

Bishop Rawstorne Church of England Academy



# S E N Policy

*I have come in order that you might have life—life in all its fullness.*

*John 10:10*

**Aspire Believe Achieve**

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

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## **The Christian community**

Bishop Rawstone is a diverse, welcoming, Christian learning community committed to nurturing respectful and responsible citizens, empowering ALL learners to flourish.

We aspire through our actions and words to educate our disadvantaged students with dignity and respect, seeking to provide a teaching and learning experience that fosters confidence. We see each child as God sees them and from there identify the barriers that remain.

## **Statement of intent**

Bishop Rawstone Church of England Academy values all students and celebrates diversity of experience, interest and achievement. All students need to experience praise, recognition and success, and students with SEND have equal entitlement to this.

This policy outlines the framework for the school to meet its duty, obligation and principal equality values to provide a high-quality education to all of its students, including students with SEND, and to do everything it can to meet the needs of students with SEND.

Through successful implementation of this policy, the school aims to:

- Eliminate discrimination.
- Promote equal opportunities.
- Foster good relationships between students with SEND and students without SEND.

The school will work with the LA, or equivalent, within the following principles, which underpin this policy:

- The involvement of children, parents and young people in decision-making
- The identification of children and young people's needs
- Collaboration between education, health and social care services to provide support
- High quality provision to meet the needs of children and young people with SEND
- Greater choice and control for young people and parents over their support
- Successful preparation for adulthood, including independent living and employment

## 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:
- Children and Families Act 2014
  - Health and Social Care Act 2012
  - Equality Act 2010
  - Equality Act 2010 (Disability) Regulations 2010
  - Education Act 1996
  - Education Act 2002
  - Mental Capacity Act 2005
  - Children Act 1989
  - Special Educational Needs and Disability (Amendment) Regulations 2015
  - Special Educational Needs (Personal Budgets) Regulations 2014
  - Special Educational Needs and Disability (Detained Persons) Regulations 2015
  - Local Government Act 1974
  - Disabled Persons (Services, Consultation and Representation) Act 1986
  - Data Protection Act 2018
  - The General Data Protection Regulation 2018
- 1.2. This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
  - DfE (2017) 'Supporting students at school with medical conditions'
  - DfE (2018) 'Keeping children safe in education'
  - DfE (2018) 'Working together to safeguard children'
  - DfE (2018) 'Mental health and wellbeing provision in schools'
  - DfE (2015) 'School admissions code'

## 2. Identifying SEND

- 2.1. The school has a clear approach to identifying and responding to SEND. We recognise that early identification and effective provision improves long-term outcomes for the students.
- 2.2. With the support of the SLT, classroom teachers will conduct regular progress assessments for all students, with the aim of identifying students who are making less than expected progress.
- 2.3. Progress will be characterised using the following stipulations:
- Progress is significantly slower than the class average, from the same baseline
  - Progress does not match or better the student's previous rate of progress
  - Progress fails to close the attainment gap within the class
  - The attainment gap is widened by the plateauing of progress

### **3. Definitions**

- 3.1. For this policy, a student is defined as having SEND if they have a:
  - Significantly greater difficulty in learning than most others of the same age.
  - Disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age in mainstream schools or mainstream post-16 institutions.
- 3.2. Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.
- 3.3. The school reviews how well equipped we are to provide support across the following areas:
  - Communication and interaction
  - Cognition and learning
  - Social, emotional and mental health difficulties
  - Sensory and physical needs

#### **Communication and interaction**

- 3.4. Students with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.
- 3.5. The school recognises that:
  - Students with Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, can have particular difficulties with social interaction.
  - The profile for every student with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.
- 3.6. The SENCO and Deputy SENCO will work with students, parents and language and communication experts (where necessary) to ensure students with communication and interaction difficulties reach their potential.

