



Manor Academy

Special Educational Needs Policy

Name of Publication	Special Educational Needs Policy
Date of Issue	September 2015
Author	Headteacher
Date Reviewed	September 2016
Date Reviewed	September 2017
Date Reviewed	September 2019
Date Reviewed	September 2020
Date Reviewed	
Date Reviewed	

Signed:

Neil Melton
Chair of Governors

Katrina Kerry
Headteacher

Contents

1. Definitions of Special Educational Needs (SEN) taken from section 20 of the Children and Families Act 2014	2
2. Mission Statement.....	3
3. Aims and Objectives.....	3
4. Responsibility for the coordination of SEN provision.....	4
5. Arrangements for coordinating SEN provision	4
6. Admission Arrangements	5
7. Specialist SEN provision	5
8. Facilities for pupils with SEN	5
9. Allocation of resources for pupils with SEN	5
10. Identification of pupils needs	6
11. Access to the curriculum, information and associated services	8
12. Inclusion of pupils with SEN	9
13. Evaluating the success of provision	9
14. Complaints procedure	9
15. In service training (CPD)	9
16. Links to support services	9
17. Working in partnerships with parents.....	10
18. Links with other schools	10
19. Links with other agencies and voluntary organisations.....	10

1. Definitions of Special Educational Needs (SEN) taken from section 20 of the Children and Families Act 2014

A child or person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

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 will be taught.

The coalition government reformed the way in which provision and support is made for children and young people with special educational needs and/or disabilities in England. New legislation (The Children and Families Act 2014) enacted on the 13th March came into force from the 1st September 2014. A new SEN Code of Practice also accompanies this legislation.

More details about the reforms and the SEN Code of Practice can be found on the Department for Education's website:

www.education.gov.uk/schools/pupilsupport/sen

One significant change arising from the reforms is that Statements of Special Educational Needs, for those children with the most complex needs, have now been replaced with a new Education, Health and Care (EHC) Plan. These plans are being supported by an Education, Health and Care Plan Pathway. You can view an animation describing this new pathway on Nottinghamshire's SEND Local Offer website:

www.nottinghamshire.sendlocaloffer.org.uk

This information is also available by putting the above web address into the browser of a smartphone or tablet.

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Nottinghamshire that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

2. Mission Statement

The Manor Academy is an inclusive school that endeavours to meet the needs of all learners through breaking down any barriers to learning and through effective personalisation of lessons by all members of staff.

3. Aims and Objectives

Aims

We aim to provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the *Special Educational Needs Code of Practice*.

Our aims are:

- a. For all students with SEND to be happy, confident and successful.
- b. For all students with SEND to make at least good progress during their time in the Academy.
- c. For all students with SEND to have a learning destination in place by the time they leave the Academy.

Objectives

1. Identify the needs of pupils with SEN as early as possible. This is most effectively done by gathering information from parents, education, health and care services [and feeding schools or early years settings – where applicable] prior to the child's entry into the school.
2. Monitor the progress of all pupils in order to aid the identification of pupils with SEN. Continuous monitoring of those pupils with SEN by their teachers will help to ensure that they are able to reach their full potential. The SENCo will monitor progress on a half termly basis and carry out actions accordingly.
3. Make appropriate provision to overcome all barriers to learning and ensure pupils with SEN have full access to the National Curriculum. This will be coordinated by the SENCo and department leaders and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.

4. Work with parents to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEN procedures and practices, providing termly reports on their child's progress, and providing information [annually] on the provisions for pupils within the school as a whole, and the effectiveness of the SEN policy and the school's SEN work – this will be available on the Academy website. There will also be an annual event for all parents of students with SEND and an annual celebration event to praise their work.
5. Work with and in support of outside agencies when the pupils' needs cannot be met by the school alone. The Academy has a termly Springboard review where students requiring extra support can have external agency help requested, termly SBAP meetings with the Mansfield Area Partnership and there are also Academy links with alternative provision providers.
6. Create a school environment where pupils feel safe to voice their opinions of their own needs. This means all students with SEND will meet weekly with their learning assistant mentor and encouraged to give feedback on their life in the Academy. Voicing of opinions will be made easier by carefully monitoring the progress of all pupils. Pupil participation is a right. This will be reflected in decision-making but also encouraged through wider opportunities for participation in school life *e.g. through membership of the Student Senate*.
7. **To safeguard students with SEND.** The Academy recognises that students with SEND may be more vulnerable than their peers, for example, they may require intimate care, and they may be unable to voice their own opinions or concerns. The Academy will ensure that all pupils are supported and that all staff recognise the need for vigilance and support for all students with SEND.

4. Responsibility for the coordination of SEN provision

The person responsible for overseeing the provision for children with SEN is Chris Hudson, SENCO.

The Academy Deputy SENCo, Anna Barker, will manage SEN provision on a day-to-day basis.

The Academy has a team of Learning Assistants whose role is to support the learning of students with SEND and also has a dedicated SEND support area including a Support Centre and small classrooms.

