

# COGNITA



QUINTON HOUSE SCHOOL

# Special Educational Needs and Disability Policy

## September 2020

It is the purpose of the School's SEND policy to improve the learning opportunities and progress of students with SEND.

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

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

### 2 Legislation and Regulation 2.1

This policy has regard to:

- The Equality Act 2010.
- The Children and Families Act 2014.
- SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015) (DFE); and
- The General Data Protection Regulation 2016 (GDPR).

### 3 Principles underlying Practice

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

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

### 4 Identifying Special Educational Needs

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

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

### 5 Responsibility for SEN

- 5.1 The SEND Code of Practice makes explicit that, 'Teachers are responsible and accountable for the progress and development of the students in their class, including where students access support from teaching assistants or specialist staff'. All subject staff are required to be aware of a student's specific needs. The first response to existing SEN or possible SEN is high quality teaching lessons, using differentiated teaching strategies to target specific difficulties. Teachers use data that has been collected by the school and any available information regarding existing SEN to gain a full understanding of progress and individual needs. Sources of information might include:
- standardised tests (e.g. GL Assessment, NFER, MIDYIS, YELLIS, ALIS);
  - educational Psychologist (EP) or Specialist Teacher reports
  - Student Profile
  - information from previous schools for new students
  - discussions with parents
  - observations in lessons
  - in-class assessments; and
  - discussions with Learning Support Team.

### 6 Managing Learning for Students on the SEN Register – Graduated Approach

6.1 In accordance with The SEND Code of Practice (DfE, 2015) Quinton House School adopts a graduated continuum for the identification, assessment, and review of students with SEN. The support offered to SEN students is based on a cycle where needs are *identified, assessed, planned, do* (implemented) and *reviewed*. In most cases, students' needs are met through high quality teaching in the classroom. However, in some cases additional provisions are provided, with permission from parents. Such provisions include in-class support from LSA/TAs, 1:1 and small group intervention. Senior School SEN forums occur once a term to provide a formal platform for teachers to assess, plan and review provisions. Preparatory School pupils are reviewed at the weekly staff meetings.

#### 6.2 Identification & Assessment

Early identification and assessment of SEN is vitally important in ensuring positive long-term outcomes for students. Identification is carried out in the following ways:

- the class or subject teacher identifies through regular assessment a student that is making less than expected progress
- all students' current attainment and current skills are assessed on entry. Previous school records and reports may be obtained
- Dyslexia screening may be carried out during taster days for all students from Year 1 upwards
- Baseline & summative assessment results e.g. *GL Assessment, Alis, Midyis, Yellis, PTIM, PTIE, Vernon spelling*
- concerns raised by parents/carers of students

All information is gathered by the SENCO who will contact the parents before seeking further information (e.g. observations, teacher reports). In some cases, further testing may be recommended.

The school will value all the information provided by parents. This may include:

- information about the child's health and development when he/she was younger
- how the child behaves at home and how the parents think he or she is getting on at school
- the possible causes of the child's difficulties

If there are still concerns, the evidence acquired by the SENCO is presented and the student is placed on the SEN register. If no specific learning need is identified however concerns persist, the student may be placed on the Additional Needs Register. Students identified as having a disability are placed on the Medical Conditions Register. The SEN Register, Additional Needs Register and the Medical Conditions Register can all be found in the SEND Handbook.

The SEND Handbook is available to all staff on the Academic Shared drive and information is accessible on SIMs.

#### 6.3 Plan

The SENCO takes lead responsibility for co-ordinating special educational provision, working with the student's class teacher or subject teachers. In many cases, a Student Profile is written to help outline the specific learning needs of the student. Teachers then use the Student Profile to help tailor their teaching to the individual student.

Subject teachers and classroom teachers will implement strategies in response to the picture of need and then review outcomes within a reasonable time frame. Where students have not

made progress despite this approach the cycle will begin again but may incorporate further specific interventions such as:

- additional assessment by the Learning Support Team
- targeted one-to-one or small group lessons with a specialist in the Learning Support Team to help with literacy, comprehension, study skills, writing skills, or revision techniques; and
- mentoring sessions.

The voice of the student is considered an integral factor of the process and students are encouraged to participate in decision making about provision to meet their special educational needs. A record is kept of their views, for example, in identifying their difficulties and setting goals. Students directly inform their Student Profile in the 'About Me' section where their own views of their ability and learning styles are expressed.

### 6.4 Review

The support and progress of students are reviewed regularly and adjusted accordingly. The SENCO keeps a close check on how the student is progressing and records his or her progress carefully through tracking systems and the SEN forum. The parents are kept informed and invited to review meetings. Regular opportunities are available on a formal or informal basis for parents to discuss their child's progress. If the desired progress has not been made, the level of support may increase to include liaison with outside agencies such as:

- Education or Clinical Psychologist, or Psychiatric Assessment
- Full Specialist Teacher assessment
- CAMHS involvement
- EHCP request; and/or
- GP review.

## 7 Access to the curriculum

7.1 Each student has the right to full access to all subjects the curriculum contains at the appropriate level. It is recognised, however, that some subjects, or skills within some subjects, may be unsuitable for certain students with SEND.

7.2 For those students whose SEN have been confirmed by an Educational Psychologist, a reduced timetable can be considered if supported by the Vice Principal (Seniors) and SENCO. Dyslexia is the school's highest frequency SEN thus it is predominantly a language which is discontinued. Individual or small group study skills are facilitated in lieu of a language or additional GCSE option.

## 8 Partnership with parents

8.1 The school values the contribution of parents in the process of identifying, assessing and meeting student's SEND. Parents have the right of access to information, such as that provided in the One Page Profile and the right to be involved in decision-making. Parents are encouraged to approach the school about any concerns that they might have about their children's progress. The wishes and feelings of parents are represented and recorded at reviews of progress meetings. Parents are given:

- information on the school's SEND policy
- the name of the SENCO and the name of any member of staff involved in giving learning support to their child
- information on the support available to their child at school
- information on the parents' expected involvement in assessment and decision-making
- information on local and national organisations which might provide information, advice or counselling, e.g. Northamptonshire Dyslexia Association

- information on outside agencies, e.g. Educational Psychologists, who may need to be consulted

### 9 EHC Plans

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

### 10 Recording SEND

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

### 11 External Agencies

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

### 12 Examination Concessions

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

### 13 Use of Laptops and Word Processing

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

### 14 Extra Time

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

### 15 Transition

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

- 15.2 Where children with SEND leave Quinton House School, the SENCO will work cooperatively with the receiving school to provide information about the student.

### 16 Management and Roles

16.1 All schools have duties under the Equality Act 2010, not only to ensure that 'reasonable adjustments' are made for students already attending the school, but also to consider what might be needed to ensure that any future students with a disability are not disadvantaged. The Senior Leadership Team, led by the Principal, should regularly review how expertise and resources used to address SEND can be used to build the quality of whole-school provision as part of their approach to school improvement. The SENCO for the school is Mrs Pip Bates. To ensure best practice, the SENCO is an experienced, qualified teacher with the National Award for Special Educational Needs Co-ordinator qualification.

16.2 Class and subject teachers

- Responsible for the progress of students with SEND.

16.3 The SENCO

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

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

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

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### 16.5 The Principal

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

### 16.6 Early Years

16.7 This policy applies to children in the early years. The person with responsibility for SEND in the early years is Elizabeth Parker, Deputy Nursery Manager, working closely with Pip Bates, SENCO.

## **17 Document Retention**

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

## **18 Complaints**

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



## Special Educational Needs and Disability Policy

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

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

<b>Audience</b>	
Audience	School staff

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

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