#### **Cognition and learning**

- 3.7. Students with learning difficulties may require support.
- 3.8. The school understands that learning difficulties cover a wide range of needs, such as moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). The SENCO will ensure that any provision offered will be suitable to the needs of the student.
- 3.9. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

## **Social, emotional and mental health difficulties**

- 3.10. Students may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour.
- 3.11. The school recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression, and the school will provide support that is deemed appropriate for students with these difficulties.

## **Sensory or physical needs**

- 3.12. Impairments that prevent or hinder students from using the school facilities, such as vision impairment (VI), do not necessarily have SEND. The school will ensure staff understand that:
  - Some conditions can be age-related and can fluctuate over time.
  - A student with a disability is covered by the definition of SEND if they require special educational provision.
- 3.13. Under the Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:
  - A tendency to set fires
  - A tendency to steal
  - A tendency to commit physical or sexual abuse towards others
  - Exhibitionism
  - Voyeurism
  - Tattoos and piercings

## **4. Objectives**

- 4.1. The school aims to achieve the core aims of this policy by achieving the following strategic and measurable objectives:
  - To follow the graduated approach outlined in the DfE's 'SEND Code of Practice: 0 to 25 years'.
  - To monitor the progress of all students to aid the earliest possible identification of SEND.

## **5. Roles and responsibilities**

- 5.1. The Governing Body will be responsible for:
  - Communicating with students with SEND and their parents when drawing up policies that affect them.

- Identifying, assessing and making provision for all students with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a student's SEND.
- Designating an appropriate member of staff to be the SENCO and having responsibility for coordinating provision for students with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Making reasonable adjustments for students with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that students with disabilities are not discriminated against, harassed or victimised.
- Preparing the arrangements for the admission of students with SEND and the facilities provided to enable access to the school for students with disabilities.
- Regularly monitoring the school's policies and procedures, to review their impact on students with SEND, including on their mental health and wellbeing.
- Preparing the accessibility plan, showing how the school intends to progressively improve access over time.
- Publishing annual information, setting out the measures and facilities to assist access for students with disabilities on the school's website.
- Publishing annual information about the arrangements for the admission of students with SEND, the steps taken to prevent students being treated less favourably than others, the facilities provided to assist students with SEND, and the school's accessibility plan on the school's website.
- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and students.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a student with SEND, in line with their EHC plan.
- Ensuring arrangements are in place to support students at school with medical conditions, in line with the school's Medical Conditions Policy.
- Cooperating with the LA in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the school's arrangements for SEND.
- Preparing the SEND information report and publishing it on the website.

5.2. The **headteacher** will be responsible for:

- Ensuring that those who are teaching or working with students with SEND are aware of their needs and have arrangements in place to meet them.

- Ensuring that teachers monitor and review students' progress during the academic year.
- Cooperating with the LA during annual EHC plan reviews.
- Ensuring that the SENCO has sufficient time and resources to carry out their functions.
- Providing the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Assisting the Governing Body in appointing a designated teacher for LAC, who will work closely with the SENCO to ensure that the needs of the students are fully understood by relevant school staff.
- Regularly and carefully reviewing the quality of teaching for students at risk of underachievement, as a core part of the school's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable students.
- Ensuring teachers have an established understanding of different types of SEND.
- Ensuring that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against students with SEND.
- Ensuring that students with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
- Establishing and maintaining a culture of high expectations and including students with SEND in all opportunities available to other students.
- Consulting health and social care professionals, students and parents to ensure the needs of children with medical conditions are effectively supported.
- Keeping parents and relevant teachers up-to-date with any changes or concerns involving a student.
- Identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Reporting to the governing body on the impact of SEND policies and procedures, including on students' mental health and wellbeing.
- Ensuring that the SENCO is provided with training, with an emphasis on mental health, on an annual basis.

5.3. The SENCO will be responsible for:

- Collaborating with the governing body and headteacher, to determine the strategic development of the SEND policy and provision in the school.



