
SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

Person(s) Responsible:	Mrs J Hawkemore
Governors' Committee:	Curriculum Development Committee
Last Review Date:	Spring 2021
Next Review Date:	Spring 2022
Status:	Statutory

Vision

Collingwood College respects the unique contribution that every individual can make to the community and seeks to place this contribution within a clear structure, which embraces high academic aspirations and accepts individual differences in ability, aptitude and level of skills.

Collingwood College uses the definition for Special Educational Needs and Disability (SEND) from the SEND Code of Practice (2015). This states:

SEN: A child or young person has special educational needs if he or she has a learning difficulty or disability, which calls for special educational provision to be made for him or her. A learning difficulty or disability is a **significantly greater difficulty in learning than the majority of others of the same age**. Special educational provision means **educational or training provision that is additional to, or different from**, that generally provided for others of the same age in a mainstream setting in England.

Disability: Many children and young people who have Special Educational Needs (SEN) may have a disability. The Code of Practice states that special educational provision should be made when a student **“has 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 school or mainstream post-16 institutions”**. This should be read in conjunction with the Equality Act (2010), which states that 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”**.

Objectives

- To ensure a clear process for identifying students with SEND and ensure their needs are met through a broad and balanced curriculum.
- To ensure clear processes of assessment, planning, provision, and review for students with SEND (assess, plan, do, review cycles).
- To ensure that students with SEND have opportunities to join in with College activities.
- To ensure that students with SEND make the best possible progress.
- To ensure that students with SEND and their parents/carers are consulted and that they are fully involved in decision making.
- To promote effective partnerships and involve outside agencies when appropriate.
- To deliver a programme of training and support for all staff working with SEND students, which develops our practice within the guidance set out in the SEND Code of Practice (2015).
- To ensure students with SEND are well planned for during transition from KS2 to KS3.

Protocol

Collingwood College will ensure that students with SEND engage in all the regular activities of the College, so far as is reasonably practicable and is compatible with:

- the student receiving the special educational provision which her/his difficulty calls for
- the provision of effective education for the students with whom he or she will be educated
- the efficient use of available resources.
- adapting and making reasonable adjustments where possible to enable the inclusion of all students.

In meeting these responsibilities the College will have regard to the SEND Code of Practice (2015).

Roles and Responsibilities

The Special Educational Needs Coordinator (SENCo) has day-to-day responsibility for the operation of the SEND policy and coordination of specific provision made to support individual students with SEN.

The Principal will keep the Governing Board informed and work closely with the SENCo and will ensure that the SENCo has the time and resources needed to carry out the role within the constraints of the College budget.

Teaching and support staff must be fully aware of the College's SEND policy and of the procedures for identifying, assessing and making provision for students with SEND. Subject teachers are responsible and accountable for the progress and development of the students in their care, including where students access support from Learning Support Assistants or specialist staff.

Identification

The College will identify students with SEN in line with the SEND Code of Practice (2015). The following are examples of the main strategies used:

- a) Subject teacher referrals
- b) Analysis of student performance data
- c) Analysis of College reporting data
- d) Analysis of data gathered from transition, e.g. MidYIS testing, Key Stage 2 Assessment
Data including SATs results
- e) Liaison with previous school
- f) Standardised tests
- g) Expressions of concern from parents/carers, students and other professionals

The SENCo will maintain a register (the Special Educational Needs Register) which details all students who are identified as having special educational needs, additional needs (barriers to learning which fall outside of the criteria of the SEN register, for example Young Carers, students who have English as an Additional Language, some students who are eligible for Access Arrangements, or anything else diagnosed by a qualified professional that affects access to learning but not significantly so), a disability or a significant medical problem. A copy of the SEN Register will be accessible to all staff. Details of the needs of each student named on the SEN Register will be recorded on SIMs. A SEND Arrangement document will be personalised for all students on the SEN Register.

Criteria for entry to the SEN Register are included in Appendix A.

