

# St. Gregory's Catholic Science College



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

Revised in line with the January 2015 Code of Practice

**Reviewed by: L. Togher**

**Date: November 2018**

**Review Date: Annually**

*Due regard has been given to the Equality Act 2010*

**Definitions of special educational needs (SEND) taken from section 20 of the Children and Families Act 2014.**

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 them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

a) have a significantly greater difficulty in learning than the majority of others of the same age; or

b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

The government has reformed the way in which provision and support is made for children and young people with special educational needs and/or disabilities in England. New legislation (The Children and Families Act 2014) enacted on the 13th March came into force from the 1st September 2014. A new SEND Code of Practice also accompanied this legislation. More details about the reforms and the SEND Code of Practice can be found on the Department for Education's website:

[www.education.gov.uk/schools/pupilsupport/sen](http://www.education.gov.uk/schools/pupilsupport/sen)

One significant change arising from the reforms is that Statements of Special Educational Needs, for those children with the most complex needs, have now been replaced with a new Education, Health and Care (EHC) Plan.

## **Mission Statement**

For God the Best and Greatest.

We are:

- Called to be and do our very best in all things, for the greater glory of God.
- Rooted in Faith, Hope & Love.
- Learning to Love, Listen & Live.
- Growing in Wisdom & Knowledge.
- Growing in Commitment & Perseverance.
- Becoming Understanding & Forgiving.
- Becoming Caring & Compassionate.
- Called to listen and respond to God's word.
- Called to be holy.
- Called to build our lives on the truth.

Everyone in our School is made in the image and likeness of God.  
"Be who God meant you to be and you will set the world on fire." – St. Catherine of Siena

### **1. Aims and objectives 'Every Teacher is a Teacher of SEND'.**

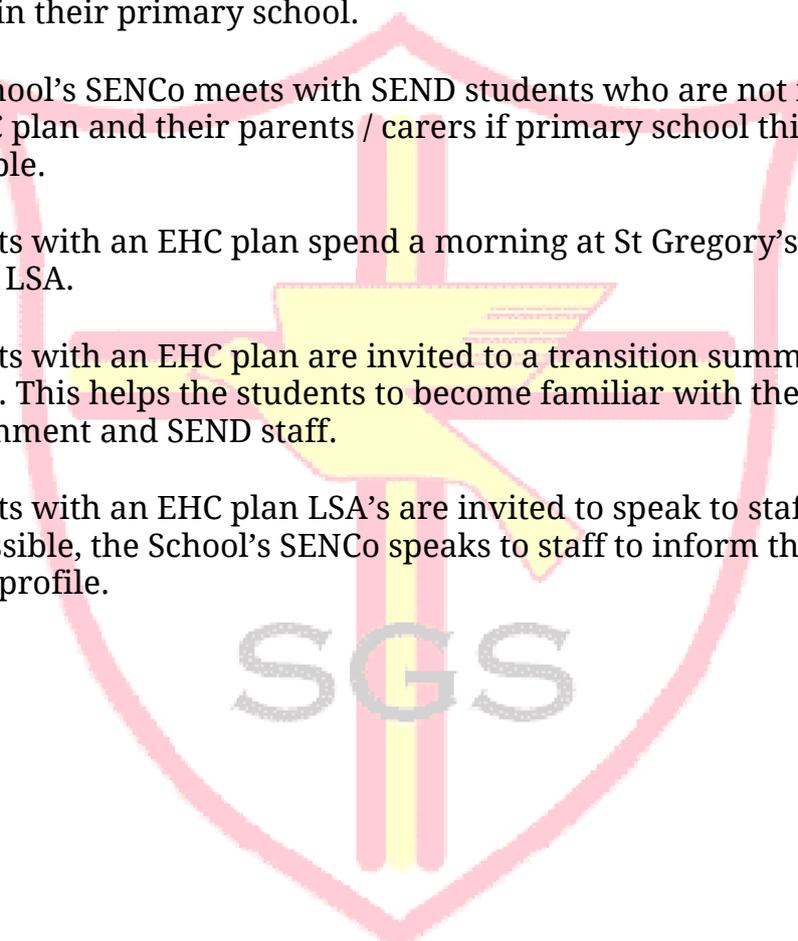
**Aims:**

- Provide every child with access to a broad and balanced education. This includes the National Curriculum in line with the *Special Educational Needs Code of Practice*.
- Promote independence, equality and consideration for others.
- Ensure that we celebrate the wide range of our students' achievement.
- Support all students to excel by offering multiple pathways for progression.
- Equip students with the skills and attributes necessary for adult life.
- Create a welcoming atmosphere for parents.



