



# SEND Policy

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## **SEND policy**

*Incorporating the revised code of practice September 2014*

Next review date: January 2024

### **1 SCHOOL ARRANGEMENT**

#### **1.1 Definition and aims**

High quality teaching that is differentiated and personalised will meet the individual needs of the majority of students. Some students need educational provision that is additional and different to this. This is special educational provision under Section 21 of the Children and Families Act 2014.

A child has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age has a learning difficulty or disability if she or he:

- 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 educational facilities of a kind generally provided for others of the same age in mainstream schools

#### **Aims and objectives:**

The Governors and staff of Lymm High School recognise that all students have a right to a broad, balanced, relevant and differentiated curriculum. We aim to create a happy, educationally exciting and positive environment in which all pupils can develop to their full potential and become confident, independent individuals.

We aim to:

- ensure that our curriculum is responsive to all students whatever their individual need.
- promote positive attitudes and individual confidence, ensuring all students experience success.
- identify, assess, record and regularly review pupils' special educational needs following the four-part cycle (assess, plan, do, review).
- encourage parents/guardians to be involved in planning and supporting at all stages of their child's development.
- make effective use of support services.

## **1.2 Roles and Responsibilities**

Provision for pupils with special educational needs is a matter for Lymm High School as a whole.

### **1.2.1 Governors**

The Governors of Lymm High School, together with the Headteacher, have a legal responsibility for overseeing all aspects of the school's work, including provision for students with special educational needs, and for doing their best to ensure that the necessary provision is made for any pupil who has special educational needs. They determine the school's general policy and approach to provision for students with special educational needs and establish the appropriate staffing and funding arrangements.

Appointed representatives from the governing body are actively involved in self-review, with the Headteacher and SENDCo, of the provision for students with special needs and implementation of the policy within the school.

### **1.2.2 Special Educational Needs Coordinator (SENDCo)**

The SENDCo is Miss Katie Yates; she works closely with all staff, the Headteacher, parents and outside agencies ensuring the best possible provision for students with special educational needs.

With the support of the Karen Neal, Assistant SENDCo, she is responsible for:

- overseeing the day-to-day operation of the school's SEND policy
- coordinating provision for students with SEND
- ensuring the involvement of parents and guardians from an early stage and liaising with parents of pupils with SEND
- advising on a graduated approach to providing SEND support, liaising with and advising other members of staff
- helping to identify students with special educational needs, assessing and planning for progress
- maintaining the school's special needs register
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with feeder primaries, other schools, educational psychologists, health and care professionals, and independent or voluntary bodies
- being a key point of contact with external agencies, especially the local authority and its support agencies
- liaising with potential and next stage providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- managing teaching assistants, with the support of HLTA, Mrs Yvonne Poskitt who assumes day-to-day line management responsibilities.

- supporting the professional development of teaching assistants
- regularly liaising with the governors' representative
- ensuring students are assessed for and receive the appropriate exams access arrangements

### **1.2.3 Headteacher**

The Headteacher has overall responsibility for the management of provision for students with special educational needs and keeps the governing body fully informed through a close working relationship with the SENDCo.

### **1.2.4 Teaching Staff and Support Staff**

Staff at Lymm High School are involved in the development of the school's SEND policy and implement the procedures for identifying, assessing and making provision for pupils with SEND, including planning for differentiation. The identification of SEND is built into the overall approach to monitoring the progress and development of pupils. Subject teachers are responsible for working with students on a daily basis and closely monitor students involved in interventions away from the main class. Teachers work closely with teaching assistants to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

### **1.3 Co-ordination and managing provision**

The Headteacher and SENDCo meet frequently to discuss SEND issues.

The SENDCo meets with class teachers to give support and advice. SEND policy and provision are discussed regularly at both staff and departmental meetings in order to raise the achievement of students with SEND. Special needs provision is an integral part of the School Development Plan.

The SENDCo meets regularly with the Teaching Assistants to review progress and give advice, and monitors the placement of TA support throughout the school. This is dependent on the Special Needs requirements and this placement may change as the needs of the students change. There is opportunity for informal daily contact between staff to discuss concerns.

