



Special Needs Policy

Introduction

It is the policy of the College to:

- Recognise that all students have talents, and it is our duty as educators to discover and nurture those talents, and to build self-confidence through the celebration and maximising of achievement.
- Promote the understanding that we are **all** teachers of individual students, some of whom may have special needs, to recognise that **all** students have talents and that it is our duty to help **all** students learn to the best of their ability.
- Support the concept of learning potential and to provide students with appropriate support, in order to maximise their learning, as part of the Equal Opportunities policy of the College.

This policy adopts the **definition of Special Educational Needs (DSEN)** as set out in the Code of Practice (DfE/DoH, 2014) stating that a child or 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 educational facilities of a kind generally provided for children of the same age in mainstream Colleges.

Special educational provision is educational or training provision, that *is additional to, or different from*, that made generally for other children of their age by mainstream Colleges.

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disabilities Code of Practice 0 – 25 Years (April 2015) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- DSEN Code of Practice 0 -25 Years (April 2015)
- Schools DSEN Information Report Regulations (2014)
- Statutory Guidance on supporting students at school with medical conditions (April 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers' Standards (2012)
- United Nations Convention on Rights of the Child (1991)

This Policy has been created to ensure compliance with the Department of Education's DSEN Reforms, which address measures outlined in the Children and Families Act 2014. The Act includes changes to the support and services children and young people with special educational needs and disabilities will receive. These changes came into force on 1st September 2014. This policy has been created by Mr D Lewis, in liaison with the Head of College, DSEN Governor, SLT and staff, with due regard to the input of parents and students with DSEN.

1. Aims and Objectives

1.1 The Governing body and teaching staff will do their best to ensure that the necessary provision is made for any student in this College who has DSEN and ensure that, where the Head of College or the

appropriate Governor has been informed by the Local Authority that a student has DSEN, those needs will be made known to all who are likely to teach him or her.

1.2 The staff and Governors in this College are aware of the importance of identifying need, assessing accurately and providing for those students who have DSEN.

1.3 The Head of College, staff and Governors accept their mandatory responsibility to report annually to parents. This policy will be reviewed annually and published on the College website, alongside the annual DSEN Parents' Information Report.

1.4 The staff at this College will ensure that all students with DSEN will take a full part in all College activities, so far as that is reasonably practical and compatible with the student receiving the necessary special educational provision, the efficient education of students in the College and the efficient use of resources.

1.5 The College will ensure that all students with DSEN have their needs identified, in order to support academic progression and their ongoing well-being in the College.

1.6 The College will identify the needs of students with DSEN as early as possible. This will be done effectively by gathering information from parents, education, health and care services and feeder schools, prior to the child's entry into the College. We follow the Assess, Plan, Do, Review approach, as outlined in the Code of Practice (DFE/DoH 2014)

1.7 In order to ensure the effectiveness of this policy, the College will monitor and evaluate the effectiveness of our provision, to ensure that we are providing equality of educational opportunity and value for money.

1.8 This College will promote good links with partner primary schools and other educational establishments to ensure smooth transitions, both from primary to secondary education and from secondary to further/higher education.

2. Designated Teachers

The 'responsible persons' for DSEN and Inclusion are the Head of College, Mr W Jenkins and DSEN Governor.

The Strategic DSENCO (Disability Special Educational Needs Co-ordinator), Mr D Lewis, is a member of the Senior Leadership Team with responsibility for the strategic development and provision of special educational needs throughout the College.

The Operational DSENCO, Mr E McFadden, is the person responsible for co-ordinating the day-to-day provision of education for students with DSEN.

3. Admission and Inclusion

The staff of this College are committed to identifying and providing for the needs of all children that they teach. Inclusion is regarded as crucial to this policy. The College fosters equality of opportunity for all students under the Public Sector Equality Duty Policy. All students are afforded the same rights, regardless of the level of graduated response (Education Health Care Plan or Statement, College support or none).

4. Support

In meeting the requirements of the new Code of Practice, the College has students supported through Statements and Education Health Care Plans (EHCP). Those remaining students who had a Statement (in Year 9) will have their Statements transferred to EHCP's during the 2016/17 academic year, in line with the model adopted by Cornwall.