5. Arrangements for coordinating SEN provision

The SENCO will hold details of all SEN Support records such as provision maps, Pupil Passports or alternatives or structured conversations and subject targets for individual pupils.

All staff can access:

- The Manor Academy SEN Policy
- A copy of the full SEN Register or alternative school document used for tracking this cohort;
 - Guidance on identification in the Code of Practice (SEN Support and pupils with Education, Health and Care Plans);
 - Information on individual pupils' special educational needs, including action plans, targets set and copies of their Pupil Passport or alternative records of targets set/outcome monitoring.
 - Practical advice, teaching strategies, and information about types of special educational needs and disabilities
 - Information on the staff IT system on individual pupils and their special needs and requirements via class charts.
- Information on current legislation and SEN provision on staffroom notice boards
- Information available through Nottinghamshire's SEND Local Offer

This information is made accessible to all staff and parents in order to aid the effective co-ordination of the school's SEN provision. In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements, which will enable them to provide for the individual needs of all pupils.

6. Admission Arrangements

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEN; those with Education, Health and Care Plans and those without.

All students transitioning to the Manor Academy will benefit from an extended package of taster days, communication and visits from Academy Staff. In consultation with feeder schools (including SENCo, SLT and teachers) bespoke transition packages will be put in place for students that require it. Enhanced transition will take place for all students with SEND and the Academy will attend multi agency meetings in advance of start dates where applicable.

7. Specialist SEN provision

The Academy caters for students with a wide variety of SEND needs, and has a specialist unit for students with behavioural difficulties (Alternative Provision) and also for students experiencing significant anxiety (the Hub).

The Manor Academy has 104 pupils with SEN.

We have 7 members of staff who specialise in SEN provision and support.

We are committed to whole school inclusion. For more information on our provision for inclusion including our involvement in specialist programmes to aid inclusion see page 9.

8. Facilities for pupils with SEN

The Manor Academy complies with all relevant accessibility requirements:

www.themanor.notts.sch.uk/governance-and-policies/manor-academy-policies-and-procedures/

9. Allocation of resources for pupils with SEN

All pupils with SEND will have access to Element 1 and 2 of a school's budget which equates to £6,000 per pupil where necessary. Some pupils with SEND may access additional funding. This additional funding might be from a budget which is devolved to and moderated by the Family of Schools. (The Family of Schools comprises of a secondary school and its feeder primary schools). For those with the most complex needs, additional funding is retained by the local authority. This is accessed through the Family of Schools. The Family SENCO will refer individual applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding.

The Assistant Head Teacher (SENCo) will arrange support in consultation with the Deputy SENCo and will advise the Academy Senior Leadership team on the requirements for learning of these staff.

The Academy accesses District and Family of Schools funding and applies this to meet the needs of students as required.

10. Identification of pupils needs

See definition of Special Educational Needs at start of policy.

A graduated approach:

Quality First Teaching

- d. Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored.
- e. Once a pupil has been identified as possibly having SEN they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- f. The child's class teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
- g. The SENCO will be consulted as needed for support and advice and may wish to observe the pupil in class.
- h. Through (b) and (d) it can be determined which level of provision the child will need going forward.
- i. If a pupil has recently been removed from the SEN list they may also fall into this category as continued monitoring will be necessary.
- j. Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.
- k. The child is formally recorded by the school as being under observation due to concern by parent or teacher but this does not place the child on the school's SEN list. Parents are given this information. It is recorded by the school as an aid to further progression and for future reference.
- l. Pupil progress meetings are used to monitor and assess the progress being made by the child. The frequency of these meetings is dependent on the individual child's needs and progress being made.
- m. There will be regular testing of all students to gauge the needs of learners and to see whether or not there are issues with regards to SEND.

SEN Support

Where it is determined that a pupil does have SEN, parents will be formally advised of this and the decision will be added to the pupil's school. The aim of formally identifying a pupil with SEN is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four – part process:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

Assess

This involves clearly analysing the pupil's needs using the class/subject teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from

external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

Plan

Planning will involve consultation between the teacher, SENCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

Do

The class/subject teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class /subject teacher. They will work closely with teaching assistants and /or relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCO.

Review

Reviews will be undertaken in line with agreed dates. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and their parents. The class/subject teacher, in conjunction with the SENCO will revise the support and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

Parents will be provided with clear information about the impact of support to enable them to be involved in planning the next steps.

Referral for an Education, Health and Care Plan

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for a statement will be taken at a progress review.

The application for an Education, Health and Care Plans will combine information from a variety of sources including:

- Parents
- Teachers
- SENCO
- Social Care
- Health professionals

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

www.nottinghamshire.sendlocaloffer.org.uk

Or by speaking to an Education, Health and Care Plan Coordinator on: 0115 9774012 or 0115 9773323 or the Parent Partnership Service on: 0115 948 2888.