Strategies used for assessment will include:

- a) Student interviews
- b) Information provided by parents/carers
- c) Analysis of students' work
- d) Standardised and diagnostic tests
- e) Student pursuits and lesson observations
- f) Use of outside agencies e.g. educational psychologists, occupational therapists, speech and language therapists, behaviour support specialists and CAMHS (child and adolescent mental health services)

Criteria for SEN Support:

- a) Makes little or no progress even when teaching approaches are targeted particularly in the student's identified area of weakness.
- b) Has made significantly less progress than peers with similar profiles (both in the College and national contexts).
- c) Presents persistent social, emotional or mental health difficulties that are not ameliorated by the techniques usually employed by teaching and pastoral staff. In these cases, Early Help and external professional referrals could also be considered.
- d) Has a sensory or physical difficulty, and continues to make little or no progress despite the provision of specialist equipment and appropriate in class differentiation.
- e) Has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum.

Monitoring

The attainment of SEND students will be monitored termly by the SENCo and the Deputy SENCo. Those students found to be underachieving will be identified and the student, their parents/carers, Year Manager and subject teachers will be informed.

The SENCo maintains a SEN register which identifies students who need additional support. Students who have been identified as having special educational needs who are significantly below their target grades in Core subjects will be subject to a SEND arrangements plan and / or a Pupil Passport which suggests strategies to support the student. SEND arrangements will be updated at least annually by the SENCo and / or Deputy SENCo and reviewed termly. Students who continue to need a high level of support will be considered for an Education, Health and Care Plan (EHCP) application. All students at SEN Support and those with an EHCP will have a Pupil Passport, which is updated yearly.

Students with particularly high levels of need may have an EHCP, which is written by the Local Authority.

Students and parents/carers will be involved at all stages in the decision making process concerning the appropriate level and nature of provision at each review stage.

Provision

Provision for students at SEN Support will be influenced by the outcomes of attainment reports. Parents may be asked to attend SEN review meetings (for example SEND arrangements, Pupil Passport reviews, person centred meeting etc.). In most cases parents will be contacted by telephone to gain their views and update them on SEN provision. Parents will be asked to make an appointment with the SENCo and / or Deputy SENCo on parents' evenings to discuss any SEN arrangement plans.

The provision for students with Statements and EHCPs is determined by the annual review process and will take account of the views of students and their parents/carers.

The main type of provision for students with an EHCP, in addition to that provided by the teacher as part of usual quality first teaching, will be in-class support delivered by Learning Support Assistants.

Withdrawal programmes may be provided for students with particular needs and delivered through 1:1 or small group teaching. These interventions will be delivered by subject departments or by the SEN department.

The Accelerated Learning Centre (ALC) will provide support for students with significant social, emotional and / or mental health difficulties. The ALC also will provide a space for school refusers. When necessary personalised curriculum options will be considered and facilitated in the ALC. This would usually only apply for students with an EHCP. Students who have been sanctioned as part of the College Management of Behaviour Policy will complete their sanction in the Inclusion Area and

receive support to reflect on their behaviour. Teaching staff are responsible for sending work to the ALC and to the Inclusion Centre. Year Managers are responsible for referring students to the ALC. This practice is in collaboration with the SENCo, Deputy SENCo, Progress Leader and the ALC. A referral form and agreed review date will be set for each student referred by the Year Manager and SEN Department.

Social skills work and mentoring will take place during the College day and after College hours as determined by the needs of the students and staffing availability.

Individual support will be offered to selected students in areas such as anger management, social skills and low self-esteem.

A supervised ICT area in the ALC will be available at break time and after College hours for named vulnerable students to continue their studies with support.

Referrals will be made as required to outside agencies e.g. educational psychologists, social services, occupational therapists, CAMHS, behaviour support specialists and speech and language therapists to ensure that appropriate provision is made.

In Key Stage Five, the SEN offer will depend on the funding available from any EHCP and will be looked at on an individual basis and discussed at the Post-16 Annual Review.

Review

The College ensures that the needs of SEND students are reviewed on a regular basis through:

- a) Review of SEND arrangements
- b) Annual review of Pupil Passports with students
- c) Annual review of student with EHCPs
- d) Termly use of a variety of subject teacher assessments
- e) Use of standardised tests e.g. for spelling and reading
- f) Parents/carers Evenings and Academic Review Days
- g) Exclusion re-admission meetings
- h) Meetings with parents/carers and with other professionals
- i) Contacting parents to discuss SEN arrangements, usually through telephone communication

A number of non-SEND students will be monitored on a termly basis. These will include:

- a) Students with medical needs
- b) Students with physical/ sensory difficulties where no regular support is required
- c) Students who have been removed from the SEN register within the past two terms
- d) Students on the additional needs register

Curriculum Access & Inclusion

The College Curriculum Policy states that: **“It is the policy of the College to offer a curriculum that is engaging and challenging for all students.”**

All students must be fully integrated in the life of the College and have the opportunity to participate in the full range of College activities including extra-curricular activities and work-based opportunities.