5. Identification and Assessment

5.1 A child has a learning difficulty or disability if he/she:

- has greater difficulty in learning than the majority of children of his/her age
- and/or a disability which prevents or hinders them from making use of educational facilities/provision that is normally available

5.2 In addition, we identify special educational needs within the context of the usual differentiated curriculum of the College. Students are identified as having DSEN if they are not making progress over time within a curriculum that:

- sets suitable learning challenges
- responds to students' diverse learning needs
- aims to help students overcome potential barriers to learning

5.3 In accordance with the SEN Code of Practice 2015, four broad categories of need are identified:

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

5.4 It is important to note that the purpose of identification is to work out what action the College needs to take. The purpose is not to fit a student into a category or give them a 'label', rather to help identify need and therefore inform suitable personalised support strategies.

5.5 The College will always take into account needs that are **not** DSEN, but that may impact on progress and attainment, for example: Attendance and Punctuality; Health and Welfare; EAL; Disadvantaged; Being a Looked After Child (LAC); Service children.

5.6 We recognise behaviour as the communication of an unmet need and therefore it does not appear as a learning need in its own right.

5.7 The College believes in a graduated approach to support (as outlined in the Code of Practice). 'Quality first teaching' is the first and most effective form of support. Where a student is not making the expected progress, support will be offered through a cycle of Assess, Plan, Do and Review coordinated by the class teacher and curriculum team. A child at this stage may be placed 'on alert'. This is monitored termly through a planned series of review meetings.

5.8 Where a student needs support which is additional to this, they may be placed on the Record of Need at the **SEN Support** (formerly Action and Action Plus) level.

5.9 Parents will be informed when any student is placed on, or removed from, the Record of Need.

5.10 All staff working with the student, will be given guidance on how to best support them and the student's progress will be rigorously monitored. This will be documented in a Learning Passport.

5.11 A class teacher with a concern about a child will fill out a DSEN trigger form and send it to the Operational DSENCO. This will lead to further investigation and a plan for further assessment, support or intervention.

5.12 If a student continues to make less than expected progress, despite the College putting in place a range of support, the College may seek the support of a specialist external agency (e.g. the Educational Psychology Service).

5.13 Where the College has taken relevant and purposeful action to identify, assess and meet the DSEN of a student, but they continue to make less than expected progress, the College, or parent, may consider requesting an Education (EHCP) statutory assessment. If successful, the Local Authority may delegate additional resources to support the College in meeting the student's needs.

5.14 The assessment for an EHCP will combine information from a variety of sources and may include:

- Parents
- Teachers
- Educational Psychologists

- Health professionals
- Social Care

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set.

5.15 Once awarded, the EHCP will be kept as part of the student's formal record and reviewed annually by staff, parents and the student. The annual review enables provision for the student to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

5.16 No new Statements of Educational Need will be awarded, but will gradually be replaced by EHCP's. Where a student has a pre-existing Statement, the College will provide appropriate support to meet the provision, as detailed within the Statement. This will be reviewed annually.

5.17 The College provision map will detail the entire provision for Inclusion within the College, and document the individual needs profiles of all students receiving support.

6. Provision

This College has members of staff who specialise in DSEN provision and support, working alongside highly skilled teachers and support staff. Every student will be regarded as an individual and resources will be deployed to help them reach their individual targets. Once a child's needs are identified, support will be provided in a range of ways including:

- Quality first teaching differentiated to meet the learners' needs
- Modification of teaching methods/materials.
- A regularly reviewed Learning Passport, aimed to improve communication and consistency of support within the assess/plan/do/review framework
- Classroom support by Teacher/Teaching Assistant (TA).
- Specialised intervention, intervention programmes including phonics teaching, dyslexia support, autism support, life skills and social, emotional and behaviour support.
- Input from external agencies.
- Specialist equipment.
- ICT support.