Education, Health and Care Plans [EHC Plan]

- a. Following Statutory Assessment, an EHC Plan will be provided by Nottinghamshire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.
- b. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- c. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

11. Access to the curriculum, information and associated services

Pupils with SEN will be given access to the curriculum through the specialist SEN provision provided by the school as is necessary, as far as possible, in line with the wishes of their parents and the needs of the individual.

Every effort will be made to educate pupils with SEN alongside their peers in a mainstream classroom setting. Where this is not possible, the SENCO will consult with the child's parents for other flexible arrangements to be made.

The curriculum for a student will be reviewed only in exceptional circumstances. These may be due to an inability to access the curriculum, due to missing substantial amounts of work in a particular subject or due to insurmountable challenges that are perceived to be impossible to overcome.

The Academy has an overall provision map which outlines support available and the students who are currently benefiting from it. The Deputy SENCo is responsible for keeping this up to date.

The SENCo and Deputy SENCo will, on an ongoing basis:

- Keep staff fully informed of the special educational needs of any pupils in their charge including sharing progress reports, medical reports and teacher feedback using the Pupil Passport.
- Provide regular training and learning opportunities for staff in all departments on the subject of SEN and SEN teaching. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEN
- Use in-class provisions and support effectively to ensure that the curriculum is differentiated where necessary.
- Make sure that individual or group tuition is available where it is felt that pupils would benefit from this provision.
- Any decision to provide group teaching outside the classroom will involve the SENCO in providing a rationale and focus on flexible teaching. Parents will be made aware of any circumstances in which changes have been made.
- Setting appropriate individual targets that motivate pupils to do their best, and celebrating achievements at all levels.

12. Inclusion of pupils with SEN

The SENCO oversees the school's policy for inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by Katrina Kerry, Headteacher to ensure that it promotes the inclusion of all pupils. This includes learning outside the classroom.

The school will seek advice, as appropriate, around individual pupils, from external support services through the termly 'Springboard meetings', Early Help Unit and the Multi-Agency Safeguarding Hub and the SBAP.

13. Evaluating the success of provision

In order to make consistent continuous progress in relation to SEN provision the school encourages feedback from staff, parents and pupils throughout the year.

Pupil progress will be monitored on a termly basis in line with the SEN Code of Practice.

There is an annual formal evaluation of the effectiveness of the school SEN provision and policy. The evaluation is carried out by the SENCo and Head of School /SEN governor and information is gathered from different sources such as child and parent surveys/ teacher and staff surveys/parents evenings/ consultation evening/ feedback forms/school forums. This will be collated and published by the governing body of a maintained school (or the proprietors of Academy schools) on an annual basis in accordance with section 69 of the Children and Families Act 2014.

Evidence collected will help inform school development and improvement planning.

14. Complaints procedure

Complaints can be made following the general academy complaints procedure.

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO, who will be able to advise on formal procedures for complaint.

15. In service training (CPD)

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEN.

Our school operates the following training programmes:

- All members of the SEND team will receive a CPD package aimed to improve support of SEN students.
- The SENCo and Deputy SENCo attend relevant SEN courses, Family SEN meetings and facilitates/signposts relevant SEN focused external training opportunities for all staff.

We recognise the need to train all our staff on SEN issues and we have funding available to support this professional development. The SENCO, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management see page 9.

16. Links to support services

The school continues to build strong working relationships and links with external support services in order to fully support our SEN pupils and aid school inclusion.

Sharing knowledge and information with our support services is key to the effective and successful SEN provision within our school. Any one of the support services may raise concerns about a pupil. This will then be brought to the attention of the SENCo, who will then inform the child's parents.

The following services will be involved as and when is necessary:

Family Services, Social Care, the SFSS and Educational Psychology service.

17. Working in partnerships with parents

The Manor Academy believes that a close working relationship with parents is vital in order to ensure early and accurate identification and assessment of SEN leading to the correct intervention and provision continuing social and academic progress of children with SEN personal and academic targets are set and met effectively

Learning Assistant mentors will arrange review meetings with all parents of students with SEND on a termly basis, the SENCo will also arrange two annual events for meeting with parents of students with SEND.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENCO may also signpost parents of pupils with SEN to the local authority Parent Partnership service where specific advice, guidance and support may be required.

If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The academy's SEN Governor may be contacted at any time in relation to SEN matters.

18. Links with other schools

The school is a member of The Manor Family of Schools. This enables the schools to build a bank of joint resources and to share advice, training and development activities and expertise.

19. Links with other agencies and voluntary organisations

Manor Academy invites and seeks advice and support from external agencies in the identification and assessment of, and provision for, SEN. The SENCO and Heads of Year are the designated persons responsible for liaising with the following:

- Nottinghamshire Education Psychology Service
- Behaviour Support Service
- Social Services
- Speech and Language Service
- Language and Learning Support Service
- Specialist Outreach Services

Representatives from voluntary organisations and other external agencies are invited to liaison meetings throughout the year to discuss SEN provision and progress and keep staff up to date with legislation.

In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency. Parents will normally be invited to and informed about any meetings held concerning their child unless there are over-riding safeguarding issues.