## Objectives

- Working closely with primary schools in order to achieve a smooth transition from primary schools. This is achieved in the following ways:
- In April of each academic year, a letter is sent to all primary schools, requesting information about students on the Inclusion Register.
- The school's SENCo attends year 6 Annual Review where possible and is therefore able to meet students with an EHC plan and their parents/ carers in their primary school.
- The school's SENCo meets with SEND students who are not in receipt of an EHC plan and their parents / carers if primary school think it is advisable.
- Students with an EHC plan spend a morning at St Gregory's with their named LSA.
- Students with an EHC plan are invited to a transition summer school for a week. This helps the students to become familiar with the school environment and SEND staff.
- Students with an EHC plan LSA's are invited to speak to staff, if this is not possible, the School's SENCo speaks to staff to inform them of the child's profile.

A large, faint watermark of the school's crest is centered on the page. The crest is a shield with a red border, containing a yellow cross and a red cross. The letters 'SGS' are printed in a large, grey, sans-serif font across the center of the shield.

SGS

**Staff members seek to identify and assess the needs of pupils with SEND as early as possible.** All year 7's take part in the CAT's 4. These results are analysed and the following strategies are deployed:

- The students with the lowest reading age follow the Units of Sound programme, which is a phonic based intervention. They also undergo a rigorous assessment, if there are further causes for concern; the student is referred to the SEND consultant or the school's educational psychologist.
- All other students with a reading age of 10 and below take part in the Reading booster.
- Students with a reading age between 10 and 11 are made known to the Head of English who continues to monitor their reading.
- All students with reading ages below 11 are re-tested in March and if their reading has not improved, they undergo a full assessment.
- On entry, every student is assessed for dyslexia using the Lucid Lass programme. A member of the SEND staff is a dyslexia trained teacher and is responsible for screening the Lucid Lass assessments and carrying out analysis to ensure that dyslexic students are identified.
- Students who scored in the bottom 10% of the quantitative area of CAT's 4 are tested for dyscalculia using a programme Dynamo Maths.
- All students in the bottom 10% of CAT's 4 undergo a rigorous assessment during year 7, if they have not already been identified by their primary school.
- New students, who arrive mid-term, undergo a screening programme on entry. If a difficulty is identified, they are placed on suitable programmes or undergo further assessment
- Where needs have not been previously identified staff have an obligation to report observations to the SENCo.

**The school monitors the progress of all pupils** in order to aid the identification of pupils with SEND. Continuous monitoring of those pupils with SEND by their teachers will help to ensure that they are able to reach their full potential. Academic Progress, identifies students who are under performing. The SEND department discuss relevant year groups at each Academic Progress point; the SENCo reviews the AP's of those on the inclusion list to identify any areas of no progress. These findings are discussed at departmental meetings and areas of need are identified.

**The school makes appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum.** This will be co-ordinated by the SENCo and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.

**The school works with parents** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices and providing regular feedback on their child's progress.

**The school works with and in support of outside agencies** when the pupils' needs cannot be met by the school alone. St Gregory's Catholic Science College receives further support from the Brent SEND consultant, Education Psychology Service, Speech and Language Therapy, Child and Adolescent Mental Health Services (CAMHS), BOAT (Brent Outreach Autism Service), Occupational Therapy, Brent Physiotherapy, Teacher for the hearing impaired, Teacher for the visually impaired and the school counsellor.

