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# Goodwin Academy Special Educational Needs Policy

## **The Goodwin Academy - SEND Policy**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0–25 (September 2014) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0–25 (September 2014)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting students at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Teachers Standards 2012
- This policy is available to be shared with all staff and parents of students with SEND which reflects the SEND Code of Practice 0–25 guidance.

A student has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of the others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational training or provision that is additional to, or different from, that made generally for other children or young people of the same age in mainstream schools.

### **SECTION 1 - The SEND Department:**

The Goodwin Academy has a designated Special Educational Needs Co-ordinator (SENDCo).

The SENDCo will identify student needs, develop resources and strategies to support students and staff. The SENDCo will communicate relevant and current information on students with special educational needs. The SENDCo will ensure staff training needs are met and they will communicate strategies to Teaching Assistants (TAs) to ensure student needs are met. The nominated SEND Governor will support the SENDCo.

#### **Staff in SEND Department:**

Mrs J Hill - SENDCo

Mrs S Ralph – Assistant SENDCo

Mrs C Toulet – Lead Teacher for the SRP (Specialist Resource Provision)

#### **HLTAs:**

**Ms H Mitchell**

**Mrs A Smith**

#### **Teaching Assistants:**

**Mrs J Rowland (Interventionist)**

**Miss V Friend (KS4 Study Support)**

**Mr J Ash (SEND SEMH Mentor)**

**Mrs M Brouliette**

**Mrs N Eglington**

**Miss E Dempsey**

**Mrs M Johnson**  
**Miss J Elms**  
**Mr N Fairbairn**  
**Miss E Freidlander**  
**Miss R Morrison**  
**Mrs H Shepherd**  
**Miss M Skinner**  
**Mrs V Wilmshurst**

### **The Goodwin Academy Beliefs and Values:**

The Goodwin Academy aims to give students the opportunity to develop to their full potential. It recognises that all students have their own particular needs and seeks to ensure that each student is able to learn, experience success and feel valued in an environment free from obstacles and prejudice.

The Goodwin Academy is committed to ensuring all students receive their full entitlement to a whole-school curriculum regardless of their needs or disabilities. All staff believe that, every teacher is a teacher of every child or young person, including those with special educational needs. We embrace a cognitive approach to education and our ethos and values are aligned with that of the wider Trust family and our commitment to transform life chances is evident in everything that we do.

### **SECTION 2 - The Goodwin Academy SEND aims:**

The Goodwin Academy is committed to raising the aspirations and expectations for students with special educational needs. The school reviews the progress of its students on a regular basis and it is our absolute priority to make certain that students are achieving as well as they can at all stages of their schooling. If we are concerned that a student's progress could be improved by adding more intervention, then we will review the options available to us. Our expectation is that students will strive for excellence in academic performance and work hard to be the best member of our school community that they can be.

#### **The Goodwin Academy SEND Objectives:**

1. Identify student needs in a timely manner and provide the support and teacher guidance needed to meet needs.
2. To work within the guidance provided in the SEND Code of Practice, 2014.
3. To operate a "whole student, whole school" approach to the management and provision of support for special educational needs.
4. To provide support and advice for all staff, parents and students with special educational needs to ensure they make good progress in the academy.

### **SECTION 3 - Identifying Special Educational Needs:**

There are four broad areas of need (SEND CoP, 2014) for which The Goodwin Academy is responsible for planning provision:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical Needs

The purpose of the identification of a SEND is to establish what action the Academy needs to take to best support our students. The Academy identifies the needs of students by considering the needs of the whole student, not just the special educational needs.

The Goodwin Academy is clear that only those students who require additional specialist provision will be referred to as having SEND status. Other issues which may impact on progress and attainment but are **not** SEND include:

- Disability (the Code of Practice outlines the 'reasonable adjustment' duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEND)
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child (LAC)
- Being a child of Serviceman/woman

Identifying behaviour as a need is no longer an acceptable way of describing special educational need. Any concerns relating to a child or young person's behaviour will be described as an underlying response to a need, which the Academy will be able to recognise and identify clearly as we know the child/young person well and can respond to their needs.

At Goodwin Academy **all** teachers are responsible and accountable for the progress and development of **all** students in their class, including where students access support from Teaching Assistants or specialist staff. High quality teaching, differentiated for individual students, is the first step in responding to students who have or may have special educational needs.

Goodwin Academy carefully and regularly reviews the quality of teaching for all students, including those at risk of underachievement. Members of staff are formally observed throughout the year and where problems are identified robust support is immediately put in place. Work scrutinies, drop ins and learning walks are regularly carried out as part of the Quality Assurance process, which are led by senior and middle leaders.

The Academy is committed to making certain all teachers are including all students in all lessons and differentiating where appropriate and necessary. All SEND training is focused around the needs of the students in the school setting.

#### **SECTION 4 - A Graduated Approach to SEND Support:**

When Goodwin Academy decides to make special educational provision, this decision is made with the consideration of teaching staff, the SENDCo and the Student Services Team. All of the information gathered from within the school about the student's progress, alongside national data and expectations of progress, is taken into consideration.