The College will provide an inclusive curriculum. Teachers will deliver good quality, inclusive teaching that takes into account the learning needs of all students in the classroom. This includes providing differentiated work and creating an inclusive learning environment. Some students may require targeted, time-limited intervention to help to accelerate their progress and to enable them to work at or above age-related expectations. This could be delivered within the classroom, through small group withdrawal from lessons or small group sessions delivered outside of College hours. A

few students will require specific provision through highly tailored intervention to accelerate progress or to enable the student to reach their potential. This may include consultation with outside agencies and the delivery of specialist interventions.

Teaching staff are responsible for referring students who they have concerns, regarding special needs, to the SENCo. In the case of access arrangements, the SENCo will review any requests from staff. Students who meet criteria set out by the Joint Council for Qualifications (JCQ) will be given appropriate arrangements which must reflect their normal way of working within the centre. The College has a statement in regards to computer arrangements which is in Appendix D.

Evaluation

The College's SEND Policy and provision will be evaluated annually as part of the self-evaluation cycle using special educational needs provision documentation.

Partnerships within and beyond the College

Staff will have appropriate training to support their role in working with students who have SEND through INSET and in-College training.

Collingwood College works in partnership with the Local Authority. The SENCo and Learning Support team will liaise and work with outside providers (e.g. Specialist Teachers for Inclusive Practice, Physical and Sensory Support Service, Educational Psychologists).

The Local Authority provides information, advice and guidance for students with EHCPs.

The College will ensure that effective liaison occurs with a variety of NHS organisations, Children's Services and voluntary organisations as appropriate.

Parents/carers will be contacted when a new special educational need is recognised and kept informed throughout the College-based stages of assessment through the SEN review process, letters, phone calls and meetings as necessary.

When parents/carers are contacted there will be no presumption about what parents/carers can or cannot do to support their son/daughter's learning. Parental permission will always be sought before any student is referred to other professionals for support, with the exception of Social Services if the student is considered at risk as per the Child Protection and Safeguarding Policy.

There is a designated named teacher for Looked after Children. The Social Worker is nominally the first point of contact for the College in these circumstances.

Student Participation

Collingwood College will actively encourage student voice to ascertain their views through:

- a) Seeking views about progress towards SEN targets and selection of new targets
- b) Seeking views about progress and support for Annual Reviews
- c) Seeking views on the Transition Plan in Year 6 and reviewing it in Years 9, 10 & 11
- d) Requesting that students attend Annual Reviews
- e) Requesting that students attend SEN and College review meetings
- f) Seeking views about the setting up of the Pupil Passport

Links with other schools, transition and transfer arrangements

We will maintain close links with our partner primary schools. The key liaison activities are:

- a) Meetings with the SENCOs from primary schools;
- b) Visits to primary schools by the SENCO, Deputy SENCOs, Progress Leader (Barossa), Year 7 Manager and Pastoral Assistants;
- c) Visits to Collingwood College by individual students and/or small groups of students as required prior to Intake Day;
- d) Liaison with parents/carers of students in Year 6.

The SEN area of the College website has more detailed information which parents and carers might find useful. Our Provision Map has details of the interventions and strategies that we use. The SEN Information Report has further information on how Collingwood College works in partnership with students and their families.

<http://www.collingwoodcollege.com/page/?title=SEN+Policies+and+Documents&pid=622>

Appendices

- A Criteria for SEN Register
- B Sample SEND arrangements
- C Sample Pupil Passport
- D College Statement Regarding Use of Computers for Examinations

Appendix A **Criteria for SEN Register**

All students on the SEND Register have significantly greater difficulty learning than their peers due to a special educational need that fits into one of the 4 categories of need below.

The criteria listed are for additional guidance and should be read alongside Surrey’s profile of need advice (June 2020).