Parents/guardians are kept informed by teachers and are encouraged to be involved in the support of their child whenever possible. The SENDCo also liaises with parents and pupils with Education, Health and Care Plans via an Annual review meeting. Where there is a concern that parents need extra support, the staff would refer them to the Family Liaison and Outreach Worker. If the situation becomes more worrying, the CAF/TAC process would be used to identify areas for change and engage support from other professionals. Please refer to the [Child Protection Policy](#).

### **1.4 Admissions arrangements**

Lymm High School strives to be a fully inclusive school. We acknowledge the range of issues to be taken account of in the process of development. All pupils are welcome, including those with special educational needs, in accordance with the LA Admissions Policy. According to the Education Act 1996, (Section 316), the school will admit a child with a Statement or Education, Health and Care Plan subject to the wishes of their parent unless this is incompatible with the efficient education of other students, and there are no reasonable steps that can be taken to prevent the incompatibility.

### **1.5 Specialisms and special facilities**

Students' specific needs are discussed with parents/guardians when admission to school is requested. The previous school and support agencies are contacted should this be appropriate. All staff have responsibility for teaching students with learning difficulties/disabilities and should any specialist advice be required, this will be arranged.

The school is fully accessible to wheelchair users. Suitable toilet facilities are available. Where a student has a disability, the SENDCo and class teachers make sure that all adults are informed about effective management strategies and that other students are made aware as appropriate. Advice is sought from outside agencies on how best to provide for the student's needs and this advice is accessible to the adults working with the child through the pupil profiles. Arrangements are made to allow as much independence as possible, but with support available as and when necessary (see Health and Safety Policy, Equality Policy and Accessibility Plan).

The SENDCo and Governors with responsibility for Special Needs liaise regularly to discuss provision within the school for all students with SEND.

#### **1.5.1 Specialist training among the staff**

Staff training is undertaken in various aspects of SEND according to the needs of the students to ensure that the provision made and support given to pupils is appropriate and effective. The training needs of the staff including TAs are reviewed as part of the CPD process in school.

## **2 IDENTIFICATION, ASSESSMENT AND PROVISION**

### **2.1 Allocation of resources**

Lymm High School, as part of normal budget planning, has a strategic approach to using resources to support the progress of pupils with SEND. Amongst other things resources are used to:

- Employ teaching assistants
- Create smaller groups for students with low prior attainment.
- Run form time interventions to meet the needs of students across the four main areas of need.
- Buy additional 'traded' time with external professionals
- Support the delivery of small intervention groups taught by the Maths and English departments.
- Buy specialist equipment, intervention programmes and IT resources
- Purchase curriculum materials and train staff
- Purchase appropriate resources to meet the needs of SEND students for departments and the library.

### **2.2 Identification, assessment and review**

The progress of the students is assessed by staff as part of the school's tracking process at least three times per year. Where progress is slow, the first response is high quality targeted teaching. Slow progress and low attainment do not necessarily mean that a child has SEND.

All those working with students are alert to emerging difficulties and respond early. In deciding whether to make special educational provision, the Headteacher and SENDCo consider all the information gathered from within the school about the pupil's progress, alongside national data and expectations of progress.

Where more specific assessment is deemed to be necessary, this will be facilitated by the SENDCo who may then involve other professionals from outside the school. The information gathering will include an early discussion with the pupils and their parents. Lymm High School recognises that parents know

their child best and we ensure we listen to and understand when parents express concerns about their child's development.

Consideration of whether special educational provision is required starts with the desired outcomes, including the expected progress and attainment and the views and wishes of their parents.

When a child is identified as needing SEND support, the school employs a graduated approach of Assess-Plan-Do-Review adopting the recommended model for Special Educational Needs as set out in the Code of Practice (DfE 2015). The LA SEND Guidance is used as a guide for the identification, assessment and provision for SEND, and the forms provided are used for record-keeping. A register of pupils with SEN is kept as a legal requirement.

Criteria for identifying SEN may include:

- A child's early history and/or parental concern
- Low entry profile
- A pupil's lack of progress despite receiving a differentiated curriculum
- Low achievement in the National Curriculum i.e. significantly below the suggested level for their age
- requiring greater attention in class due to additional needs in the areas of:
  - Communication and interaction
  - Cognition and learning
  - Social, emotion and mental health difficulties
  - Sensory and/or physical needs
- Requiring specialist material/equipment or support for sensory/physical problems

The SENDCo and teachers, together with specialists, and involving the pupils, parents, consider a range of teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress. Outcomes are agreed and progress reviewed up to three times a year.