At Goodwin Academy we seek the views and opinions of both the parents/carers and students in making decisions about the SEND support put in place.

At Goodwin Academy we identify and manage students with SEND status by the following process outlined below:

- Assess
- Plan
- Do
- Review

This process will take place three times a year in terms 2, 4 and 6. (See Appendix A for a flow diagram which outlines the process)

#### **Assess:**

- Information collated from all teaching staff who teach students with SEND or possible SEND.
- Information collated from form tutors and pastoral team responsible for the students with SEND or unidentified issues.
- Current rate of progress for all subjects studied and difficulties identified
- Information from parents of students with SEND status or unidentified need
- Information from students with SEND status/unidentified need sought– what is working well/what needs to be done differently?
- Any outside specialist assessments requested where appropriate, for example, Local Inclusion Forum Team (LIFT), Educational Psychologist (EP), Child & Adolescent Mental Health Service (CAMHS), Occupational Therapist (OT) and Speech and Language Therapist (SaLT)
- Current Provision Map for all students with SEND status reviewed – what has been tried already and what was the impact of this intervention?
- Using standardised testing to help support the identification of needs and give a more accurate picture of those needs.

#### **Plan:**

- Using the information acquired decisions are then made regarding whether the provision in place needs to be adapted to allow the student to make better progress / achieve their full potential or to decide on what needs to be put into place.
- Parents formally notified of SEND support to be provided. Parents/carers and students are consulted on any adjustments, interventions and support to be put in place
- All staff working with the student are made aware of their needs, the outcomes sought, the support provided and any teaching strategies/approaches that are required
- Planning put in place at this stage will be until the next APDR cycle
- Planning is recorded formally on an APDR form
- Changes are reported on the SEND register and provision maps
- Teachers will be actively involved in helping to plan for students identified with SEND.
- Parents/carers will be asked permission to add their child to the SEN register.

#### **Do:**

- Planning is in place and being actioned on a daily basis- quality assurance from SENDCo put in place.

- Teachers informed of updates/changes on the SEND register and provision map
- Teachers given the support they need to ensure they can deliver the support needed.

#### **Review:**

- The effectiveness of the support and interventions and their impact on the student's progress is reviewed in line with the agreed date and with parents where necessary.
- The impact of the APDR process will be formally reviewed in terms 2, 4 and 6 but grades for all students with SEND status are reviewed informally by the SENDCo on a regular basis.
- Teachers will be a necessary part of the review process and will contribute to reviews.

Where the needs of a student are more complex and they require support from an external agency/provider, Goodwin Academy will endeavour to obtain this support. Goodwin Academy will involve parents/carers and students at all stages of the decision-making process for external agency support. The SENDCo monitors the affordability of this provision; all provision for all students with special educational needs is logged and costed on the SEND provision map, which is updated after each APDR round.

#### **SECTION 5 - Criteria for exiting the SEND register**

Students with special educational needs and students with an Education Health Care Plan (EHCP) are discussed three times a year. APDR meetings are held in Term 2, 4 and 6 when the provision in place for all students with special educational needs and those with an EHCP are reviewed.

If students with SEND status no longer require additional specialist support to make the progress that the school expects of them, they will be discussed at the next available ISR to determine whether they can come off the SEND register.

Students with an EHCP will remain on the SEND register for as long as they have their ECHP. The decision to remove a student from the SEND register will be a joint one with the School, Educational Psychologist and parents and students concerned.

If a student is removed from the SEND register the provision map will reflect this change to allow the school the ability to accurately cost the amount of money spent on SEND provision within the school setting.

#### **SECTION 6 - Supporting Students and Families**

Parents/carers can view all available additional support services offered by Kent County Council on their web page from the Kent Council LEA Local Offer.

Goodwin Academy will endeavour to support all parents/carers in their requests to find additional agencies who might be able to offer their family support outside of the school capacity. Parents/carers can contact the SEND team at any time to discuss concerns regarding their child, regardless of whether they have SEND status. The school is committed to supporting all parents and students with any SEND concerns.

If students with special educational needs require access arrangements to allow them to access examinations and assessments, these arrangements are put in place by the examinations officer

under the instruction and guidance of the SENDCo. The school is bound by the rules and restrictions of the examinations board and specific criteria must be met to allow any access arrangements to be facilitated. If parents/carers wish to discuss any exam access arrangements, they must speak to the SENDCo in the first instance.

Information about students with special educational needs is shared with all staff on the SEND register; updates to the SEND register are issued to all members of staff. If a student with special educational needs transfers to a new school, the SEND team will contact the new school or education provider to share all appropriate information prior to transition.

The SEND and Pastoral team have a very good transition phase in place for the transition to Year 7; this includes meetings with parents and students with SEND, Primary school SENDCos and Year 6 teachers and a phased induction, if necessary, in the Summer term. The SENDCo aims to attend Person Centred Reviews for Year 6 students who are due to join the school who have an Education Health Care Plan (EHCP). The SENDCo will also attend Primary school In School Reviews (ISRs) in Term 6 when invited.