	EHCP	Special Needs Register (K)	Additional Needs (AD)	No SEN
Speech, Language and Communication Need	Standard scores in the 1 st centile (standard scores before 67). Serious underachievement in curriculum due to SEN – minimum of two grades or years below expected compared to Fisher Family Trust (FFT). Outside agency involvement.	Standard scores of below 78 and under FFT in English or Maths by two grades, or backwards / sustained progress over a year despite intervention. Outside agency involvement, for example SLT.	Formal diagnosis of disability but no significant underachievement in the curriculum.	No underachievement in curriculum due to SEN.
Cognition and Learning	Standard scores in the 1 st centile (standard scores before 67). Serious underachievement in curriculum due to SEN – minimum of two grades or years below expected compared to FFT. Outside agency involvement.	Standard scores of below 78 and under FFT in English or Maths by two grades, or backwards / sustained progress over a year despite intervention, outside agency involvement such as LLS.	Formal diagnosis of disability but no significant underachievement in the curriculum.	No underachievement in curriculum due to SEN.
Communication and Interaction	Standard scores in the 1 st centile (standard scores before 67). Serious underachievement in curriculum due to SEN – minimum of two grades or years below expected compared to FFT. Outside agency involvement.	Significant communication and interaction diagnosed difficulty (such as ASD) where student is under FFT in English or Maths by two grades, or backwards / sustained progress over a year despite intervention. Outside agency involvement.	Formal diagnosis of disability but no significant underachievement in the curriculum.	No underachievement in curriculum due to SEN.

<p>Social, Emotional and Mental Health Needs</p>	<p>Standard scores in the 1st centile (standard scores before 67). Serious underachievement in curriculum due to SEN – minimum of two grades or years below expected compared to FFT. Outside agency involvement. Significant difficulty accessing the curriculum due to an underlying SEN.</p>	<p>Significant mental health need for longer than a year where learning is significantly impaired. Under FFT in English or Maths by two grades, or backwards / sustained progress over a year despite intervention. Supported by outside agencies (such as CAMHS)</p>	<p>Mental health diagnosis for six months or more.</p>	<p>No underachievement in curriculum due to SEN.</p>
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Reference:

<https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/site.page?id=6soPrqlr3vA>

SECTION 3 – [FIRSTNAME]’s story

Firstname’s story – play, health, schooling, independence, friends and relationships, further education, future plans.

Firstname’s family’s story

More information on how to support Firstname’s and his/her family

Firstname’s aspirations

Firstname’s family’s aspirations for him/her

How Firstname’s and his/her family have taken part in this plan

SECTION 4 - [FIRSTNAME]'s special educational needs and other needs

Summary of key strengths and areas of need

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More detailed information:

Communication and Interaction

Strengths and achievements:

-

Special Educational Needs:

-

Cognition and Learning:

Strengths and achievements:

-

Special Educational Needs:

-

Social, Emotional and Mental Health:

Strengths and achievements:

-

Special Educational Needs:

-

Sensory and Physical:

Strengths and achievements:

-

Special Educational Needs:

-

Summary of other needs

Prompt questions:

1. *Are there any concerns outside of school which impact on your child's learning and well-being and/or make it more difficult for you to help your child e.g. housing, finance, family support networks.*
2. *Is there anything else you feel it is important for us to know about your child's learning and behaviour at home?*
3. *Is there any support you feel would help you as a parent/carer in supporting your child/family?*

Early Help Assessment Considered but not necessary

Date of Decision:

Early Help Assessment Completed

Date of Decision:

NB. If the child or young person is 18 or over these questions should be directed to the young person rather than the parent/carer unless the parent/carer advocacy for the young person or the young person has requested input from the parent/carer.

