

# COGNITA



Milbourne Lodge School  
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## **Special Educational Needs and Disability Policy**

### **September 2021 onwards**

### 1 Definition of Special Educational Needs and Disability (SEND)

- 1.1 'A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Children and young people who have SEND may also have a disability under the Equality Act 2010 – that is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.' (Code of Practice)

### 2 Legislation and Regulation

- 2.1 This policy has regard to:
- The Equality Act 2010;
  - The Children and Families Act 2014;
  - SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015) (DFE); and
  - The General Data Protection Regulation 2016 (GDPR)

### 3 Principles underlying Practice

- 3.1 The Code of Practice describes the principles that should be observed by all professionals working with children and young people who have SEN and/or disabilities. The school aims to:
- Focus on inclusive practices and removing barriers to learning;
  - Identify early the special educational needs of young people;
  - Make high quality provision to meet the needs of young people and to ensure equality of opportunity;
  - Take into account the views of young people and their families;
  - Enable young people and their parents to participate in decision-making;
  - Collaborate with partners in education, health and social care where appropriate;
  - Ensure that appropriate resources are available for pupils with temporary or long-term special needs; and
  - Provide support for teachers to meet the learning needs of all pupils, making reasonable adjustment to provision to meet such needs.
- 3.2 The school takes a positive and professional whole-school approach to pupils with SEND.
- 3.3 Pupils with SEND are the shared responsibility of all staff. All staff are expected to have an understanding and awareness of the impact of specific learning profiles on teaching and learning.
- 3.4 To ensure the needs of pupils with SEND are addressed, the Learning Support Team will:
- Identify and assess pupils with SEND, and where necessary, refer for further assessment by other professionals such as Educational Psychologists, Specialist Teachers and Therapists;
  - Develop and monitor support measures where a need is identified;
  - Develop and update the SEND Register and ensure that these are circulated amongst teaching staff;
  - Work in close liaison with teaching staff to ensure confidential communication on learning needs and progress of pupils;
  - Teach pupils according to their specific needs, recognising their particular strengths and learning needs to promote achievement of their academic potential;
  - Communicate effectively with parents/guardians on the learning needs of pupils and provide a Learning Plan for those pupils on the Learning Support Register and ensure that these are circulated to the staff of specific pupils; and

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- Collate evidence to support applications for additional funding and access arrangements in examinations.

### 4 Identifying Special Educational Needs

- 4.1 Early identification of pupils' needs is the key to unlocking the potential of pupils who may have special educational needs. We adopt a graduated approach to ensure that pupils who do not develop age appropriate knowledge and skills, or who fall behind their peers, are identified as early as possible.
- 4.2 In attempts to understand the learning needs of pupils, we apply the four broad categories of need as set out in the SEN and Disability Code of Practice:

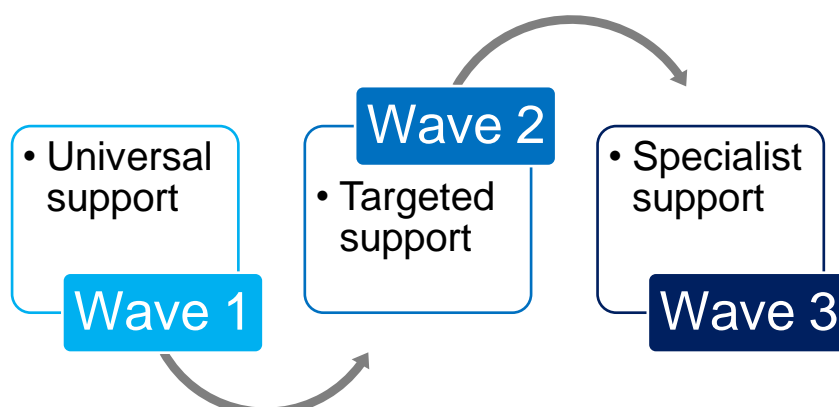
Communication and interaction needs	Cognition and learning needs	Social, emotional and mental health needs	Sensory and/or physical needs
Students who experience difficulty with speech, language and communication.	Students who learn at a slower pace than their peers, or who have difficulties acquiring skills in a specific area such as literacy. This includes students with moderate learning difficulties and severe learning difficulties, requiring support in all areas of the curriculum and participation in school life in general.	Students' needs may be manifested in different ways, such as becoming withdrawn or displaying challenging behaviour. These may include being disruptive or self-harming. Students who have difficulty paying attention, or forming attachments with adults also fall into this category.	Students who require special educational provision because they have a disability that prevents them from accessing the educational facilities that are generally available.

### 5 Early Years

- 5.1 This policy applies to children in the early years. The person with responsibility for SEND in the early years is the Head of EYFS, with support from the SENCO.