- Working with the relevant governors and the headteacher to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating the specific provision made to support individual students with SEND, including those with EHC plans.
- Liaising with the relevant, designated teacher where an LAC has SEND.
- Advising on a graduated approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet students' needs effectively.
- Liaising with the parents of students with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that students and their parents are informed about the options, and a smooth transition is planned.
- Drawing up a one-page profile of a student with SEND.
- Providing professional guidance to colleagues and working closely with staff members, parents and other agencies.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that students with SEND take part in activities run by the school, together with those who do not have SEND.
- Ensuring that the school keeps the records of all students with SEND up-to-date, in line with the school's Data Protection Policy.
- Informing the parents of students with SEND, who do not have an EHC plan, that SEND provision is being made.
- In collaboration with the headteacher, identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant class teachers.
- Supporting teachers in the further assessment of a student's particular strengths and weaknesses, and advising on effective implementation of support.

5.4. Classroom teachers will be responsible for:

- Planning and reviewing support for students with SEND on a graduated basis, in collaboration with parents, the SENCO and, where appropriate, the students themselves.
- Setting high expectations for every student and aim to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every student achieving.
- Ensuring every student with SEND is able to study the full national curriculum.
- Being accountable for the progress and development of the students in their class.
- Being aware of the needs, outcomes sought, and support provided to any students with SEND they are working with.
- Keeping the SENCO up-to-date with any changes in behaviour, academic developments and causes of concern.

## **6. Children with specific circumstances**

### **LAC**

- 6.1. Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA.
- 6.2. The school recognises that children that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.
- 6.3. The school has a designated member of staff for coordinating the support for LAC.
- 6.4. Where that role is carried out by a person other than the SENCO, designated teachers should work closely with the SENCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

### **EAL**

- 6.5. The school gives particular care to the identification and assessment of the SEND of students whose first language is not English.
- 6.6. It is necessary to consider the student within the context of their home, culture and community.

- 6.7. Where there is uncertainty about an individual student, the school will make full use of any local sources of advice relevant to the ethnic group concerned, drawing on community liaison arrangements wherever they exist.
- 6.8. The school appreciates having EAL is not equated to having learning difficulties. At the same time, when students with EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties.
- 6.9. The school will look carefully at all aspects of a student's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of English that is used there or arise from SEND.

## **7. Admissions**

- 7.1. The school will ensure it meets its duties set under the 'School Admissions Code' by:
  - Not refusing admission for a child that has named the school in their EHC plan.
  - Considering applications from parents of children who have SEND but do not have an EHC plan.
  - Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs.
  - Not refusing admission for a child who does not have an EHC plan.
  - Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.
- 7.2. Arrangements for the fair admissions of students with SEND are outlined in the Admissions Policy and will be published on the school website.

## **8. Involving students and parents in decision-making**

- 8.1. Parents of students with SEND are encouraged to share their knowledge of their child; the SENCO will aim to give them the confidence that their views and contributions are valued and will be acted upon.
- 8.2. Parents will always be formally notified when the school provides their child with SEND support.
- 8.3. Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA, parents and, when appropriate, the student involved.
- 8.4. Decisions about education will not unnecessarily disrupt a student's education or any health treatment underway.

- 8.5. The planning that the school implements will help parents and students with SEND express their needs, wishes and goals, and will:
- Focus on the student as an individual, not allowing their SEND to become a label.
  - Be easy for students and their parents to understand by using clear, ordinary language and images, rather than professional jargon.
  - Highlight the student's strengths and capabilities.
  - Enable the student, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.
  - Tailor support to the needs of the individual.
  - Organise assessments to minimise demands on families.
  - Bring together relevant professionals to discuss and agree together the overall approach.
- 8.6. The SENCO, will meet with students, three times an academic year to set clear outcomes, review progress, discuss activities and support.