SECTION 5 – SEN Support Arrangements Plan

Start date:

Pupil name:

Plan number:

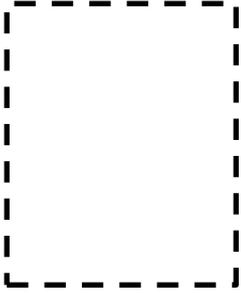
[Please extend boxes / add additional outcomes as necessary]

OUTCOME (1) <i>Must link with special educational need evidences in Section 4</i>	Arrangements in place	Review Date	Progress Review What has gone well? / Barriers to further progress

OUTCOME (2) <i>Must link with special educational need evidences in Section 4</i>	Arrangements in place	Review Date	Progress Review What has gone well? / Barriers to further progress

OUTCOME (3) <i>Must link with special educational need evidences in Section 4</i>	Arrangements in place	Review Date	Progress Review What has gone well? / Barriers to further progress

OUTCOME (4) <i>Must link with special educational need evidences in Section 4</i>	Arrangements in place	Review Date	Progress Review What has gone well? / Barriers to further progress



My One-Page Profile

What people appreciate about me

Empty rounded rectangular box for writing.

What is important to me

Empty rounded rectangular box for writing.

How best to support me

Empty rounded rectangular box for writing.

Date Completed

Completed by

Appendix D College Statement Regarding Use of Computers for Examinations

Use of computers for examinations

Collingwood College is committed to ensuring that disabled students who have difficulty handwriting and recording information are not disadvantaged in their education.

Students that have below average writing speeds and better typing speeds are reviewed by the SENCo. If use of a computer may make a substantial difference to the student's access to education, it is suggested to the parents/carers that the use of a computer may benefit the student. It is the responsibility of parents/carers to consider the information and provide a computer if they wish to facilitate use of a computer at College.

In the case where writing is illegible or writing which is consistently poorly organised, use of a computer within the centre and for examinations will be considered by the SENCo. Teaching staff are responsible for informing the SENCo around any concerns regarding speed of writing or illegible writing so the student can be assessed.

If the student and parents/carers wish to pursue the use of a computer, the student brings in a computer for a trial period. If using a computer becomes established as the student's normal way of working within the centre, then they will be permitted to use one provided by the College in their examinations. The student does not have to be on the Special Needs Register to qualify for use of a computer, but does have to satisfy the above criteria.

Use of computers is monitored by teaching staff and Head of Departments who are responsible for updating the SENCo regarding any change of a student's normal way of working.

In rare and exceptional circumstance if a parent/carer is unable to provide a computer and the student is Pupil Premium and has special educational needs, the College will consider providing one or loaning one to the student where resource allows.

Covid-19 annex to SEND Policy

Classroom practice and intervention

- Learning Support Assistants (LSA) are placed in Year Group bubbles, wherever possible.
- Interventions will run in the SEND department on a reduced timetable due to rooming capacity.
- LSAs will distance from students wherever possible (ideally 2m) in the classroom.
- LSAs can chose to wear marks /and /or visors.

SEND services

- Annual reviews for 2020-2021 will be remote over TEAMS and will continue to occur to schedule.
- Outside agencies will be come in to see students with SEND when it is necessary to do so. Some support they offer may be remote.
- When visiting students, outside agencies will be informed on the College Risk Assessment and should distance from students, both in classrooms and in meeting rooms.
- Where meetings can be remote, they will be.

Aspire

- Aspire teachers will teach from the front as per the College risk assessment.
- Aspire students will be asked to wash their hands-on entry to the building.
- Aspire students will have their own desk facing the front, which will be cleaned as per the College risk assessment.

Assessments

- Assessments will take place and will follow the College risk assessment and SASC guidelines for individual assessment.¹

ALC

- The ALC is split into KS3 and KS4 areas to reduce mixing of students and allow for distancing.
- Students will be allocated tables and computers.
- Staff will wipe down the classrooms as per the College risk assessment.
- Students will be given their own equipment where possible.

Sensory room

- The Sensory room will be available to students, however soft furnishings have been removed.

1

<https://sasc.org.uk/SASCDocuments/Physical%20Distancing%20and%20SpLD%20Assessment%20SASC%20Guidance%20May2020.pdf>

SEND students working from home

- In the event a student with an Education, Health and Care Plan (EHCP) is working from home, they will have contact from the SEND department to offer support (this could be over TEAMS or over the phone).
- Students on the SEND register will be given a contact name, in the event they require some additional support.
- Where possible LSAs will attend live lessons so they can follow up with students they support.

In the event of a lockdown

- LSAs will attend live lessons
- LSAs will run interventions remotely (this may be a reduced offer in comparison to the usual offer).
- Students with EHCPs can access support staff on site.
- Aspire lessons will follow the same method of delivery as other subjects.