Where, despite the school providing SEND support, a child has not made expected progress, school and parents may consider requesting an Education, Health and Care assessment by the local authority. The LA will expect to see evidence of the action taken by the school as part of SEN support.

Reviews of students with SEND support are held regularly and led by members of the Learning Development Department along with teachers. They provide an opportunity for parents to share their concerns and, together with the child and teacher, agree aspirations for the pupil.

### **2.2.1 Categories of Special Educational Need**

Students' needs and requirements fall into **four broad areas**, but individual pupils may well have needs which span two or more areas. For example, a pupil with general learning difficulties may also have communication difficulties or a sensory impairment.

- **Communication and interaction:**

- Speech, Language and Communication needs
- Autistic Spectrum Disorder including Asperger's and Autism

- **Cognition and Learning:**

- Learning difficulties
- Specific Learning Difficulties e.g. dyslexia, dyspraxia, dyscalculia

- **Social, emotional and mental health:**

- Behaviour reflecting underlying health difficulties
- Mental health difficulties (e.g. anxiety, depression).
- Attention deficit disorder, attention deficit hyperactive disorder, attachment disorder

- **Sensory and/or physical:**

- Hearing Impairment
- Visual impairment
- Physical disability
- Multi-sensory impairment

## **Supporting pupils with medical conditions**

Where students with SEND also have medical needs, their provision is planned and delivered in a co-ordinated way with the healthcare plan. Lymm High School has regard for the statutory guidance supporting pupils at school with medical conditions (DfE, 2014). See the [Supporting Pupils with Medical Conditions Policy](#).

### **2.3 Curriculum access and inclusion**

Lymm High School is an inclusive school, engendering a sense of community and belonging through its:

- inclusive ethos
- broad and balanced curriculum for all pupils
- systems for early identification of barriers to learning and participation
- high expectations and suitable targets for all students

### **2.4 Evaluating success**

Parents/guardians, staff and pupils meet regularly, both formally and informally, to plan outcomes, revise provision and celebrate success.

The success of the school's SEND Policy and provision is evaluated through:

- The SEND learning development plan
- Monitoring of classroom practice by SENDCo and teachers
- Analysis of pupil tracking data and test results – for individual pupils and for cohorts
- Value-added data for pupils on the SEND register
- Monitoring of procedures and practice by the SEND governors
- School self-evaluation
- Monitoring the quality of Pupil Profiles and review meetings
- The School Improvement Plan

### **2.5 Complaints procedures**

If a parent or guardian is concerned about SEND provision for their child, initial contact should be made with the SENDCo. A meeting, zoom meeting or phone call will be arranged, to discuss the concern. Parents can request an appointment with the Headteacher directly. The Parent Partnership Service is available to support parents in meetings concerning their child's progress and welfare: Mr Ian MacDonald 01925 442978 email: [imacdonald@warrington.gov.uk](mailto:imacdonald@warrington.gov.uk).

In the event of a formal complaint concerning SEND provision, parents/guardians are advised to contact the Headteacher and follow the Warrington LA procedure in the first instance. Parents may also contact the Governing Body.



### **3 PARTNERSHIP WITHIN AND BEYOND THE SCHOOL**

#### **3.1 Partnership with parents**

At Lymm High School we believe that good communication between parents/guardians and staff is essential so that parents can share their knowledge and expertise about their child. This is important in enabling students with SEND to achieve their potential. Parents are always welcome to visit the school to discuss any concerns about their child with teachers, at a mutually agreed time.

There is opportunity for parents to discuss their child's needs, progress and strengths at Parents Evening's and Special Needs Review meetings. Parents are involved in the initial identification of their child's needs and are always part of the review process to monitor provision and progress. Wherever possible, parents are involved in any strategies instigated, and we aim to support parents with their child's difficulties if necessary. Parents are consulted and permission sought before involving outside agencies in the assessment of a child's progress or behaviour. Information about the Parent Partnership Service is given to parents so they may use it if they wish, and information is available for parents of students with learning difficulties/disabilities in school. Parents have right of access to records concerning their child.