**The school creates an environment where pupils can contribute to their own learning** by offering all students the opportunity to voice their own opinions. This is achieved by encouraging positive relationships with adults in school and carefully monitoring the progress of all students at regular intervals. The form tutor plays a very important role at St Gregory's Catholic Science College and helps to build a sense of belonging, respect and value.

## **2. Responsibility for the coordination of SEND provision**

The person responsible for overseeing the provision for children with SEND is Mr A Prindiville (Headteacher).

The person co-ordinating the day to day provision of education for pupils with SEND is Miss L.Togher (SENCo)

## **3. Arrangements for coordinating SEND provision**

The SENCo will hold details of all SEND Support records such as the inclusion Register, provision maps, Pen Portraits, Review documents and Pupil passports. All student files are locked in cupboards in a designated locked area.

**All staff can access the following documents on the T drive:**

- The St Gregory's SEND Policy. (\*)
- The Safeguarding and Child Protection Policy. (\*)
- A copy of the full inclusion list.
- A copy of the exam concessions list.
- Guidance on identification of SEND in the Code of Practice.
- Pen Portraits
- Review documents
- Pupil passports
- Information about types of special educational needs and disabilities.
- The school Accessibility Plan. (\*)

By accessing the above every staff member will have complete and up-to-date

information about all pupils with special needs and their requirements; enabling them to provide for the individual needs of all pupils.  
This policy is made accessible to all staff and parents in order to aid the effective coordination of the school's SEND provision.

\*Can be viewed on the school website or is available on request from the school.

#### **4. Admission arrangements**

The school adheres to the Special educational needs and disability code of practice: 0 to 25 years, which clearly states:

“The School Admissions Code of Practice requires children and young people with SEND to be treated fairly. Admissions authorities:

- must consider applications from parents of children who have SEND but do not have an EHC plan on the basis of the school's published admissions criteria as part of normal admissions procedures.
- must not refuse to admit a child who has SEND but does not have an EHC plan because they do not feel able to cater for those needs.
- must not refuse to admit a child on the grounds that they do not have an EHC plan. The Equality Act 2010 prohibits schools from discriminating against disabled children and young people in respect of admissions for a reason related to their disability.”  
Moreover, if a child's parent or a young person makes a request for St Gregory's Catholic Science College on an EHC plan, then the local authority and school must comply with that request unless:
  - a) it would be unsuitable for the age, ability, aptitude or SEND of the child or young person, or
  - b) the attendance of the child or young person there would be incompatible with the efficient education of others or the efficient use of resources.

#### **5. Specialist SEND provision**

St Gregory's Catholic Science College is an inclusive school. For more information on our provision for inclusion including our involvement in specialist programmes to aid inclusion see **Section 10**.

In our school we support children with a wide range of needs. We are committed to whole school inclusion and will seek support and training from SEND services where appropriate.

#### **6. Facilities for students with SEND**

The site building regulations comply with all relevant accessibility requirements.

The building provides wheelchair access, disabled toilets and lifts. Two classrooms are allocated to form the Learning Support base for students with SEND.

## 7. Allocation of resources for students with SEND

It is the responsibility of the senior leadership team, SENCo and governors to agree how the allocation of resources is used based on the needs of the student. A number of SEND students may also receive intervention funded by the Pupil Premium allocation depending on the nature of the programme(s) offered.

## 8. Identification of students needs

### Identification:

See definition of SEND at start of this policy.

