

## The Quest Academy – Coloma Trust

### Additional Educational Needs Policy

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This SEND policy is a key document to ensure that our school delivers high quality provision for all pupils with SEND.

It outlines our statutory responsibilities and approaches to ensure that all pupils including those with SEND can achieve their potential and engage successfully in all aspects of the wider school community.

This policy was developed in partnership with Governors, school staff and parents to ensure the needs of all students with SEND are met and that we comply with the statutory requirements and guidance set out in relevant legislation and documents.

The policy is available on our website or hard copies are available from the school office.

Our SENCO is a fully qualified teacher, and is studying for the National Award in special Educational Needs and is a member of the senior leadership team. They have overall responsibility for the operation of this policy and coordinating specific provision for pupils receiving SEND support. Our SENCO also contributes to strategic development of SEND provision.

#### **Our values and vision in relation to SEN provision**

The Quest Academy is an inclusive institution and fully supports the Every Child Matters agenda. We believe that:-

- All students should receive educational opportunities that enable them to reach their academic potential and develop personal and social skills that will enable them to make an active and positive contribution to the community in adult life.
  - All students should be encouraged, valued and accepted whatever their individual abilities, needs and aspirations;
  - Every student has an entitlement to a broad and balanced curriculum.
- It is the responsibility of the whole Academy community to work consistently and persistently towards providing a welcoming, challenging and fulfilling environment for all students regardless of their abilities, needs or aspirations. This responsibility lies at the heart of the work of all staff within the context of their roles and duties.
- Students make the greatest progress and achievement if they are active partners in those activities provided to bring about their achievement and success. To support this, the Academy is committed to engaging all students in a dialogue about their learning, what actions they need to improve, their achievements and any additional intervention and support they should require.
- The Academy is best able to support each student when there is a strong partnership between the Academy and their parent(s)/carer(s). To support this, the Academy is committed to listening to, supporting and empowering parents and carers to make a full contribution to decision making relating to their child.
- The primary measure of a student's success at the Academy will be the fulfillment of their academic and personal potential.
- Additional measures of a student's success at the Academy will include their participation in the life of the school community in areas such as sport, clubs and societies, trips, student leadership and so on.

- The Academy is committed to the early identification of students whose progress indicates that they are unlikely to fulfil their academic potential.
- The Academy will take coordinated and appropriate action to support all students who are not making the academic progress that is expected of them or who are experiencing difficulties that are likely to impact on their academic progress. This action will, where appropriate, involve parent(s)/carer(s) and external partners.

### **Aims of this policy.**

Our aim is to realise each student's potential by ensuring that they acquire the knowledge, skills and values necessary to live a full, flexible and rewarding life in the changing, modern world. To do this we will:-

- Ensure that responsibility for provision for pupils with SEND remains an integral part of the whole school provision.
- Ensure that children and young people with SEN can engage successfully in all school activities alongside pupils who do not have SEN, including making reasonable adjustments for those pupils with a disability so that they have good access to the curriculum and wider school learning environment.
- Work in close partnership with parents, and other key agencies so that needs and strengths of each pupil with SEND are fully identified and there is a collaborative and coordinated approach to planning and reviewing provision on a regular basis.
- Ensure a high level of staff expertise to meet pupil's need through universal and targeted training and continued professional development.
- Promote independence and resilience in pupils with SEND so that they are prepared for the next phase of education and transition to adulthood.

### **Admission arrangements for pupils with SEND**

The school's admission arrangements are set out in the school prospectus and make it clear that the school will not discriminate or disadvantage pupils with a disability or SEN.

The Code of Practice requires a school to admit all pupils who have a Statement of Special Educational Need or Education Health and Care Plan where it has been requested by parents as their school preference and named by the Local Authority (LA).

The LA must comply with this request and name the school in the Statement/EHC plan unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child  
or
- the attendance of the inclusion of the child would be incompatible with the efficient education of others at the school or the efficient use of resources.

Our School will liaise closely with the Croydon SEN team to ensure that any decisions on placement and provision for a pupil with a Statement or Education Health and Care Plan are in the best interests of each child and the wider school community as outlined above.

The SEND manager in collaboration with parents and other key agencies will ensure appropriate provision is in place to support pupils with SEN entering the school.

