



Saint GREGORY'S
Bath

SEND Policy

In Christ we flourish

September 2018

This policy, which was presented to the Christian Vision Committee Meeting (September 2018), is subject to the approval of the Full Governing Body in December 2018

Key Information

Title		
Prepared By	Mr McDermott	23.9.18
Checked By	Mrs Antonia Corrigan (Chair of Christian Vision Committee and Vice Chair of Governors)	
Approved By	Christian Vision Committee	24.9.18
Version	01.01	
Document Update	September 2018	

Version History

Version	Date	Amendments
V01.01	25.9.18	Updated in line with new guidance and best practice

PART 1 Introduction

1.1 Philosophy

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment. We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

1.2 Definition of Special Educational Needs and Disability (SEND)

Students have special educational needs if they have a difficulty accessing the curriculum, temporary or more long-term, which calls for special educational provision to be made for them.

Students have difficulty accessing the curriculum if they:

- Have significant difficulties in learning in comparison with the majority of children of the same age.
- Have a disability, which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age.

Students who experience difficulty in accessing the curriculum may also have a particular gift or talent. This is addressed through the Gifted and Talented provision, in addition to provisions made for their specific need.

Special Educational provision may be triggered when students fail to achieve adequate progress, despite having had access to a differentiated programme. Parents* and staff will be informed that the student has special educational needs and appropriate provision will be made, identified to meet their individual need(s).

Lack of adequate progress may be indicated by:

- Little or no progress despite the use of targeted teaching approaches and a differentiated curriculum.
- Working at levels significantly below age expectations, particularly in Literacy or Numeracy.

*Throughout this policy, "parents" should be taken to include all those with parental responsibility, including corporate parents and carers.

See 'definition of disability' at end of this policy.

- Presenting persistent emotional and/or behavioural difficulties, which have not been managed by appropriate strategies usually employed.
- Sensory or physical impairments that result in little progress despite the provision of appropriate aids or equipment.
- Poor communication or interaction, requiring specific interactions and adaptations to access learning.

1.3 Curriculum Support [Provision] is achieved by:

- 1 Identifying and assessing individual students' needs.
- 2 Reporting of students' needs to all members of school staff.
- 3 Providing an appropriate curriculum, taking into account:
 - National Curriculum and examination syllabuses
 - Continuity and progression
 - Faculty development plans
- 4 Delivering an appropriate curriculum, taking into account:
 - Suitable teaching materials
 - Effective, differentiated teaching strategies
 - A supportive learning environment
 - Encouraging a positive self-image
- 5 Providing teaching support through:
 - Curriculum development
 - Support teaching
 - Bespoke training
 - INSET
- 6 Using outside agencies where necessary and appropriate.
- 7 Monitoring individual progress and making revisions where necessary.
- 8 Ensuring that Parents understand the process and involving them in the support of their son/daughter's learning.
- 9 Encouraging students with SEND to actively participate in all decision making processes and contributing to the assessment of their needs, meetings and transition process.
- 10 Making regular reports to Governors regarding SEND issues to raise awareness and to aid implementation of processes and procedures.
- 11 Teachers and Learning Support Assistants collaborate effectively.

PART 2: Structural Arrangements

2.1 SEN Coordinator:

Mr Kevin McDermott MA , BTh , PGCE, National Award for Special Needs Coordination

Mrs Karen Stack MA, BSc, Hornsby Diploma (SpLD)

2.2 Roles and Responsibilities:

The roles and responsibilities of school personnel with regard to special educational needs are given below. They are in accordance with the SEND Code of Practice (2015) guidelines and school job descriptions.

Governing Body:

- In partnership with the Headteacher, the Governors have responsibility for deciding the school's General Policy and approach to meet the needs of students with SEND.
- Ensuring, through the appraisal process, that the Headteacher sets objectives and priorities in the School Development Plan, which includes provision for SEND.
- Monitoring the SEND policy through the school's self-review procedures.
- All Governors are informed of the school's SEND Provision, including funding, equipment and staffing.
- Reporting annually to parents on the school's SEND policy through the website.