### 6 Categorisation of Students

- 6.1 We use a simple categorisation of students which helps provide a consistent and understood language:



Wave 1 Universal Support	Wave 2 Targeted Support	Wave 3 Specialist Support
<p>It is our firm belief that pupils' needs are best met in the classroom and that, therefore, every teacher is responsible and accountable for the progress and development of all pupils they teach, including those with SEND. At this universal level, we train teachers to deliver quality first teaching, differentiated for individual pupils. We review the progress of all pupils at least three times per year and make rapid adjustments to support strategies and, where necessary, teachers' understanding of the needs of individual pupils they teach. In addition, we talk to students and their parents to gain as full an understanding of their learning needs as possible.</p>	<p>We provide targeted support when we consider it appropriate to make additional short term special educational provision to remove or reduce any obstacle to a pupil's learning, or to help them catch up when termly data analysis shows they have fallen behind their peers. Such specific, targeted one to one or small group interventions may be run outside the classroom, and limited to a number of weeks to minimise disruption to the regular curriculum.</p>	<p>We provide specialist support when we consider it necessary to seek specialist advice and/or regular long term support from a specialist professional outside the academy in order to plan for the best possible learning outcomes for those pupils who fail to make progress in spite of high quality teaching and targeted intervention. This may include assessment and/or support from: an Educational Psychologist, an Assistant Educational Psychologist, a Speech and Language Therapist, Specialist Dyslexia Teacher, Specialist Sensory Advisory Teachers (for students with hearing or visual impairments); an Occupational Therapist; a Physiotherapist; a Therapeutic Learning Mentor; an Arts Psychotherapist; a Psychotherapist or a Counsellor. This is not an exhaustive list.</p>

### 7 The Graduated Approach

- 7.1 The school's approach to identifying and supporting SEN is informed by the SEN Code of Practice 2015, which recommends a graduated response to pupils who may be underachieving, based on a continuous process of assessment, planning and review. The school will make reasonable adjustments to remove barriers to learning or to increase access to all aspects of school life, including academic and extra-curricular activities.
- 7.2 The first response to existing SEN or possible SEN is quality first teaching in subject lessons, using differentiated teaching strategies to target specific difficulties. Teachers use data that has been collected by the school and any available information regarding existing SEN to gain a full understanding of progress and individual needs. Sources of information might include:
- Standardised tests (e.g. GL Assessment, NFER, CAT4, MIDYIS, YELLIS, ALIS);
  - Educational Psychologist (EP) or Specialist Teacher reports;
  - Information from previous schools for new pupils;
  - Discussions with parents;
  - Observations in lessons;
  - In-class assessments; and
  - Discussions with Learning Support Team.

- 7.3 Subject teachers will implement strategies in response to the picture of need and then review outcomes within a reasonable time frame. Where pupils have not made progress despite this approach the cycle will begin again but may incorporate further specific interventions such as:
- Additional assessment by the Learning Support Team;
  - Targeted one-to-one or small group lessons with a specialist in the Learning Support Team to help with literacy, comprehension, study skills, writing skills, or revision techniques;
  - Mentoring sessions; and
  - The Learning Support Team may observe lessons and offer advice regarding additional strategies in subject lessons.
- 7.4 Once again, the pupil's progress will be reviewed following these specific interventions and if the desired progress has not been made, the level of support may increase to include liaison with outside agencies such as:
- Education or Clinical Psychologist, or Psychiatric Assessment;
  - Full Specialist Teacher assessment;
  - CAMHS involvement;
  - EHCP request; and/or
  - GP review.
- 7.5 Using all the information gathered at this stage, the process of applying new strategies and reviewing progress will continue.

## 8 Responsibility for SEN

- 8.1 The SEND Code of Practice makes explicit that, 'Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff'. All subject staff are required to be aware of a pupil's specific needs and be prepared to differentiate work appropriately with particular regard to the advice included in the Personalised Learning Plan. The Learning Support Team works closely with pupils and parents when reviewing targets and assessing effectiveness of strategies/interventions. In cases where there is a complex need (including pupils who have an Education Health and Care Plan), reviews may need to include outside agencies/specialists.

## 9 Managing Learning for Pupils on the SEND Register

- 9.1 Our SEND register follows the stages below. Children may be moved on or off the register at any point.

### 9.1.1 Monitoring/ class observation

This approach starts with the class teacher using differentiation strategies to meet the individual needs of pupils. A pupil is monitored if the class teacher has concerns about the child but is currently able to manage their learning within the classroom through group work and differentiated activities. Parents are informed by the class/tutor teacher about concerns at the appropriate time.

After assessment has taken place parents must be informed and invited into school to discuss the findings as soon as it is reasonably possible to do so.