#### **3.2 The voice of the child**

All students are encouraged to participate in discussions about their learning and to feel that their views are valued right from the start of their education. At Lymm High' School we encourage pupils to participate in their learning by being present for at least part of review meetings, depending on their level of maturity, to share their wishes and feelings with families and staff. This is difficult for some students, so it is important to recognise success and achievements as part of the review process as well as addressing any difficulties. Pupils are encouraged to take part in the reviews and be part of the evaluation of their successes and needs.

#### **3.3 Links with other agencies, organisations and support services**

The school is able to call upon the expertise of a wide range of support services. These support services are consulted after consultation with the SENDCo, and with the full agreement of parents. For assessment and advice from most of these services a request form must be filled in first, then additional information may be required e.g. the service's own checklist, and information about strategies already in use.

The SENDCo holds contact addresses and request forms for other agencies and support services.

### **3.4 Transfer arrangements**

The SENDCo and staff liaise over the external transfer of pupils with SEND. Placements are considered carefully in order to meet a child's particular needs, and pupils visit their new class before transfer.

Year 6 students transferring to Lymm High School have the chance to visit the school during our transition days. For students with SEND additional visits to the school can be arranged. Representatives from Lymm High School visit to talk with the students in their primary school. The SENDCo and Year 6 teachers liaise over the transfer procedure and when transfer is local, meetings are arranged between the appropriate staff. As part of the transition, SEND information is gathered together and records transferred to the new teacher or school.

For pupils with Statements or Education, Health and Care Plans, the child's annual review should be held according to timescales outlined by the Local Authorities to ensure that time is available to make necessary transfer arrangements.

### **3.5 Staff development**

The school is committed to gaining further expertise in the area of Special Needs education. Current training includes school-based whole school INSET, training sessions and for TAs, SENDCo and TA group meetings, attendance at County meetings and the reading and discussion of documents on SEND. The SENDCo is working towards completion of the National Award for SEN Coordination.

Teachers receive training through an opt-in workshop programme.

The induction procedures for NQTs and new staff include an introduction to SEN procedures and systems.

### **3.6 Monitoring and review**

The implementation of this policy will be monitored by the SEND Governor. This policy will be updated in line with new initiatives together with any streamlining of school processes. This policy will be reviewed each year.

Link to local offer: <https://askollie.warrington.gov.uk/localoffer/>

## **Appendix 1**

### **Lymm High School SEND coding system**

#### ***Mission Statement***

At Lymm High School, we believe that all children should be valued equally and have an entitlement to personal, social and intellectual development and must be given every opportunity to achieve their full potential in learning. Every teacher is a teacher of SEND.

#### ***SEND Coding***

We have reassessed our coding system based on a student's needs. This document outlines this system and helps all stakeholders to understand the level of support that students will receive.

(I) Students with needs that require a little support such as: having coloured paper exercise books; small group sessions from Student Services; or engaging with a Literacy or Numeracy intervention. Students will be monitored to see if they can move off the Inclusion Register altogether or need to be moved to the K status.

(K) Students with significant needs that can require: measurable interventions; the involvement of outside agencies; and/or regular contact with Student Services or the Learning Development Department.

(E) Students whose needs require more support than is available through the school's special educational needs support processes and therefore have an EHC plan that identifies educational, health and social needs and sets out additional support to meet those needs.

(N) Students who have been K in the past but have now been moved off the Inclusion Register.

The relevant code is on the SIMS marksheet for every subject the individual student takes. This flags up to teachers that they need to check the **Inclusion Register** for more details as to how to best support the learning of the student and ensure Quality First Teaching.

All K students have a Pupil Passport or relevant supporting documentation available through Linked Documents on SIMS with Teaching and Learning strategies for teachers to use in the classroom.

All E students have a Pupil Passport and relevant supporting documentation available through Linked Documents on SIMS with Teaching and Learning strategies for teachers to use in the classroom.

Students may be categorised at different codes throughout their schooling, as they may move up and down the scale depending on their changing needs. Discussions will be held with parents and updates will be shared as appropriate.