The Headteacher:

- Setting objectives and priorities in the School Development Plan, which includes SEND.
- Setting a budget for supporting students within the school's overall financial resources.
- Informing the Governing body of the progress of students with SEND.

SEN Coordinator:

- Disseminating information and raising awareness of SEND issues throughout the school.
- Responsible to the Headteacher for the management of SEND provision and the day-to-day operation of the SEND policy.
- Managing and developing the roles of Learning Support Assistants, through training and performance management.
- Screening and identifying students with SEND.
- Co-ordinating provision for students with SEND.
- Supporting the teaching and learning of students with SEND.
- Keeping accurate records of all students with SEND.
- Drawing up, reviewing and monitoring Student Support Plans (IEPS) for those with SEND and others, as required.
- Monitoring departmental delivery of the SEND Policy.

- Recruiting and deploying the school's Learning Support Team, which includes Learning Support Assistants.
- Being responsible and accountable for the whole-school SEND resources and sharing with the Headteacher and Director of Finance and Premises responsibility for the allocation of funding devolved directly from the LA.
- Liaising with parents of students with SEND.
- Liaising with and advising teachers and support staff.
- Liaising with schools including feeder primaries and specialist settings.
- Liaising with other SENCOs, both locally and nationally.
- Liaising with outside agencies.
- Contributing to in-service training and external training (as appropriate).
- Writing the SEND Information Report for the Headmistress's Reports to Governors.

SEND Manager:

- Organising arrangements for public examinations for students with SEND.
- Managing the support and integration of students with SEND into St Gregory's.
- Leading the Learning Support Team within the school and directly managing and being responsible for the effective deployment of the school's Learning Support Assistants.
- Developing an understanding of the needs of the students and developing a positive relationship with them.
- Assisting in the supervision of any students with SEND who may be offsite (e.g. Educational Visits)
- Liaising with the Examinations Officer in order to support students with SEND for both external and internal examinations.
- Being responsible for the formal application of examination concessions.
- Assisting students with special educational needs & disabilities in the transition from primary to secondary school.
- Providing support and advice to staff within the school regarding Special Educational Needs and Disabilities.

Subject Leaders:

- Heads of Faculty to contribute to the writing of EHC plans according to the school's SEND Policy as necessary.
- Heads of Faculty to monitor the progress of students with SEND at least four times annually through a review of the Progress Reports.
- Heads of Faculty to ensure that progress of students with SEND and SEND resources are on the agenda of all Faculty meetings.
- Ensuring appropriate curriculum provision and delivery is clearly stated in their schemes of work.
- Ensuring appropriate teaching resources for students with SEND are purchased from school capitation.
- Raising awareness of school responsibilities towards SEND.

Teachers - "All teachers are teachers of special needs":

- Devising strategies and identifying appropriate differentiated methods of access to the curriculum, in conjunction with the SEND Department.
- Recognising that central to the work of every teacher is the cycle of planning, teaching, assessing and evaluating that takes account of the wide range of abilities, aptitudes and interests of the students in their class.
- Ensuring Student Support Plans and EHCPs are used in planning lessons.
- Monitoring progress of students with SEND against agreed targets and objectives.
- Being fully aware of the school's procedures for SEND.
- Raising individual student concerns to SENCo.

Learning Support Assistants:

- Support students with SEND and the wider school population.
- Plan and deliver individualised programmes where appropriate.
- Monitor progress against targets using Student Support Plans and/or EHCPs.
- Assist with drawing up individual support plans for students with SEND as required.
- Contribute to the Review process, either in person or with a written report.
- Work with small groups in or out of the classroom, under the direction of the class teacher, SENCo or SEND Manager.
- Support students with SEND on Educational Visits as required.
- Jointly plan with teachers, where appropriate.
- Communicate SEND issues to and from the school.
- Raise awareness of SEND issues at Faculty meetings.
- Keep departmental documentation up to date.
- Attend meetings as required.