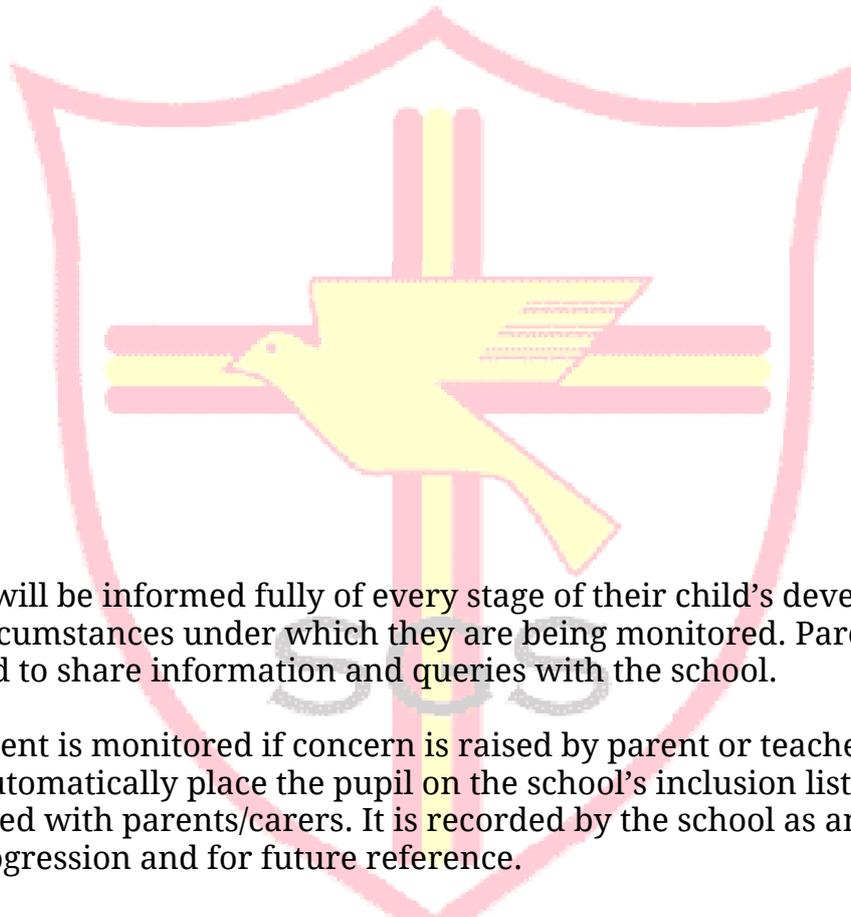
**A graduated approach: 'Every Teacher is a Teacher of SEND'.**

**Quality First Teaching: 'The baseline of learning for all students'.**

1. All names of children who have SEND are held on a central 'Inclusion List'. Within this there are three categories:
  - Children and young people with an Educational, Health and Care Plan of special educational needs (E or S), a legal document that describes a child or young person's special educational, health and social care needs. It explains the extra help that will be given to meet those needs and how that help will support the child or young person to achieve what they want to in their life.
  - Children and young people on SEND support (K), a child or young person with a diagnosis from a professional whose needs constitute regular SEN intervention, LSA support and/or external professionals.
  - Children and young people on Be Aware (BA), have a diagnosis from professional or standardised scores that suggest a SEND difficulty whose needs are met in the classroom. They are making good progress and are monitored at each AP.
2. Once a student has been identified as *possibly* having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties. Any student who is falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be added to the Be Aware list and monitored
3. The subject teacher will take steps to provide differentiated learning opportunities that will aid the student's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
4. The SENCo will be consulted as needed for support and advice and may wish to observe the student in class.

5. Through the above actions it can be determined which level of provision the student will need.

6. If a student has recently been removed from the SEND register they may also fall into this category as continued monitoring will be necessary.



7. Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. Parents are encouraged to share information and queries with the school.

8. The Student is monitored if concern is raised by parent or teacher but this does not automatically place the pupil on the school's inclusion list. Concerns are discussed with parents/carers. It is recorded by the school as an aid to further progression and for future reference.

9. Student progress meetings, academic tutorials and parent evenings are used to monitor and assess the progress being made by all students. The frequency of these meetings is dependent on individual progress.

### **SEND Support:**

Where it is determined that a student does qualify for SEND support, parents will be formally advised of this before inclusion of the individual on the School Inclusion Register. The aim of formally identifying a student with SEND is to help the school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part process indicated below:

- Assess
- Plan
- Do
- Review

This is an on-going cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the student to achieve good progress and outcomes.