## Identifying Special Educational Needs

The school uses the definition of SEN and disability as set out in the SEND code of practice and Equality Act 2010

We recognise the importance of early identification and aim to ensure that robust measures are in place to highlight children who are falling behind or who are facing difficulties with any aspect of learning or social development at the earliest opportunity.

This process of early identification is supported by:

- Review of skills and attainment when pupils join the school, taking into account information from any previous settings or agencies and families as appropriate
- Termly tracking of all pupils to monitor progress and attainment in compared to age related expectations
- Concerns raised directly by parents or other agencies

As well as progress in core subject areas, progress in other areas will also be considered including social and emotional development and communication skills.

In determining whether a pupil may have SEN, consideration will also be given to other factors which may be affecting achievement including;

- Attendance
- English as an additional language
- Family circumstances
- Economic disadvantage

The school acknowledges that consideration of these factors will be particularly important when a child is displaying challenging behaviour or becoming isolated and withdrawn. Such behaviours can often mask an unmet need and further assessments will be undertaken to determine any underlying factors affecting behaviour which may not be SEN.

Before deciding that a pupil requires additional send support the SEND manager and class teacher will review current arrangements to meet the child's needs within daily class teaching and consider any further modifications and adaptations that should be put in place to support good progress. The class teacher/ form tutor will also seek the views of pupils and their families about barriers to learning.

### Meeting the needs of pupils with SEND.

When it is evident that a pupil will require higher levels and more tailored support than is available from everyday teaching we will offer **Additional SEN Support**.

Parents will be formally notified that their child will receive this additional support and placed on the **SEN register** where his/her progress and provision can be monitored more closely and reviewed on a regular basis.

## **The SEND Register.**

The register provides an updated record of all pupils receiving additional SEN support so that:

- Progress and achievements of individual pupils with SEND can be closely scrutinised and provision reviewed to ensure that provision is making an impact and helping to overcome difficulties.
- there is an overview of the range and level of need across the school
- school provision reflects and is responsive to current profile of need
- Effectiveness of whole school provision can be evaluated and emerging trends across different year groups or subject areas can be identified and addressed.

Once identified as requiring additional SEN support, pupils will receive a tailored package of support to target key areas of difficulty.

This will be managed through a four part cycle of assessment, planning, intervention and review. This cycle is known as the **Graduated Response** and follows the model described in the SEN Code of Practice. It will enable a growing understanding of the pupils' strengths and barriers to learning. It will ensure that any additional provision is closely matched and will support progress towards short and long term targets and outcomes.

Depending on the needs and progress of each pupil, successive cycles may draw on more detailed approaches, more frequent review and referral and input from external agencies.

### **The Graduated Response:**

#### **ASSESS:**

Once identified as requiring additional SEN support a more detailed assessment of the pupil's needs will be carried out. This will include further discussions with parents and, when appropriate, the pupil. It may draw on assessments and reports from external agencies involved with the pupil such as speech and language therapist. The SEND manager may also carry out more diagnostic assessments of needs in key areas of difficulties.

Each pupil's difficulties will be considered against the four broad areas of needs:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

The school recognises that it is highly likely that the needs of individual pupils will overlap across one or more of these areas of need or that needs may change overtime.

This comprehensive assessment will give a detailed picture of each child's strengths and special educational needs.

**PLAN:**

The school will use the information from the assessment to draw up a plan to outline the support that will be offered. The plan will:

- Be outcome focused where the desired benefit or difference from any intervention is clearly identified and matched to need.
- Detail the range of additional interventions and approaches that will be made available to support progress towards these outcomes
- Highlight the ways parents and pupils can work in partnership with the school to support progress towards targets and outcomes.
- Give details of the role and input of external agencies when they are involved with a pupil

This plan will record the student's SEND history and include all the provision that the school will provide to support the student to access the curriculum. The Staff responsible for each action will be named and smart targets set after discussions with the students and their parents/carers.

This plan will be shared with all key teachers and support staff so that they are fully aware of the outcomes sought, the support on offer and any particular teaching strategies and approaches and resources that have been agreed.

Parents will receive copy of this plan *with a specified time frame/date* to show when it will be reviewed.

**DO:**

Class/subject teachers, with the support of the SEND manager will take the responsibility for overseeing the implementation of the plan. This will ensure that the additional support offered is linked closely to the general curriculum offer and maximise the opportunities to reinforce and consolidate key skills within the context of the class.