SEND Administrator:

- Support SEND Manager with administration tasks
- Update records of students with SEND.
- Support update of tracking registers.
- Coordinate meetings and schedules.
- Liaise with LA and outside agencies.

2.3 Admission Arrangements

Admission arrangements are outlined in the School Prospectus.

2.4 Inclusion

At Saint Gregory's all students, irrespective of ability, race, gender or need, are respected and valued as individuals. This is reflected in the school's organisational and curriculum structure, its assessment

and rewards systems and the arrangements made for careers education. Students with SEND are integrated and included fully into the life of the school as a whole, including its social and cultural activities.

The school believes that:

- As a Catholic Christian educational community we welcome our duties under the Equality Act (2010) to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, maternity and pregnancy), religion and belief and sexual identity. The entitlement to develop, learn and work in an environment free from discrimination is promoted through the school's Christian ethos, (eg The School Creed) at the core of which is the ultimate worth and dignity of every human being before God. (Equality Statement 2018)

2.5 Complaints Procedures

- Initially, all complaints from parents about their child's provision are made to the SENCo, who follows this up with relevant staff. However, if a parent is not satisfied with the response given, the Complaints Procedure, outlined on the school website, should be followed.
(<http://www.stgregorys.org.uk/download/KeyDocumentsAndPolicies/Complaints%20Procedure%20-%20June%202014.pdf>)

2.6 Monitoring and Evaluation - SEND Policy

The degree of success of the SEND policy and its implementation will be evaluated using the following indicators:

- Measurable or observable progress with students, particularly in terms of set targets, screening tests and other assessments carried out and, where appropriate, examination results.
- Recorded views of students and parents, particularly at meetings.
- Recorded views of teachers on students' competence, confidence and social acceptability.
- Evidence of planning and targeted expenditure for SEND.
- The SENCo's reviews of procedures in consultation with subject leaders, and outside agencies.
- Feedback from Faculties and outside agencies.

The SENCo will produce a SEND Annual Report which is included in the Headmistress's Report to Governors.

PART 3: Identification, Assessment and Provision

3.1 Identification

The school uses the graduated response as outlined in the SEND “The Code of Practice (2015)”. To help with this process a variety of screening procedures are used, the results of which are then disseminated to teaching staff via the school SEND Register, e-mail and Student Support Plans (IEPs).

New Intake Students in Year 7

a) Primary Liaison

Feeder primary schools are visited/contacted throughout the year prior to transfer. Any student identified as having a “learning difficulty” and who is on SEND Support or has an EHC Plan is referred to the SENCo. Contact is then made with the primary school.

The Local Authorities notify the school about students who are transferring with EHC Plans in the Spring Term of Year 6. Where practicable, the SENCo attends the Annual Review to ensure a smooth transition is made to Saint Gregory’s.

At this meeting, the SENCo becomes the Lead Professional for the student with an EHC Plan. Relevant information is disseminated to teaching staff before transfer.

b) Initial Screening

- KS2 tests.
- Reading, spelling, writing tests.
- Tests undertaken by the SENCo/SEND Manager as identified.

Screening in Other Year Groups

- Other screening tests are administered when required.

Staff Observation

- Members of staff consult with the SENCo if they notice students who may need specialist help during the school year. Evidence for that concern must be produced, prior to any testing and/or additional intervention being undertaken.
- The SENCo may then ask for additional diagnostic assessment to be undertaken for other professionals.

Referrals by Parents or Carers

- A student’s parents may express concern. Once information is gathered the process is the same as for staff referrals.
- All parental referrals are acted upon.

3.2 Provision

Teaching students with SEND requires a whole school vision and leadership. Following the SEND Policy is central to the correct provision being in place for students with SEND. Central to the work of every teacher and subject is a continuous cycle of planning, teaching, assessment and evaluation that takes account of the wide range of abilities, aptitudes and interests of the students. The majority of students at Saint Gregory's learn and progress through these differentiated arrangements.

A Graduated Response is adopted for students identified as having SEND. A level and type of support is provided to enable the student to achieve adequate progress. Provision is identified and managed by the SENCo and SEND Manager but will be planned and delivered by teaching and support staff.

