



## HIGHFIELD MIDDLE SCHOOL

### Special Educational Needs and Disability (SEND) Policy

#### Introduction

#### Cheviot Learning Trust SEND Statement

Cheviot Learning Trust Schools have a duty and commitment to meet the needs of pupils with Special Educational Needs and Disabilities and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. It is important to us that the needs of pupils with Special Educational Needs and Disabilities are, wherever possible, met in a mainstream setting, where families want this to happen.

The Cheviot Learning Trust upholds the highest commitment to supporting, challenging and nurturing all pupils to enable them to achieve at school. This is done through Quality First Teaching in the classroom, by our Teaching and Support staff. In some cases, it may benefit our pupils to access further help and support in a specific way. If there is a need for a pupil to have access to specific styles of learning and support, to remove a barrier to learning, this will be done through a graduated approach. This will be initiated by the class teachers and/or parent, as well as pupils if they are asking for help and supported by the trained SEND Team and, where appropriate, by external specialists.

We work in a flexible way to develop effective partnerships with pupils and their parents/carers in order to ensure that they are central to any decision making with regards to the additional needs of the pupil. Alongside this, we act upon advice from external specialists from education and health to ensure we can meet a broad range of needs. We work in close partnership with stakeholders at every juncture and strive towards achieving an excellent team around the pupil.

We offer a range of provision to support pupils with particular needs (eg. speech and language, learning difficulties, social and emotional needs, physical needs). Staff believe that it is the entitlement of all pupils to have the opportunity to achieve their full potential.

Our Schools promote high standards and all pupils, regardless of their particular needs, are offered inclusive teaching, which enables them to make the best possible progress whilst developing as valued members of our school community. We have high expectations of all pupils and staff and we believe that it is the entitlement of all pupils to have the opportunity to achieve their full potential.

To this end we at Cheviot Learning Trust are dedicated to ensuring everyone has a positive learning experience that will fully prepare them for a successful life as a responsible citizen within their local, national and international community.

#### Values and beliefs around SEND

- Provision for children with SEND is the responsibility of the whole school and we expect every member of staff to accept and embrace this responsibility.
- Class teachers are responsible for the teaching, learning and progress of all pupils in their class, including those with SEND and who are also supported by specialist staff.

- We recognise the need to work in partnership with parents and value the contribution parents make to their child's education. Children also contribute their views on the provision provided
- We recognise the individuality of each child and strive to help them to achieve their full potential. Every child is valued regardless of race, gender, culture or religious beliefs and whatever their abilities or needs.
- All children have the ability to learn and progress and we work to provide an environment where all children are valued, their potential nurtured and their achievements celebrated.
- We will try to eliminate discrimination, promote equality of opportunity and foster good relations between disabled and non-disabled children and young people.

Our School promotes high standards and all pupils, regardless of their particular needs, are offered inclusive teaching, which enables them to make the best possible progress and develop as valued members of our school community.

We offer a range of provision to support children with additional needs whether these be related to: communication and interaction; cognition and learning difficulties; social, emotional or mental health problems; or sensory or physical needs. We have high expectations of all children and staff and we believe that it is the entitlement of all children to have the opportunity to achieve their full potential.

The Special Educational Needs Co-ordinator (SENDCO) works in collaboration with the Head Teacher and the Governing Body to determine the strategic development of the SEND policy and the provision at HMS, with the ultimate aim of raising the achievement of pupils with SEND.

Highfield Middle School has one SENDCO: Mrs Laura Hook, who has overall responsibility for SEND provision within the school. The SENDCO is a qualified teacher who has successfully completed the National SENCO Award accreditation and a National Professional Qualification in Behaviour and Culture. Mrs Hook is Assistant Head Teacher and a member of the Senior Leadership Team (Role of the SENDCO in Schools Code of Practice 6:89).

## **Compliance**

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

- [Equality Act 2010: advice for schools DfE May 2014](#)
- [SEND Code of Practice 0-25 \(Jan 15\)](#)
- [Schools SEN Information Report Regulations \(January 2015\)](#)
- [Statutory Guidance on Supporting pupils at school with medical conditions \(Dec15\)](#)
- [Safeguarding Policy 23 -24](#)
- [Accessibility Statement](#)
- [Teachers Standards 2013](#)

The new SEND Code of Practice 2015 highlights the following:

- Now covers 0-25 year olds and includes guidance relating to disabled children and young people as well as those with SEND
- Clearer focus on the participation of parents, children and young people (CYP) at individual and strategic levels

- Focuses on high aspirations and improving outcomes for children
- Gives guidance on joint planning and commissioning to ensure close cooperation between education, health and social care.
- Gives guidance on publishing Local Offer for support for children and young people with SEND
- Gives guidance for education on a graduated approach to identifying and supporting CYP with single Special Educational Needs (SEN) Support - replacing School Action and School Action Plus
- For children with more complex needs a coordinated assessment process and the new 0-25 Education, Health and Care plan (EHC plan) replace statements and Learning Difficulty Assessments (LDAs)
- There is a greater focus on support that enables those with SEN to succeed in their education and make a successful transition to adulthood

### **Definition of 'SEND'**

The Special Education and Disability Code of Practice: 0-25 years (2015) states:

*Xiii 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.*

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

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post- 16 institutions*

The definition of disability in the Equality Act (2010) states children with '*...a physical or mental impairment which has a long-term (more than 12 months) and substantial adverse effect on their ability to carry out normal day-to-day activities*'. This includes children with sensory impairments as well as long-term health conditions such as asthma, diabetes, epilepsy and cancer.