The large volume of students on the Inclusion list means that the department does not have the capacity to physically meet with all families of children on this list termly. Rather, the Assess, Plan, Do and Review cycle is child-centred. The assessment and planning is completed with the child and a member of the learning support team every term. All discussion is documented and a copy sent home for parents to see. Should the families of the child wish to discuss this further upon receiving the documentation the SENCo or assistant SENCo is more than happy to discuss this either over the telephone or a meeting at school.

At the end of the academic year we will invite all families of children on the inclusion list to meet with a member of the learning support department to discuss how their year has been.

### **Assess**

In identifying a child as needing SEND support the subject teacher, working with the SENCo should carry out a clear analysis of the student's needs. This should draw on subject assessments, teacher observations, and details of previous progress and attainment, comparisons with peers and national data. The opinion and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be recorded and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need; barriers to learning are clearly identified and being challenged and that the interventions being used are developing and evolving as required. Where external support staffs are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

### **Plan**

When it is decided to provide a student with SEND support, parents will be informed in writing. Planning will involve consultation between the teacher, SENCo and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and/ or behaviour that is

expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home. All those working with the student, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

## **Do**

The subject teachers remain responsible for working with the student on a daily basis. They will retain responsibility even where the interventions may involve group or 1:1 teaching away from the mainstream classes. They will work closely with LSA's and relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCo.

## **Review**

Reviewing students' progress will be made at each Academic Performance. The review process will evaluate the impact and quality of the support and interventions. The SENCo will revise the support and in light of students' progress and development; making any necessary amendments going forward, in consultation with parents and subject teachers.

## **Referral for an Education, Health and Care Plan (EHC Plan):**

If a student has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the student are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an EHC Plan will be taken at a progress review involving parents, SENCo and Head of Year.

The application for an EHC Plan will combine information from a variety of sources including:

- Parents
- Teachers
- SENCo
- Social Care

- Health professionals

Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes of the targets set form the basis of the profile. A decision will be made by a group of people from education, health and social care about whether the student is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

- a) Following Statutory Assessment, an EHC Plan will be provided by the Local Authority, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school and parents will be involved in developing and producing the plan.
- b) Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- c) Once the EHC Plan has been completed and agreed, it will be kept as part of the student's formal record and reviewed at least annually by staff, parents and the student. The **Annual Personal Review** enables provision for the student to be evaluated and, where appropriate, for changes to be put in place.

## 9. Access to the curriculum, information and associated services

Students with SEND will be given access to the curriculum through the specialist SEND provision provided by the school as is necessary and as far as possible, taking into account with the wishes of parents and the needs of the individual.

Every effort will be made to educate students with SEND alongside their peers in a mainstream classroom setting. Where this is not possible, the SENCo will consult with parents for other flexible arrangements to be made.

Regular training and learning opportunities for staff on the subject of SEND and SEND teaching are provided both in school and from external agencies **(this covers the Code of Practice, Autism training and Dyslexic training)**. Staff members are encouraged to attend voluntary twilight and Inset training to further develop skills and knowledge.

### **Ensuring Access to the Curriculum for Pupils with SEND: The SENCo and Senior Leaders are responsible for:**

- Keeping staff fully informed of the special educational needs of any students including sharing progress reports, medical reports and teacher feedback.

- Providing regular training and learning opportunities for staff in all departments on the subject of SEND and SEND teaching. Ensuring staff members are kept up to date with teaching methods which will aid the progress of all students including those with SEND.
- In-class provision and support are deployed effectively to ensure that the curriculum is differentiated where necessary.
- Individual or small group tuition is available where it is felt that students would benefit from this provision.
- Setting appropriate individual targets that motivate students to do their best, and celebrating achievements at all levels.

#### **10. Inclusion of pupils with SEND**

- The Headteacher Mr A Prindiville is responsible for Inclusion and for ensuring that it is implemented effectively throughout the school.
- The school curriculum is regularly reviewed by the Senior Leadership Team to ensure that it promotes the inclusion of all students. This includes learning outside the classroom.
- The school will seek advice where appropriate around individual students, from external support services.