This will be particularly important when the intervention takes place outside of the classroom. There will be regular liaison and feedback with staff delivering interventions so that any required refinement of the support can be managed promptly.

**Review of IEP**

The impact of any additional support offered will be reviewed at least termly. Parents will be invited to attend this review meeting along with pupils when this is appropriate.

This review may be included in the general school cycle of parental consultation meetings. However, where the pupils' needs are more complex and they receive support from a range of specialist agencies a separate review meeting will be arranged so that all key parties can contribute and share views on progress and subsequent provision.

At the review the following will be considered:

- Impact of each element of the intervention towards the identified outcomes
- Pupils' response to the support and view of their progress where this is applicable
- Views of parents and specialist agencies
- Next steps with refinement and adjustments to the support offered as required

Where progress has been limited, further analysis and assessments will be made to ensure the provision offered matches the nature and level of needs. If not already involved and with the agreement of parents, the SEND manager will make a referral to specialist agency.

A full list of external agencies the school uses to support the progress and welfare of pupils with SEN is included.

### **Removal from the SEN register.**

Where evidence shows that a pupil has made good progress and achieves the outcomes set they will no longer require additional SEN support and his/her name will be removed from the register.

Parents will be formally notified of this decision.

Progress will continued to be monitored regularly as part of the termly tracking for all pupils.

### **Support for Pupils with Significant Needs.**

The additional needs of most of the pupils with SEN at our School can be met by interventions and resources available from the school budget

In a few cases for pupils with the most significant needs it may become apparent that he/she will require a more comprehensive and individualised package of support to help them achieve their outcomes and remove barriers to learning which cannot funded long term from the school's own resources and budget. Where this is the case the SEND manager, in consultation and agreement with parents and other specialist agencies, will make a request to the Local Authority for an Education Health and Care Plan (EHC plan) assessment if agreed.

### **Educational Health and Care Plans. Education Health and Care Plans:**

An education health and care plan is for children and young people aged up to 25 who need more support to overcome difficulties that is available from funding and resources paid directly to the school.

Each plan gives specific details of any educations needs or health and social care needs which impact on learning achievement and identifies the range and nature of support that must be in place to support progress. The LA provide top up funding to cover the cost of provision that is higher than funds available to the school.

More information about EHC plans, including criteria for requesting an assessment for an EHC plan can be found on the Croydon SEND Local Offer:

<http://www.croydon.gov.uk/education/special-educational-needs/sen-education/>

If a pupil has an EHC plan it will be formally reviewed annually. Any additional support offered will continue to be reviewed and modified termly, taking into account the views and contributions of parent's pupils and external agencies.

### **Meeting the needs of Pupils with Medical conditions.**

In compliance with revised statutory guidance arrangements are in place to ensure that any pupil with a medical condition is able, as far as possible, to participate in all aspects of school life and achieve their academic and personal potential.

These arrangements are set out in an Individual Health Care Plans (IHC).

The IHC plans will detail the type and nature of support that will be available. The plans will be:

- Produced through collaboration with parents, pupil as appropriate, and health professionals.
- Shared with all relevant staff
- Reviewed at least termly or sooner to reflect changing needs and support.

Where a pupil with a medical condition also has a disability or SEN the IHC plan will be closely linked to educational special provision so that there is a coordinated approach.

Staff who have responsibility to support a pupil with medical needs, including the administration and supervision of medication, will receive appropriate, ongoing training and support so that they are competent and confident about their duties. Please see link below:

[Link to Medical Conditions Policy](#)

### **Transition Arrangements – Arrangements to support pupils with SEND joining the school or moving to another school.**

For pupils joining the school in year 7 the SEND Manager will seek information about the nature and level of needs for pupils identified with SEND and the provision that has already been offered to overcome these barriers.

Where there is a high level of need this may involve visits to primary school settings and information sharing meetings with the child's family and other key agencies supporting the child. This may involve setting up a detailed 'Transition Plan' which sets out clearly how the move will be managed. This is likely to be the case where the child has a Statement or EHC plan.

For pupils moving to a different school, the SEND Manager will make contact with the new school to share relevant information. As above, where the child has significant needs or has a Statement or Education Health and Care Plan, there will be a formal transition meeting when parents, pupils, representatives from the new school and other key professionals discuss and plan support required to ensure there is continuity in the range and level of support offered.