It also states that schools must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers.

### **Broad Areas of Need**

There are four broad areas of need:

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

When children are assessed and identified with SEND, we ensure that their needs are met and additional support is given where required, either within school or in collaboration with specialist external agencies. Children with SEND are taught and managed sensitively with a view to promoting their inclusion in all school activities as far as this can be reasonably arranged as well as promoting independence.

All children have access to a challenging curriculum, which is broad, balanced, relevant and differentiated.

When additional specialist advice and support, beyond what is offered in school, is necessary, we contact the appropriate external agencies and work closely with them to promote the child's well-being and development. Our SEND Information Report Provides further information about the agencies we work with. Further information about the broad areas of need and support available in school is available on our website.

## **Identification of SEND**

A key principle under the Code is that there should be no delay in making any necessary SEND provision in early years as delay at this stage can give rise to learning difficulty and subsequently to loss of self-esteem, frustration in learning and to behaviour difficulties. The Code states that:

*“Early action to address identified needs is critical to the future progress and improved outcomes that are essential in helping the child to prepare for adult life”.*

Some children arrive at our school with identified SEND, in which case the SENDCo will liaise with the previous school or setting to ensure there is a smooth transition and continuity of provision.

If, during a child's time at our school, teachers have concerns about pupil progress or attainment, parents will be contacted to discuss these concerns so they can share their views.

There is a period of monitoring and review, including an analysis of the child's progress compared with peers, national data and expectations of progress. Following this, and in consultation with all relevant staff at school, the child (if appropriate) and the child's parents, a child may be identified as having SEND and appropriate provision will be made.

If parents have any concerns about their child, they should contact their form teacher in the first instance. Once any initial concerns have been discussed with the form teacher, they may then make an appointment to see the SENDCo.

Many children may be subject to this period of monitoring and review for a short time, receiving time-limited and targeted interventions until they have progressed sufficiently to work at age-related expectations.

## **SEND Support**

Where a child is identified as having SEND we work in partnership with parents to establish the support the child needs. Once a child's needs have been discussed by relevant parties they are recorded and decisions made about the desired outcomes, including the expected progress and attainment for that child. The views and wishes of the child and their parents are central to these discussions.

An Individual Education Plan (IEP) is written which aims to remove barriers to learning and puts effective special provision in place that is implemented and reviewed at least termly. Parents are invited into school to discuss this plan, their child's progress and the support and targets in place. Form teachers and the SENDCo are available for further discussion by appointment through the school office.

We adopt a graduated approach with four stages of action: Assess, Plan, Do and Review (APDR). This means:

- **Assess** - in identifying a child as needing SEND support, the teachers, working with the SENDCO, the child (if appropriate) and the child's parents, carries out an analysis of the child's needs. This assessment draws on the teacher's experience of the child, their previous progress and attainment, as well as any other available information such as rate of progress, attainment and behaviour. This assessment should be reviewed regularly. In some cases, outside professionals from health or social services may already be involved with the child. With the agreement of the parents, these professionals should liaise with the school to help inform the assessments.
- **Plan** - Where it is decided to provide additional / SEND support, and having formally notified the parents, the practitioner / class teacher and the SENDCO agree, in consultation with the parent, the desired outcomes. Interventions and/or support are put in place, the expected impact on progress, development or behaviour is identified and a clear date for review is recorded. All teachers and support staff who work with the child are made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This should also be recorded on the school's information system.
- **Do** - All teachers remain responsible for working with the child on a daily basis. With support from the SENDCO, they oversee the implementation of the interventions or programmes agreed as part of additional / SEND support. Where the interventions involve group or one-to-one teaching away from the main class teacher, they should still retain responsibility for the child. The SENDCO should support the practitioner/class teacher in assessing the impact of the action taken, in problem solving and advising on the effective implementation of support.
- **Review** - The effectiveness, impact and quality of the support/interventions are reviewed, in line with the agreed date, by the practitioner/class teacher and SENDCO, taking into account the child's parents and the child's views. This should feed back into the analysis of the child's needs. Support may be revised in light of the child's progress and development and any changes to provision and outcomes recorded. Parents should have clear information about the impact of the support and interventions provided, enabling them to be involved in planning next steps.

This cycle of action is revisited and parents are encouraged to engage with school, contributing their insights to assessment and planning and the progress their child is making. Intended outcomes should be shared and reviewed with the child as well (if appropriate).