#### **11. Evaluating the success of provision**

- In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and students during the academic year. **Parents, staff and students are given an opportunity to evaluate the effectiveness of provision by means of a questionnaire.**
- Student progress will be monitored on a termly basis in line with the SEND Code of Practice. The SEND department offer an *Open Door* policy where parents can access the SENCo regularly without making a formal appointment. Further feedback from parents can be given at any time through email contact available on the school website.
- **A formal evaluation of the effectiveness of the school SEN provision and policy culminates in an SEND Report.** The evaluation is carried out by the SENCo in consultation with the Headteacher. Information is gathered from different sources such as student and parent surveys/ teacher and staff surveys/parents evenings/ consultation evening/ report feedback forms. **This will be collated and published by the governing body on an annual basis in accordance with section 69 of the Children and Families Act 2014.**

## **12. Complaints procedure**

- Please refer to the School's Complaints Procedure (which can be viewed on the school website or is available on request from the school)
- If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCo, and designated Senior Leadership Line Manager who will be able to offer advice on formal procedures for complaint if necessary.

## **13. In service training (CPD)**

- We aim to keep all staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND.
- St Gregory's Catholic Science College seeks the support of external SEND specialists when a need for specialist training is identified. The SEND department and Senior Leadership Team consider the relevance of specific training carefully and aim to meet the needs of staff dealing with specific SEND issues.
- The SENCo attends relevant SEND courses and facilitates/signposts relevant SEND focused external training opportunities for all staff. All LSA's are offered training opportunities through a range of local agencies working with specific students at the academy.
- In-class provision and support are deployed effectively to ensure that the curriculum is differentiated where necessary.
- Individual or small group tuition is available where it is felt that pupils would benefit from this.
- We recognise the need to train all our staff on SEND issues and we have funding available to support this professional development. The SENCo, with the Senior Leadership Team, ensures that training opportunities are matched to school development priorities and those identified through the use of provision management (see Section 11).

## **14. Links to support services**

The school continues to build strong working relationships and links with external support services in order to fully support our SEND pupils and aid school inclusion.

Sharing knowledge and information with our support services is key to the effective and successful SEND provision within our school. Any one of the support services may raise concerns about a student. This will then be brought to the attention of the SENCo who will then inform the child's parents.

### **15. Working in partnerships with parents**

St Gregory's Catholic Science College believes that a close working relationship with parents is vital in order to ensure:

- Early and accurate identification and assessment of SEND leading to the correct intervention and provision.
- Continuing social and academic progress of children with SEND to enable personal success.
- Parental views are considered and valued.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENCo may also refer parents of pupils with SEND to the local authority, Information Advice and Support Services where specific advice, guidance and support may be required. They can be contacted on: 0208 937 3434.

If an assessment or referral indicates that a pupil has additional learning needs the parents and the pupil will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. **The school's SEND link (Mrs P Brown) governor may be contacted at the school in relation to SEND matters.**

### **16. Links with other schools**

The SENCo works in partnership with the Inclusion Directors in the following secondary schools: Preston Manor, Claremont, Kingsbury and Alperton. This enables the partnership to build a bank of joint resources and to share advice, training and development activities and expertise.

### **Transition**

Where a student has an EHC plan there is a legal requirement to provide an annual review at the point of Year 9, Year 11 or Year 13 transition. This review may take the form of a Person Centred Review or Formal Review. This is decided upon by the SENCo in consultation with external agencies. Transition Plans are drawn up in accordance with parental, pupil and staff views.

### **17. Links with other agencies and voluntary organisations**

St Gregory's Catholic College invites and seeks advice and support from external agencies in the identification, assessment and provision of SEND. The SENCo is the designated person responsible for liaising with the following:

- Brent SEND department
- Brent Educational Psychology Service
- Speech and Language Therapy Services
- Brent SEND consultants
- Brent Outreach Autism Team
- School Counsellor

Representatives from voluntary organisations and other external agencies are invited to meetings throughout the year to discuss SEND provision and progress and keep staff up to date with legislation.

In cases where a child is under observation or a cause for concern, focused meetings will be arranged with the appropriate agency. Parents will normally be invited to and informed about any meetings held concerning their child unless there are over-riding safeguarding issues.