7. Liaison

Regular liaison is maintained with the following external agencies:

- Psychological Service
- Behaviour Support Team
- Social Services
- Audiology Service
- Services for the Visually Impaired
- Health Service
- Assessment and Education Provision Team, County Hall
- Physiotherapy
- Autistic Support Team

8. Facilities

This College has specialist toilets with showers and separate changing facilities, available for use by a range of students with physical disabilities, or other special needs, on both sites. We have access to the swimming pool for the use of students with physical disabilities who need specialist exercise. Lifts have been installed on North Site to increase disabled access to the College site.

9. Resources

9.1 The College is allocated a notional budget within the global budget for students who have DSEN. This budget is devoted to the funding of staff and resources which operate the DSEN support systems, as detailed above. In allocating resources, the governing body are guided by the recommendations of the strategic DSENCO, depending on the needs of students.

9.2 The Local Authority makes available some top up funding to the College, to support the students who are the subject of Statements/EHCP under the terms of the 1996 Education Act. This provides staffing and resources for specific students. Only students whose needs are deemed to require resourcing that costs more than £6,000 are provided with these top up funds.

10. Access to the Curriculum

10.1 The provision of an exciting learning environment will be a priority, to arouse students' interest and curiosity and to help those who need extra stimulus and encouragement to overcome their learning difficulties.

10.2 The College fosters a climate of warmth and mutual support in which self-confidence and self-esteem can grow, and in which everyone feels valued and able to risk making mistakes as they learn, without fear of harsh criticism, or a criticism of an attempt to understand.

10.3 There is flexible grouping of students so that learning needs are met in individual, small groups or whole class contexts.

10.4 The Curriculum is differentiated to meet the needs of a variety of individual students. Teaching styles and groupings reflect this approach.

10.5 Schemes of work reflect whole College approaches to teaching and learning, and take account of Special Educational Needs.

10.6 Curriculum tasks and activities are matched to students' differing paces and styles of learning, interests, capabilities and previous experience.

10.7 Curriculum tasks and activities may be broken down into a series of small and achievable steps for students who have marked learning differences.

10.8 The use of Synthetic Phonics will be introduced to those students entering Year 7 below expected progress levels, where screening identifies a need.

11. Arrangements for the treatment of complaints

The procedure for managing complaints is for staff or parents to contact the Operational DSENCO, in the first instance. If no solution is found, then the procedure is to put the complaint in writing to the Assistant Headteacher (Strategic DSENCO) and after exploring this avenue, writing to the Head of College. Next the DSEN Governor or Chair of Governors can be contacted. If the concern is still not resolved, there is a right to appeal. Please see the Complaints Policy for details.

12. Staff Development

In-service training needs, related to special educational needs, will be identified by the Strategic DSENCO in consultation with the staff, and will be incorporated into the Staff Development plan. A program of training will be delivered throughout the year.

13. Working with parents

13.1 The College seeks to actively involve parents in their child's education. It is recognised that the support and encouragement of parents, of children and young people with DSEN, is often the crucial factor in achieving success. Parental involvement will help with:

- early, accurate identification and assessment of DSEN leading to the correct intervention and provision.
- ongoing social and academic progress of children with DSEN.
- personal and academic targets that are set and met effectively.

13.2 Parents will be invited to attend all review meetings for their child. Furthermore, the College welcomes feedback from parents all year round and parents can make an appointment to speak to the DSENCOs throughout the year, for any reason.

13.3 Parents are kept up to date with their child's progress online, through written reports, parents' evenings, and additional meetings, as appropriate.

13.4 In cases where more frequent contact with parents is necessary, this will be arranged based on the individual student's needs. The College may also signpost parents of students with DSEN to the relevant support services.

13.5 A DSEN information report will be published annually and placed on the College website, outlining more detail of provision and the support available.

14. Evaluating success

This policy will be kept under regular review. In order to make consistent continuous progress in relation to DSEN provision, the College encourages feedback from staff, parents and students throughout the year. The College has a rigorous monitoring cycle and DSEN is an integral aspect of this. Evidence collected from a range of sources will help inform College development and improvement planning. Sources will include:

- Academic data
- Impact of intervention programmes
- Behavioural data
- Stakeholder feedback, including students, staff and parents
- Attendance data
- Lesson observations, learning walks and work scrutiny