### 9.1.2 SEND support

A pupil moves to SEND support if it is felt by the SENCO and the Class teacher that the child has special educational needs which require additional support. If Interventions are necessary which are additional to or different from those provided as part of the schools usual differentiated curriculum the child should have an IEP. A Learning Passport is then drawn up by the class teacher in consultation with the SENCO which is reviewed and rewritten at least termly in consultation with the parents/carers of the pupil. For younger pupils or for those whose needs are considered short-term the review period may be shorter. In all cases the review period may be flexible. If appropriate the pupil will be asked to assess his/her progress.

During this time the class teacher should continue with differentiated strategies, including using different tasks as well as varied support provision and revised outcomes, adapting these, in consultation with the support teacher and/or SENCO, so that together they meet the child's needs. They should ensure that withdrawal from the classroom does not interfere unduly with the child's access to the whole curriculum. Parents/carers must be informed about support.

Where significant progress is made the class teacher in discussion with the SENCO may decide that the child will come off a Learning Passport and be monitored by the teacher whilst still receiving any necessary differentiation.

In some cases it will be appropriate to send a child to an outside specialist for intervention and/or assessment. In such cases Milbourne Lodge will recommend specialists we have worked with successfully in the past whenever possible. If as a result of this it is felt that a child of school age would benefit from support during school time the school will endeavour to make necessary provision available using specialists known to us. Parents will be charged accordingly.

### 9.1.3. Records

- The SEND provision records are as follows:
- Referral Form observations are kept in the Key Documents folder in the SEN Teams folder
- Assessment and progress files are kept by the SENCO in the Pupils Folders
- Parent Interview forms are recorded and saved in Pupils Folders
- Learning Passports are kept in Pupils Folders.
- School based assessments are stored by the SENCO in Pupil Folders
- It is the responsibility of the class/subject teachers to read any relevant assessments and to put into their class teaching the recommendations that the SENCO has made.
- It is the responsibility of the SENCO to draw the attention of the teachers to the assessments.
- It is the responsibility of the class/subject teachers/key worker to familiarise themselves with the reports and Learning Passports.

- Any other records, Educational Psychologist's reports, Speech therapy etc. are kept by the SENCO in and/or on the shared drive.
- The register of pupils with special educational needs is on the server and all records are updated by the SENCO when appropriate. The SENCO emails all staff drawing their attention to the list a) when it is updated b) at the start of each term.
- At the beginning of each term staff discuss the SEND register and it is updated. All staff have access the current SEN Register. For every pupil on the register with a current Learning Passport, this is kept in the file which may be electronic or paper copy. Learning Passports are working documents and used when planning – they are accessible in pupil files on the school system. The Learning Passport might include arrangements for withdrawal support.

### 9.1.4. Learning Passport

A **Learning Passport** is used to plan the support for a pupil which is additional to, and different from, that available to all. It focuses on up to three or four key individual targets and includes information about:

- the pupil's strengths and weaknesses;
- three short term targets set for or by the pupils, with a review date specified for each target;
- the teaching strategies to be used, how these are to be delivered and by whom;
- exit criteria for each target;
- the provision to be put into place; and when the Learning Passport is to be evaluated and reviewed; and any outcomes, including next steps and revised targets as appropriate.

The Learning Passports are kept under review at all times and may be adjusted accordingly. Each is formally reviewed, generally three times a year. Parents are also consulted, either formally in a meeting or informally. Teachers are similarly consulted, as is the pupil.

Regular opportunities are available on a formal or informal basis for parents/carers to discuss their child's progress. Parents are able to discuss their concerns with the SENCO whenever they need to.

## 10 EHC Plans

- 10.1 Where a child has an Education Health and Care Plan (EHCP) it will be reviewed annually, working with the local authority as appropriate. Schools must also make sure that particulars of educational and welfare provision for pupils with EHC plans is made available to parents, parents of prospective pupils and, on request, to the Chief Inspector, Secretary of State or independent inspectorate.

### 11 Recording SEND

- 11.1 We are required by law to keep a record of those pupils who have been identified as having SEND, and the provision we make for such pupils. For each pupil with SEND, the SENCo will record on the school data management system their broad area/s of need as listed above, as well as a description of any specific areas of need. This will make up the school SEND register. Where a pupil no longer requires the additional provision or support, the entry will be deleted from the SEND register.

### 12 External Agencies

- 12.1 We always work proactively and collaboratively with external agencies.

### 13 Exam Concessions

- 13.1 Exam boards set out the regulations that all schools are required to follow when considering exam concessions. Schools are required to make 'reasonable adjustments' while ensuring that no pupil is given an 'unfair advantage'. The Learning Support Team will assess needs and update the evidence.