## **Public Examination Access Arrangements**

The Academy will ensure that all students who have an entitlement have the appropriate access arrangements for public examinations. Where appropriate the Academy will assess the reading age and speed, spelling age, writing speed and speed of processing for identified students. Applications will be made to the Exam Boards for the appropriate access arrangements, which include extra time, use of IT, a reader, a scribe or transcription, enlarged papers and signers. These arrangements are required to reflect the usual classroom practice. Parent(s)/carer(s) will be informed of any public examination access arrangements when permission is granted by the examination boards

## **Funding and Resources.**

The school receives additional funding from the Local Authority each year to facilitate the needs of pupils requiring additional SEN support. The value of this funding varies between each school informed by a set of indicators. The level of funding is not adjusted in year to reflect any changing demand for SEN provision.

The school leadership through consultation with the SEND manager and Governing Body decide on how this funding will be deployed to meet the range and level of need for pupils with SEN across the whole school.

## **Section 8: Training**

Our school is committed to an ongoing programme of training and support to enable teachers and support staff to have the understanding and skills required to differentiate and scaffold learning for the pupils with a range of SEN within everyday teaching.

We also have a team of staff with more specialist skills to support and deliver interventions for pupils with more complex needs. They have access to additional training to update their knowledge and skills and to respond to the needs of individual or groups of pupils with specific needs.

Induction arrangements are in place for new staff and newly qualified teachers so that they are familiar with the schools' approach to supporting pupils with SEN

The SEND Manager attends the termly Croydon briefing sessions and has opportunities to attend other local and national training sessions to keep abreast of local and national policy and initiatives to continue to enhance SEN provision at our school.

## **Roles and Responsibilities**

### **The SEND Manager:**

The SEND Manager under the leadership of the Assistant Principal has the day to day responsibility for the operation of the SEND policy and the provision in school. This includes the line management of teaching assistants who give support to individual and groups of pupil with SEN. The SEND manager provides training, guidance and support to all staff in relation to meeting the needs of pupils with SEN. The SEND Manager has a key role in developing positive partnerships with parents and other external agencies in order to fully



address the needs and support progress for pupils with SEN. The SEND manager will also take a key role in supporting the transition of pupils with SEN to different settings.

### **The Governing Body**

The code of practice states that there should be a member of the Governing Body or a subcommittee with specific oversight of the school's arrangements for SEND.

The key duties of the Governing Body are to ensure that the SEND policy is implemented and that it is effective in ensuring that pupils with SEN have the same opportunities to make good progress and play an active and fulfilling role in the life of the school alongside pupils with no SEN.

*The lead governor for SEND at The Quest Academy is Councillor Andy Stranack*

He/she meets at least termly with the SENCO to review and evaluate effectiveness of the schools' SEN provision and contribute to discussions about plans to develop and enhance this provision.

The lead SEND governor will also ensure that updates on the quality and impact of SEN provision are regular items on the Governing Body cycle of meetings.

### **Other key staff who are actively involved in supporting and coordinating SEN provision and part of our wider inclusion team include:**

Designated teacher for Safeguarding: Mrs Louise Stotesbury

Designated teacher for Looked after Children: Richard Houghton

Attendance Officer: Amanda Keel

### **Monitoring and Evaluating SEND Provision**

The school undergoes an active process of continual review and analysis of outcomes for all pupils, including pupils with SEND.

In evaluating the quality of the SEND provision the school will take into account a range of evidence including looking at the level of academic achievement of pupils with SEND in school compared to standards achieved pupils achieved with no SEN as well as comparison with pupils with similar starting points nationally.

We also use other assessment measures which relate specifically to individual needs such as communication skills or personal resilience.

We monitor the impact of additional and targeted interventions and collect the views from parents and pupils on the quality of provision offered.

Case studies are also used as an evaluative tool to look at features of good practice where pupils have made good progress or to analyse what else is needed where progress is slow.

### **Managing Concerns about SEND Provision**

Parents are encouraged to share any concerns they have about the quality and impact of SEN provision for their child at the earliest possible opportunity. In the first instance parents should speak to the *class teacher/form tutor* with further discussions with the SEND manager and other senior leaders as required.

Parents will be encouraged to seek advice and support from the local parent SEN Information Advice Service (SENDIAS) and Mediation services. This is an independent, impartial and confidential service

The school can also make arrangements for parents to discuss concerns with other key professionals such as the educational psychologist.