## **9. Joint commissioning, planning and delivery**

- 9.1. The school is committed to ensuring that students with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.
- 9.2. The school will work closely with local education, health and social care services to ensure students get the right support.
- 9.3. The school assists the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).
- 9.4. The school will draw on the wide range of local data-sets about the likely educational needs of students with SEND to forecast future needs, including:
- Population and demographic data.
  - Prevalence data for different kinds of SEND among children and young people at the national level.
  - Numbers of local children with EHC plans and their main needs.
  - The numbers and types of settings locally that work with or educate students with SEND.
  - An analysis of local challenges/sources of health inequalities.
- 9.5. The school's Data Protection Policy will be adhered to at all times.
- 9.6. The school will plan, deliver and monitor services against how well outcomes have been met, including, but not limited to:
- Improved educational progress and outcomes for children and young people with SEND.
  - Increasing the identification of students with SEND prior to school entry.
- 9.7. Where students with SEND also have a medical condition, their provision will be planned and delivered in coordination with the care plan.

- 9.8. SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

## 10. Funding

- 10.1. The school will allocate the appropriate amount of core per-student funding and notional SEND budget outlined in the Local Offer for the SEND provision of its students.
- 10.2. Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a student has an EHC plan.

## 11. Local Offer

- 11.1. In developing and reviewing the Local Offer, the school will adopt the following approach:
- **Collaborative:** The school will work with LAs, parents and students in developing and reviewing the Local Offer. The school will also co-operate with those providing services.
  - **Accessible:** The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to students' and parents' needs (for example by broad age group or type of special educational provision). It will be well signposted and publicised.
  - **Comprehensive:** Parents and students will know what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The Local Offer will include eligibility criteria for services, where relevant, and make it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.
  - **Up-to-date:** When parents and students access the Local Offer, it is important that the information is up-to-date.

## 12. Graduated approach

- 12.1. Once a student with SEND has been identified, the school will employ a graduated approach to meet the student's needs by:
- Establishing a clear assessment of the student's needs.
  - Planning, with the student's parents, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
  - Implementing the interventions, with the support of the SENCO.
  - Reviewing the effectiveness of the interventions, and making any necessary revisions.

## 13. Assessment

- 13.1. The school will, in consultation with the student's parents, request a statutory assessment of SEND where the student's needs cannot be met through the resources normally available within the school.
- 13.2. Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and the views of the parents and student.
- 13.3. The school will meet its duty to respond to any request for information relating to a statutory assessment within six weeks of receipt.
- 13.4. The school will gather advice from relevant professionals about the student concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.
- 13.5. In tracking the learning and development of students with SEND, the school will:
  - Base decisions on the insights of the student and their parents.
  - Set students challenging targets.
  - Track their progress towards these goals.
  - Review additional or different provisions made for them.
  - Promote positive personal and social development outcomes.
  - Base approaches on the best possible evidence, and ensure that they are having the required impact on progress.
- 13.6. Detailed assessments will identify the full range of the individual's needs, not just the primary need.
- 13.7. Where possible, students' needs will be defined under the 'SEND Code of Practice: 0 to 25 years' broad areas of need:
  - Communication and interaction
  - Cognition and learning
  - Social, emotional and mental health difficulties
  - Sensory and/or physical needs
- 13.8. Where a student continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents before involving specialists.

## **14. Training**

- 14.1. Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENCO as well as external agencies, where appropriate.
- 14.2. Training will cover both the mental and physical needs of students with SEND.
- 14.3. The training offered will be delivered to ensure equality, diversity, understanding and tolerance.
- 14.4. Mental health will be a key consideration for all training that the SENCO participates in, along with any training that staff are given.
- 14.5. During staff induction, all staff will receive SEND training.
- 14.6. Training will cover the following:

- Identifying SEND in students
- Liaising with the school's SENCO
- Implementing support measures
- Monitoring the success of those support measures
- De-escalation techniques
- How to develop peaceful learning environments
- How to develop lessons so they are engaging for students with varying forms of SEND
- Reasonable adjustments
- How to help with emotional development