## **SECTION 7 - Supporting Students at school with Medical Conditions**

Goodwin Academy recognises that students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be classified as disabled under the Equality Act 2010 and as such the school will comply as necessary fulfil its duties. Some students may also have special educational needs (SEND) and may have an EHCP which brings together health and social needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

Students who have complex medical conditions are registered on the school's medical register and will have a Medical Health Care Plan.

## **SECTION 8 - Monitoring and Evaluation of SEND**

Goodwin Academy regularly and carefully monitors and evaluates the quality of provision we offer all students. The academy requests parent/carers feedback after every Parents' Evening. Evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all students.

The Governor responsible for SEND meets formally with the SENDCO once a year with regular contact maintained throughout the year.

## **SECTION 9 - Training and Resources**

SEND is funded through Kent County Council and all mainstream schools are provided with resources to support those with additional needs, including students with special educational needs and disabilities. This funding is determined by a local funding formula, discussed with the local school's forum, which is also applied to local academies.

Goodwin Academy has an amount identified within its overall budget called the notional SEND budget but this is not a ring-fenced amount and the academy endeavours to provide high quality appropriate support for students with special educational needs from the wider budget where appropriate and necessary.

Students with an ECHP can have additional top-up funding provided to help meet their needs if the Local authority deem it appropriate. This is typically allocated where the needs of an individual student exceeds the nationally prescribed threshold (approximately £6,000).

The SEND training needs of all staff are arranged through the SENDCo and the Senior Teacher who is responsible for staff CPD. Needs are identified through changes at National Level, updates required and responses to staff requests for specific areas of training.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all students the SENDCo lead training for inclusion and differentiation for SEND throughout the year; all staff are invited to attend this training and all departments are required to be represented.

When specific training is needed to support the needs of an individual student, training is delivered to all members of staff who are involved with the student on a regular basis. Where possible the academy involves the support of external providers to support training needs.

All new members of teaching staff and trainee teachers meet with the SENDCo as part of their induction; this is to allow the SENDCo opportunity to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual students

The academy's SENDCo regularly attends the Local Authority SENDCo network meetings in order to keep up to date with local and national updates in special educational needs. The SENDCo is part of a Secondary School SENDCo network within the local area.

## **SECTION 10 - Roles and Responsibilities**

The role of the SEND Governor is to meet with the SENDCo on a regular basis and support the SENDCo with their management of the SEND department. The SEND Governor is able to challenge the SENDCo on statistics and the progress of students with special educational needs and request to see any documentation the SEND Governor would like to see to support information given.

The Teaching Assistants are line managed by Mrs J Hill

The Academy Safeguarding Lead Mr S Horne is the Designated Safeguarding Lead for Children & Families.

Mrs J Hill is responsible for LAC students with support from the Designated Safeguarding Lead for Children & Families.

The SENDCo, Mrs Hill is responsible for managing the school's responsibility for meeting the needs of students.

## **SECTION 11 - Storing and Managing Information**

Goodwin Academy recognises the importance of appropriately managing and storing documentation associated with SEND. When receiving confidential documentation through the post, letters are forwarded to the SENDCo for further action.

This documentation will then be stored in the students SEND file in a locked filing cabinet in a locked room. Documents are managed in accordance with the Data Protection policy.



## **SECTION 12 - Reviewing the Policy**

The SEND policy will be reviewed on an annual basis given the climate of reform and extent of changes at a National Level.

## **SECTION 13 - Accessibility**

The SEND and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education. The Governing Body has had three key duties towards disabled pupils, under Part 4 of the DDA:

1. Not to treat disabled pupils less favourably for a reason related to their disability;
2. To make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage;
3. To plan to increase access to education for disabled pupils.

This plan sets out the proposals of the Governing Body of the school to increase access to education for disabled pupils in the three areas required by the planning duties in the DDA:

- a) increasing the extent to which disabled pupils can participate in the school curriculum;
- b) improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services;
- c) Improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled.

A disabled person is defined as someone who has a physical or mental impairment which has an effect on his or her ability to carry out normal daily activities. Normal daily activities are defined as those which are carried out by most people on a regular and frequent basis. The Categories include the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

The Local Authority has designated Goodwin Academy as capable of accommodating students with physical impairments.

- All classrooms and specialist teaching areas are accessible to all students.
- Disabled Toilet provision throughout the school is adequate.
- Safe routes via ramps exist on the site.
- Safe storage facilities for wheelchairs and specialist equipment are available.
- Emergency evacuation routes have been identified and procedures implemented for all disabled students
- All disabled students are fully included in the school curriculum including teaching and learning, school trips and extra-curricular activities.
- Disabled students are issued with additional electronic equipment as required to encourage independence and allow them to fully access the curriculum.
- The SEND team have very positive relationships with the parents and carers of the disabled students in the school setting; parents and carers of these students can contact the SEND team directly by email or telephone.

## **SECTION 14 - Dealing with Complaints**

If parents/carers have complaints about the SEND provision within the academy, they can address these directly with the SENDCo. Goodwin Academy is committed to resolving complaints and grievances when they infrequently come up and resolutions are sought at all times.

The school procedure for dealing with complaints can be obtained through the academy website.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Suspensions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services