If concerns are still unresolved parents will be asked to make a formal complaint and directed to the School Complaints Procedures on the website.

Where the parental complaint is directly related to decisions around an EHC plan assessment of needs or provision this will be managed directly by the Croydon SEN team. Parents will be contacted directly to receive information about the mediation services available.

### **Anti-Bullying**

We recognise that pupils with SEN are vulnerable to bullying and the impact that bullying can have on emotional health and wellbeing. All pupils with SEN have a named adult to report any incidents of bullying to. Through careful monitoring of bullying incidents and regular review of anti-bullying policies and practices with the school community we ensure our effectiveness in reducing and responding to bullying.

### **Disability Access Arrangements**

In compliance with the duties set out in the Equalities Act 2010 the school has an accessibility plan which outlines the actions we will take overtime to increase the accessibility of pupils.

This includes action to:

- Increase participation in the curriculum
- Make improvements in the environment to enable pupils with disabilities to benefit from all school facilities and extracurricular opportunities
- Improve access to a range of information.

### **Accessibility Plan**

#### **Physical disability**

- The Academy makes every effort to involve and integrate physically disabled students in the vast majority of academic and extra-curricular activities and for such students a trained Nurse is available;
- Means of access to the buildings for all those with physical disabilities are reviewed regularly;
- The Additional Education Needs Co-ordinator has responsibility to oversee the needs and welfare of physically disabled students.

## **.Compliance with Statutory Duties**

This policy meets requirements set out in the Children and families Act 2014. It is written with reference to the following legislation and documents:

- Special educational needs and disability code of practice 0-25
- Equalities Act 2010
- School Admissions Code of practice
- Supporting pupils at school with medical conditions (June 2014)
- Schools Complaint Toolkit 2014
- The National Curriculum
- Teachers Standards 2012
- Working together to safeguard Children (2013)
  
- **Croydon's local offer for SEN:**

<http://www.croydon.gov.uk/education/special-educational-needs/sen-education/>

## **Definition of Special Educational Needs**

### **SEND Code of Practice 2014**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

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

- A significantly greater difficulty in learning than the majority of other pupils of the same age or
- Have 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 of post 16 institutions

### **Equality Act 2010**

A disability 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.

This definition includes:

- Sensory impairments such as those affecting sight and hearing.
- Long term health issues such as asthma, epilepsy and cancer.

Links with Local and National services and organisations to support implementation of the SEN Policy.:

Croydon Educational Psychology Service	Tel: 020 8604 7300
Croydon CAMHS	Tel: 0203 228 000 <a href="http://www.slam.nhs.uk">www.slam.nhs.uk</a>
Occupational Therapy	020 8274 6854/50
Children's Physiotherapy	020 8274 6853
Speech and Language Therapy	020 8714 2594 <a href="http://www.croydonhealthservices.nhs.uk">http://www.croydonhealthservices.nhs.uk</a>
Community Paediatricians	020 8274 6300
Peripatetic Visual Impairment Service	020 8760 5784 <a href="mailto:linda.james@croydon.gov.uk">linda.james@croydon.gov.uk</a>
Peripatetic hearing impairment service	020 8760 5783 <a href="mailto:luisa.saddington@croydon.gov.uk">luisa.saddington@croydon.gov.uk</a>
Croydon Locality Early Help	<a href="mailto:earlyhelp@croydon.gov.uk">earlyhelp@croydon.gov.uk</a>
Croydon Primary Behaviour Support Team	020 8686 0393
Primary Fair Access Panel	020 8726 6162 <a href="mailto:Valerie.Burrell-Walker@croydon.gov.uk">Valerie.Burrell-Walker@croydon.gov.uk</a>
Secondary Fair Access Panel	020 8726 6162 <a href="mailto:Valerie.Burrell-Walker@croydon.gov.uk">Valerie.Burrell-Walker@croydon.gov.uk</a>
Parents In Partnership (PIP)	0208 663 5626 <a href="http://www.pipcroydon.com/">www.pipcroydon.com/</a>
SENDIAS (SEND support for parents and carers)	
Contact a Family	0808 808 3555 <a href="http://www.cafamily.org.uk/advice-and-support/">www.cafamily.org.uk/advice-and-support/</a>
Council for Disabled Children	0207 843 1900 <a href="http://www.councilfordisabledchildren.org.uk/">www.councilfordisabledchildren.org.uk/</a>