## **15. Promoting mental health and wellbeing**

- 15.1. The school will implement a Social, Emotional and Mental Health Policy.
- 15.2. The curriculum for PSHE will focus on promoting students' resilience, confidence and ability to learn.
- 15.3. Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.
- 15.4. Where appropriate, the school will support parents in the management and development of their child.
- 15.5. Peer mentoring will be used to encourage and support students suffering with SEMH difficulties. Mentors will act as a confidant with the aim of easing the worries of their mentee.
- 15.6. When in-school intervention is not appropriate, referrals and commissioning will be used instead. The school will continue to support the student as best it can.
- 15.7. For students with more complex problems, additional in-school support will include:
  - Supporting the student's teacher, to help them manage the student's behaviour.
  - Additional educational one-to-one support for the student.
  - One-to-one therapeutic work with the student, delivered by mental health specialists.
  - A care plan. All schools must comply with the statutory duty of caring for students with medical needs.
  - Providing professional mental health recommendations, e.g. regarding medication.
  - Family support and/or therapy, upon the recommendation of mental health professionals.
- 15.8. The school will also consider whether disruptive behaviour is a manifestation of SEMH needs.
- 15.9. The school will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

## **16. EHC plans**

- 16.1. The school will fully cooperate with the LA when research about the student is being conducted.
- 16.2. The school will provide the LA with any information or evidence needed.
- 16.3. All relevant teachers will be involved in contributing information to the LA.
- 16.4. If the school decides to implement an EHC plan, the parents and the student will be informed, including the reasons for this decision.
- 16.5. The school will meet its duty to provide parents or the individual student with 15 calendar days to consider and provide views on a draft EHC plan.
- 16.6. If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the LA regarding how the student's outcomes can be met through the school's existing provision.
- 16.7. If the LA decides not to issue an EHC plan, the parents of the student, or the student themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.
- 16.8. The school will admit any student that names the school in an EHC plan or EHC needs assessment process.
- 16.9. The school will ensure that all those teaching or working with a student named in an EHC plan are aware of the student's needs and that arrangements are in place to meet them.
- 16.10. All reasonable provisions will be taken by the school to provide a high standard of education.
- 16.11. Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.
- 16.12. The school will specify the outcomes sought for a student in terms of specific, measurable, achievable, realistic and time scaled (SMART) outcomes.
- 16.13. The school will ensure that each student's EHC plan includes the statutory sections outlined in the 'SEND Code of Practice: 0 to 25 years', labelled separately from one another.
- 16.14. If a student's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.
  - Thereafter, the SENCO will request the LA to conduct a re-assessment of a student whenever they feel it is necessary.
  - Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.
- 16.15. The school will ensure that any EHC plan information is kept confidential and on a need-to-know basis.
- 16.16. Information regarding a student's EHC plan will only be shared with other educational institutions if the student is transferring there, for the institute to develop an individual learning plan.
- 16.17. The school will take steps to ensure that students and parents are actively supported in developing and reviewing EHC plans.
- 16.18. Where necessary, the school will provide support from an advocate to ensure the student's views are heard and acknowledged.
- 16.19. The school will ensure that parents are consistently kept involved throughout the implementation of an EHC plan.



- 16.20. The school will ensure that the whole process of an EHC needs assessment and development takes no longer than 20 weeks from when the initial request was received.

## **17. Reviewing the EHC plan**

- 17.1. The school will:
- Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
  - Ensure that the appropriate people are given at least two weeks' notice of the date of the meeting.
  - Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.
  - Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
  - Cooperate with the LA during annual reviews.
  - Lead the review of the EHC plan in order to create the greatest confidence amongst students and their family.
  - Seek advice and information about the student prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.
  - Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.
  - Provide the LA and parents with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations.
  - Clarify to the parents and student that they have the right to appeal the decisions made in regards to the EHC plan.

## **18. Transferring between different phases of education**

- 18.1. EHC plans will be reviewed and amended in sufficient time prior to a student moving between key phases of education, to allow for planning for and, where necessary, commissioning of, support and provision at the new phase.
- 18.2. The key transfers are as follows:
- Early years provider to school
  - Infant school to junior school
  - Primary school to middle school
  - Primary school to secondary school
  - Middle school to secondary school
- 18.3. For students moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan, including specifying the post-16 provision and naming the institution, must be completed by the 31 March in the calendar year of the transfer.