### **Our school's graduated approach to SEND Level 1: Quality First Teaching (QFT)**

Children receive inclusive quality first teaching (QFT) which may include the provision of differentiated classwork. Some children at this level may be on a monitoring list and their progress is carefully tracked and reviewed.

### **Level 2: Additional School Intervention**

Continued or increased concern may lead to children receiving additional, time-limited and targeted interventions to accelerate their progress to age-related expectations. These interventions may involve group work or one-to-one teaching. The SENDCO and class teachers will work closely with any support staff to plan and assess the impact of the support and interventions and to link them to classroom teaching. At this stage advice from other

agencies may be sought.

### **Level 3: High Need**

Where a child continues to make less than expected progress, despite interventions, they receive highly personalised interventions to accelerate their progress and enable them to achieve their potential. When appropriate, specialist outside agencies support this. The SENDCo and class teachers work with specialists to select effective teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress. If support is not impacting on the child's progress and this is still of significant concern, the school, after consultation with parents and other professionals, may request a COSA (Consideration of Statutory Assessment) which may result in the child receiving an Education, Health and Care Plan from the Local Authority. Parents can also request a COSA.

### **Coordination of SEND Provision:**

- Highfield Middle school's SENDCo is Laura Hook.
- All staff are responsible for the identification of pupils who may need additional support or intervention.
- Teachers and the SENDCO are responsible for informing parents and ensuring that the planned support or intervention is provided on a day-to-day basis (as planned on Intervention sheets).
- Teaching assistants, class teachers and the SENDCo will monitor and evaluate the progress made and the interventions used.
- The SENDCo, along with the Head Teacher, is responsible for coordinating provision for pupils with SEND and the allocation of resources including support staff.
- The SENDCo will make initial links with external agencies but class teachers, year leaders and support assistants continue the liaison as necessary.

### **Home School Partnership**

We recognise that parents know their children best. Parents are always welcome to discuss their child and their views are respected and their concerns are taken into consideration at all stages of the SEND procedure.

All parents/carers are invited to meet with their child's class teachers at least twice a year, (although meetings can be held as frequently as deemed appropriate). In addition, a progress report and an end of year report are issued to all parents/carers.

Parents of children identified as having SEND are also invited to further consultations throughout the year during which their child's progress and Individual Education Plans (IEPs) are discussed. These documents detail the additional support and interventions in place and targets are discussed and agreed.

### **Pupil Views**

Children's views matter to us. All children are aware of their individual targets and are encouraged to self-review their own progress. As part of the review process, SEND pupils are also asked about their views on their strengths, the areas in which they feel they would like to develop and the support they would like to receive.

For their annual review, children with EHCPs are asked more formally about their views, their learning, their targets and the support and interventions they are given.

In order to ensure the most effective provision for pupils with SEND, the SENDCo has the following procedures in place:

- Regular meetings with the Head Teacher.
- Weekly meetings with Year Teams
- Regular meetings with all teachers to discuss pupils on the SEND register and their provision, as well as further meetings and discussion as required
- Monitoring visits/ discussions with the Governor responsible for SEND twice a year
- Regular meetings on weekly cycle with teaching and support staff to discuss children on the SEND register and their provision, as well as further meetings and discussion as required.

### **Staff Development**

The school is committed to providing INSET and staff development and SEND is a regular part of this. We monitor, review and develop all teachers and support staff's understanding of strategies to identify and support pupils with SEND.

### **Conclusion**

Our intention is to provide the opportunity for all children, including those with SEND, to progress towards achieving their full potential. The partnership between home and school is highly valued and children's views are listened to.

### **Related Policies**

This policy should be read in conjunction with other school policies and information on the school's website, particularly:

- [Admission Policy](#)
- [Behaviour Policy](#)
- [Health and Safety Policy](#)
- [Looked After Children Policy](#)
- [Complaints Policy](#)
- [Accessibility Statement](#)
- [Inclusion Policy](#)
- [Equality and Diversity Policy](#)
- [Safeguarding Policy](#)
- [SEND information report](#)
- [Supporting pupils with Medical Conditions Policy](#)

Date Completed: January 2024

Review of policy due: January 2025

Signed: R Oades (Headteacher)      Date: January 2024

Signed: L Hook (SENDCo)      Date: January 2024

## **Appendix 1:**

### **Broad areas of need (From Code of Practice (0-25) 2015)**

#### **Communication and interaction**

- 6.28 Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives. Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

#### **Cognition and learning**

- 6.29 Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.
- 6.30 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**

- 6.31 Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.
- 6.32 Schools and colleges should have clear processes to support children and young people, including how they will manage the effect of any disruptive behaviour so it does not adversely affect other pupils. The Department for Education publishes guidance on managing pupils' mental health and behaviour difficulties in schools – see the References section under Chapter 6 for a link.

#### **Sensory and/or physical needs**

- 6.33 Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and



may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Information on how to provide services for deafblind children and young people is available through the Social Care for Deafblind Children and Adults guidance published by the Department of Health (see the References section under Chapter 6 for a link). Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.