### 14 Use of Laptops and Word Processing

- 14.1 If a report by an Educational Psychologist or other professional, such as an Occupational Therapist, recommends the use of a laptop in class, pupils should aim to type faster than they write and touch typing classes are suggested to support this. If the laptop is part of a normal way of working in lessons then it may be used in examinations.

### 15 Extra Time

- 15.1 In order to qualify for extra time in an examination, the school will adhere to exam board regulations. Alongside specific assessment test outcomes stipulated by exam boards, it is usual practice to demonstrate that the use of additional time is part of a normal way of working in school.

### 16 Transition

- 16.1 Transition can be challenging for many children, but in particular for those pupils with SEND. The following key principles are adhered to in order to support successful transitions for children with SEND. Transition arrangements are made for pupils needing significant support with SEND matters in collaboration with the family, the receiving school and any outside agencies involved:
- An exchange of effective and meaningful documentation in order to understand prior learning need.
  - The SENCO will contact the previous school.

- 16.2 Where children with SEND leave the school, the SENCO will work cooperatively with the receiving school to provide information about the pupil.

### 17 Management and Roles

- 17.1 All schools have duties under the Equality Act 2010, not only to ensure that 'reasonable adjustments' are made for pupils already attending the school, but also to consider what might be needed to ensure that any future pupils with a disability are not disadvantaged. The Senior Management Team, led by the Head, should regularly review how expertise and resources used to address SEND can be used to build the quality of whole-school provision as part of their approach to school improvement. The SENCO for the school is Sara Ashford.

#### 17.2 Class and subject teachers

- Responsible for the progress of pupils with SEND.



### 17.3 The SENCO

- The SENCO has day-to-day responsibility for the operation of the SEND Policy and coordinating provision made for students with SEND.
- The SENCO provides professional guidance to colleagues with the aim of securing high quality teaching for students with SEND, and works closely with students, parents and other professionals to ensure students with SEND receive appropriate support.
- The SENCO plays an important role with the Head and proprietor in determining the strategic development of the SEND Policy and provision within the school in order to raise the achievements of students with SEND.

### 17.4 In compliance with the Special Educational Needs and Disability Regulations 2014, the SENCO is also responsible for the following:

- In relation to each of the registered pupils who the SENCO considers may have special educational needs, informing a parent/carer of the pupil that this may be the case as soon as is reasonably practicable;
- In relation to each of the registered pupils who have special educational needs:
  - Identifying the pupil's special educational needs, and co-ordinating the making of special educational provision which meets those needs;
  - Monitoring the effectiveness of any special educational provision made;
  - Securing relevant services for the pupil where necessary;
  - Ensuring the records of the pupil's special educational needs and the special educational provision made are maintained and kept up to date;
  - Liaising with and providing information to a parent/carer of the pupil on a regular basis about that pupil's special educational needs and the special educational provision made;
  - Ensuring that, where the pupil transfers to another school or educational institution, educational provision made is conveyed to the appropriate authority or the proprietor of that school or institution;
  - Promoting the pupil's inclusion in the school community and access to the school's curriculum, facilities and extra-curricular activities;
  - Selecting, supervising and training learning support assistants who work with pupils with special educational needs;
  - Advising teachers at the school about differentiated teaching methods appropriate for individual pupils with special educational needs;
  - Contributing to in-service training for teachers at the school to assist them to carry out necessary tasks to meet the needs of pupils with special educational needs; and
  - Preparing and reviewing the information required by law to be published in relation to special educational needs provision.

### 17.5 The Headteacher

The Headteacher has overall responsibility for the strategic planning and day-to-day delivery of SEND provision.

## 18 Document Retention

18.1 We are required to keep SEND documents for specified amounts of time in accordance with legislation, please see the Data Retention Policy for specific guidelines.

## 19 Complaints

19.1 All complaints should be dealt with via the school's agreed Complaint Procedure.

## Special Educational Needs and Disability Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (role)	Director of Education
Consultation – May 2017	The following schools were consulted: North Bridge House Senior School, North Bridge House Canonbury School, Downsend Prep School, Kings School, Polam School, British School of Barcelona, Oakfields Montessori School and El Limonar Villamartin. Education Team representative – Marian Harker, QA Officer.
Consultation – April 2018	Emily Joyce – Group Legal Counsel
Review – May 2021	Nicola Lambros, DE

<b>Compliance</b>	
Compliance with	Legislation listed in policy, as amended from time to time
Related documents	Complaint Procedure Policy on Supporting Pupils with Medical Conditions EAL Policy

<b>Audience</b>	
Audience	School staff

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	Yes

<b>Version control</b>	
Implementation date	September 2021
Review date	September 2023