## **19. SEND tribunal**

- 19.1. All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the student's education suffering.
- 19.2. In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.
- 19.3. Following a parent's serious complaint or disagreement about the SEND provisions being supplied to a student, the school will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.
  - Where necessary, the headteacher will make the relevant parties aware of the disagreement resolution service.
- 19.4. The school will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the 'SEND Code of Practice: 0 to 25 years'.
- 19.5. Following the use of informal resolutions, the case will be heard in front of three people, who are independent of the management and running of the school.
- 19.6. If disagreements are not resolved at a local level, the case will be referred to the ESFA.
- 19.7. The school will fully cooperate with the LA by providing any evidence or information that is relevant.
- 19.8. All staff involved in the care of the student will cooperate with parents, to provide the student with the highest standard of support and education.

## **20. Supporting successful preparation for adulthood**

- 20.1. The school will ensure that students are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to further education.
- 20.2. The school will engage with FE providers, as necessary, to help plan for any transitions.
- 20.3. The school will transfer all relevant information about students to any educational institution that they are transferring to.
- 20.4. If a student has been excluded, the school has a duty to arrange suitable, full-time education from the sixth day of a fixed period exclusion and to provide full details of any SEND provisions necessary, in accordance with the school's Students Rewards and Sanctions Policy.
- 20.5. If it is in the best interest of the student, the school may commission alternative provision, in line with any EHC plans in place, for students who face barriers to participate in mainstream education.
- 20.6. The school will take an active role in preparing students with SEND for their transition into adult life, preparing them to achieve their ambitions in terms of HE or employment, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.
- 20.7. The school will ensure that it meets its duty to secure independent, impartial careers guidance for students in Years 8-11, including:

- Discussing preparation for adulthood in planning meetings with students and parents from Year 8.
- Ensuring that careers advice and information provides high aspirations and a wide range of options for students with SEND.
- Helping students and parents understand and explore how the support they will receive in school will change as they move into different settings, and what support they are likely to need to achieve their ambitions.
- Securing access to independent, face-to-face support for students with SEND to make successful transitions.

## **21. Data and record keeping**

- 21.1. The school will:
- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all students.
  - Maintain an accurate and up-to-date register of the provision made for students with SEND.
  - Show all the provisions the school makes which is different or additional to that offered through the school curriculum on a provision map.
- 21.2. The school keeps data on the levels and types of need within the school and makes this available to the LA.
- 21.3. The SEND information report will be prepared by the SENCO, and will be published on the school website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the 'SEND Code of Practice: 0 to 25 years'.
- 21.4. All information will be kept in accordance with the school's Data Protection Policy.

## **22. Confidentiality**

- 22.1. The school will not disclose any EHC plan without the consent of the student's parents, except for disclosure:
- To a SEND tribunal when parents appeal, and to the Secretary of State under the Education Act 1996.
  - On the order of any court for any criminal proceedings.
  - For the purposes of investigations of maladministration under the Local Government Act 1974.
  - To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.
  - To Ofsted inspection teams as part of their inspections of schools and LAs.
  - To any person in connection with the student's application for students with disabilities allowance in advance of taking up a place in FE.
  - To the headteacher (or equivalent position) of the institution at which the student is intending to start their next phase of education.

### **23. Resolving disagreements**

- 23.1. The school is committed to resolving disagreements between students and the school.
- 23.2. In carrying out of duties, we:
  - Support early resolution of disagreements at the local level.
- 23.3. The school's Complaints Procedures Policy will be published on the school's website.

### **24. Publishing information**

- 24.1. The school will publish information on our website about the implementation of the SEND Policy.
- 24.2. The SENCO will publish details of the SEND information report on the website.
- 24.3. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

### **25. Monitoring and review**

- 25.1. The policy is reviewed on an annual basis by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.
- 25.2. The next scheduled review date for this policy is November 2019.