Graduated Response

Wave 1 - Quality First teaching by all teaching staff.

Wave 2 - Initiated where students have failed to make adequate progress as identified by the SENCo through the assessment arrangements as in 3.1.

Criteria for Wave 2 include:

- Low Numeracy/Literacy scores.
- Working below age related expectation at the end of Key Stage 2.
- Teacher's observations.
- Primary Teachers' comments.
- Concerns from staff or parents

Provision from within the school's resources is identified to help meet the student's needs.

Interventions may include:

- Additional learning programmes such as Literacy and Numeracy.
- Smaller group sessions.
- Appropriate teaching groups/sets.
- Group support on a regular basis.
- KS3 Numeracy, Literacy and Science booster classes, where appropriate.
- Additional staff training.

Wave 3 - Where students fail to make adequate progress, despite additional provision at Wave 2, the school seeks advice and involvement from external support services.

They are requested to:

- Provide specialist assessments.
- Give advice on teaching strategies or materials.

- Provide short-term support or training for staff.

The Student Support Plan is revised and new strategies are put in place following the involvement of the student and parents. Should the assessments identify that the student requires additional provision on a regular basis for an extended period then the school will apply for additional resources. The application will be evaluated against criteria established by the LA.

3.3 Assessment

Statutory Assessment/Statements/EHCPs

If a student fails to make adequate progress and has demonstrated a significant cause for concern, the school and/or a parent may decide to request that the LA undertakes a statutory assessment. This may lead to the student being provided with an EHC Plan.

The SENCo is responsible, on a daily basis, for providing support and mentoring, allocates students with Statements and EHCPs, a specified amount of support. The process of target setting, monitoring and reviewing remains the same as at Wave 2 and Learning Support Assistants are fully involved.

3.4 Student Support Plans and Reviews

The strategies that will be employed at Wave 2, Wave 3 and for students with EHC Plans are recorded in the Student Support Plan records and outlines provision that is additional to, or different from, normal differentiated provision. Not all students with SEND have a Student Support Plan.

Contents of the Student Support Plan will include:

- Access Arrangement information.
- Teaching strategies to be used.
- Additional provision to be put in place
- Data referring to attainment and specific needs.

The Student Support Plan is communicated to all staff who support the student's learning, and to the parents and the student.

Student Support Plans are constantly reviewed and updated, and form part of the formal review process following consultation with teaching staff and new targets identified.

3.5 Monitoring of individual progress

Monitoring of individual progress is completed rigorously through the Progress Reports which are completed four times a year, written reports, and where appropriate through individual reviews, screening tests and those procedures described in the School's Assessment Policy.

3.6 Provision of an appropriate curriculum

Through Faculty Development Plans, the School Evaluation Form and in conjunction with SEND Statements/EHCPs, provision for students with SEND is regularly reviewed and revised.

It is the responsibility of Faculties at the school to ensure that the legal requirements of the National Curriculum are met for those students with SEND in partnership with the SEND Department.

3.7 Provision of Curriculum Support

The SEND Department can help Faculties in the following ways (although this is not an exhaustive list):

a) Curriculum development:

- Planning with individual members of staff/departments.
- Selection/design and preparation of suitable materials.
- Selection/design of teaching strategies.

b) Support teaching:

This is achieved by working collaboratively with a subject teacher. The SENCo can assist by:

- Planning appropriate programmes of work.
- Preparation of relevant and differentiated materials.
- Team and individual teaching.
- Helping to facilitate a wide range of teaching and learning styles.
- Evaluating and reviewing what has been achieved.

c) Withdrawal:

Some students with Special Educational Needs may be withdrawn for one to one, within small group sessions or to use technological support. The withdrawal of students is kept to an absolute minimum in accordance with Saint Gregory's inclusive ethos.

d) In-Service Training:

- The SENCo provides INSET for NQTs and other new staff at the school on Code of Practice procedures at Saint Gregory's.
- Individual departments can ask for INSET from the SENCo as required, for specific purposes or generic training.
- Whole-school INSET, focusing on specific needs is included, where appropriate, on staff training days and during twilight sessions.

