilities through discussion with the primary school staff.

The Learning Support team review all the written transfer information to identify all pupils who may require support.

For pupils with EHCPs of Special Educational Needs and Disabilities, the SENDCo will have been invited to attend the Phase Transfer Review at the Primary School prior to transfer.

For pupils without EHCPs but identified as requiring additional support over the Year 6/7 transition, a comprehensive transition programme has been established that involves a child-centred transition meeting and additional visits in the summer term of Year 6.

In preparation for the next stage of education post-16, the annual review of the EHCP from Year 9 and beyond will also draw up, and subsequently review, the Transition Plan. The annual review of the EHCP in Year 9 should involve the agencies that will play a major role in the young person's life during the post-school years and must involve the YPS.

With transition to KS5, pupils are offered extra visits and meetings with post 16 providers. Regular meeting and taster days are arranged at all the local post 16 providers. Learning Support staff are involved in supporting applications, interviews and visits. YPS meet with Educational Health Care Plan pupils in KS3 and 4 to assist in their transition.

If a pupil is leaving our school all SEN information is sent to their new school or college as part of the transition process.