3.8 Allocation of Resources

The school is funded to meet the needs of all their students through its core budget but is additionally funded to support provision for SEND through:

- Funding for specific students to meet their assessed needs.
- Delegated and designated budgets.
- Also, in some part, the Pupil Premium.

Capitation:

- The SENCo is allocated a departmental capitation each financial year.
- Individual Faculties and departments are responsible, through their own capitation allowances, for identifying subject specific materials or resources for students with additional needs.

PART 4: Partnership

4.1 In school

- The SENCo is a member of Senior Leadership Team and works closely with the Director of Teaching and Learning. Information and concerns are always discussed with the appropriate member of staff.
- School systems and procedures provide the mechanism through which SEND issues are discussed and disseminated.

4.2 Parents

Saint Gregory's actively seeks to work with parents and values the contributions they make.

- Parental views are recorded as part of the Annual Review procedures.
- Parents are actively encouraged to help their child in many ways, for example, hearing their son/daughter read and supporting to learn spellings.
- Student Support Plans have been produced that should be helpful to parents.
- Parents are encouraged to attend Parents' Evenings where their son/daughter's progress is discussed with subject teachers.
- Effective communication is achieved through regular contact with home either through
- e-mail, letters, telephone calls or via the student's planner.
- New parents can attend the Open Evening in the Winter Term prior to transfer.

4.3 Students

- Students are actively encouraged to be involved in decision making by attending all Reviews and to be involved with negotiating and evaluating their targets.
- Student views are recorded as part of the Review process and their views are valued and listened to.
- Student's views are sought in the completion of the Student Support Plan through the One Page Profile and meetings with parents.

4.4 External Support

The school aims to work in partnership with other agencies in order to provide an integrated support based on the needs of the student. The main external support agencies used by Saint Gregory's include (this is not an exhaustive list):

- The Educational Psychologist
- The Child and Mental Health Service (CAMHS)
- The School Nurse
- Children & Young People's Specialist Service
- Family Support Service
- The Educational Welfare Officer
- Black Families Education Support Group
- Speech and Language Service
- Occupational Therapy
- Physiotherapy
- The Hospital Education and Reintegration Service (HERS)
- Mentoring Plus
- Willow Project
- Compass
- Visually Impaired Service
- Auditory Impaired Service

4.5 Between Schools

The SENCo liaises with other SENCOs:

- from local secondary schools to discuss local and national SEND issues.
- at LA run SENCo Network meetings.
- on the transfer of a student with SEND.

4.6 Transfer Arrangements

All documentation about special needs included in a student's record is transferred between schools.

The SENCo deals with specific enquiries.

Additional induction days are arranged as required for all students with SEND and vulnerability factors.

The records of students who leave at the end of Year 11 are kept and stored in school.

Documentation relevant to the last Review is forwarded to Post 16 placements.

Saint Gregory's SEND Policy should be read in conjunction with the following policies:

Admissions Policy
Anti-Bullying Policy
Attendance Policy
Behaviour Policy
Child Protection Policy
Curriculum Policy
Disability Equality Scheme
EAL Policy
Equality Objectives
Equality Statement
Pupil Premium Action Plan
SEND Information Report
SEND St Gregory's Contribution to the Local Offer
Teaching and Learning Charter

Mr K McDermott (SENCo/Director of Pastoral Care)

Date 10.9.18

Appendix A
Definition of Disability

Discrete SEN	Both SEN & Disability	Disability
Mild dyslexia Emotional Behavioural Difficulties–social factors) Mild Dyspraxia Minor speech impairment Mild learning difficulties	Long-term motor impairment Learning difficulties Hearing impairment / deaf Visual impairment / blind Incontinence Significant dyslexia Epilepsy ADHD Autism (other factors– medical /mental health)	Asthma Diabetes Cancer recovery Mental health issues Disfigurement Eating disorders Lack of limbs Sickle cell anaemia Gross obesity Very short stature