



# **St Joseph's Catholic Academy**

**Special Educational Needs and Disability Policy**

**Reviewed by Governing Body - January 19**

**Reviewed and approved by Head of School and  
Governor Body – September 2019**

At St Joseph's Academy we are inspired by Christ's love for all people. Our aim is to provide the highest standard of Christian education with particular emphasis on the faith and teaching of the Catholic Church throughout the school.

### **Policy Mission Statement**

St Joseph's Catholic Academy is an inclusive school that values the abilities and achievements of all its students, inclusive of gender, ability or circumstance, and is committed to providing the best possible learning environment for every student. All students are expected to become individual learners and fulfil their potential. It is our duty to provide equal opportunities for every person in our care and wherever possible within reasonable adjustments, a safe fully equipped learning environment which caters for the needs of every individual student. We are committed to inclusion within the school curriculum and participation in all aspects of school life. St Joseph's adopts a 'whole school approach' to Special Educational needs and Disability. All staff work together to ensure inclusion of all students. We are committed to ensuring that all students with SEND can fulfil their full potential.

### **Definition of Special Educational Needs – according to the SEND**

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

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

*A student of compulsory school age or a young person has a learning difficulty or disability if he or she:*

*A-has a significantly greater difficulty in learning than the majority of others of the same age, or*

*B-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 schools or mainstream post-16 institutions*

#### **Disability and young people**

*Many children and young people who have SEN may have a disability under the Equality Act 2010 – that 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 provides a relatively low threshold and includes more children than many realise: 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled student or young person requires special educational provision they will also be covered by the SEN definition.*

*The Equality Act 2010 sets out the legal obligations that schools, early years providers, post-16 institutions, local authorities and others have towards disabled children and young people:*

- They must not directly or indirectly discriminate against, harass or victimise disabled children and young people*
- They must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children and young people might require.*

This planning would be undertaken by the SENCO.

### **Aims and Objectives**

#### **St Joseph's Catholic Academy aims:**

- To ensure all students have access to a broad and balanced curriculum.
- To provide a balanced differentiated curriculum appropriate to individuals' needs and ability.
- To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum
- To ensure the early identification of all students requiring SEND support and provision in order to meet their needs.
- Ensure that all SEND students take a full and active role in school life.
- Ensure that Parents and Carers of SEND students are kept fully informed of their student's progress, attainment and wellbeing.
- To request, monitor and respond to parent/carers' and pupils' views in order to evidence high levels of confidence and partnership.
- Ensure that students with SEND are involved in the decisions affecting their futures.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.

#### **St Joseph's Catholic Academy – Objectives**

- Identify the needs of students as early as possible. This is most effective through gathering information from Parents/carers, the LA, Health and Social care representatives, primary schools and any other agencies working with the students prior to entry into St Joseph's at any point.
- Monitor the progress of all students in order to aid the identification of students with SEND.
- Continuously monitor the students with SEND with their teachers to ensure they are able to reach their full potential.
- Using reasonable adjustments provide appropriate provision to overcome all barriers to learning in order for all students to have access to a broad and balanced curriculum.

- Work with parents and carers in order to produce the best possible support and provision.
- Work with outside agencies when a student's needs cannot be wholly met within the schools allocated resources.
- Create a school environment where students feel safe to voice their opinions of their own needs.

### **Responsibility for the coordination of the provision**

The person responsible for the day to day coordination of SEND is Mrs R Bowman (SENCO).

The person responsible for overseeing the provision is Mrs C Hammill (Deputy Head).

The SEND Governor is Mrs V Wiblin.

The learning support team will support in the day to day running of provision and interventions.

### **Arrangements for Coordinating SEND Provision**

The SENCO will hold details of any student who requires additional support. The SENCO will inform staff of relevant information regarding students with SEND and will develop suitable targets and interventions. The SENCO, in conjunction with Pastoral Leaders, will monitor the progress of students with SEND.

All staff can access;

- The schools SEND policy.
- A copy of the SEND register.
- Information on individual students' needs and strategies to implement.
- Practical advice, teaching strategies and information about SEND.

All staff are responsible for meeting the needs of the young people at St Joseph's Catholic Academy where suggestions from parents/carers and outside agencies are welcomed to improve the provision for students with SEND.

### **Local Offer**

The governing body will cooperate with the local authority and local partners in the development and review of the local offer. St Joseph's SEND Information Report is part of the Local Offer and is available for download or viewing on the school's website. Information about the Local offer can be found at:

<https://www.southtyneside.gov.uk/article/37862/Special-Educational-Needs-and-Disabilities-SEND->

### **Allocation of Resources for SEND**

The governing body ensures that the appropriate amount of core per-student funding and notional SEND budget are allocated to providing SEND provision for all students requiring this and in meeting the objectives set out in this policy.

The school receives funding to respond to the needs of pupils with SEND from a number of sources including:

1. A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
2. The Notional SEN budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
3. For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEN Funding allocation.

SEND funding is used in the following ways:

- Groupings – In some cases reduced class sizes with small intervention groups.
- To teach those students who are working significantly below chronological age in English and Maths.
- To provide learning, emotional, behaviour and psychological support through Mentors and Counsellors.
- To provide teaching specific SEND resources and equipment.
- To provide a learning support team.
- To access external agencies and traded services for assessment and advice.
- Providing access arrangements for examinations for students with SEND

#### Admission arrangements (also see Admissions Policy)

The admission arrangements for all students are in accordance with national legislation, including the Equality Act 2010. This includes students with any level of SEND; those with Education, Health and Care (EHC) plans and those without. The school aims to be as inclusive as practically possible. For children and young people with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school or college in the EHC plan unless:

- it would be unsuitable for the age, ability, aptitude or SEND of the child or young person, or
- the attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources.

All SEND paperwork and relevant information will be gathered as soon as possible from primary feeder schools by the SENCO and relevant Pastoral Leaders, in addition to outside agencies working with the student. If the student is making a transition from another school, a meeting should be set up between the feeder school and the school's SENCO to aid the smooth transition of the students, and discuss arrangements to be made, as well as any other important information relating to that student's needs. Where face-to-face meetings are not possible, contact will be made via telephone and/or email to ensure that there is a good understanding of what type of provision is required. The school will do its best to ensure that

the necessary provisions and preparations are made prior (where possible), to the start of the students' school year.

A number of strategies are in place to enable effective pupil transition.

On entry:

- A planned set of personalised visits delivered in the Summer term to support transfer for pupils starting school in September.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- All parents of children with SEND are invited to meet with the SENCO during the transition meetings that take place in the summer term.

Students will be closely monitored from the start of the new school year to ensure that all the appropriate provisions are in place.

Transition to the next school/provision will also involve data sharing and includes but is not exclusive to:

- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCOs of both schools will meet to discuss the needs of pupils with SEND in order to ensure a smooth transition.
- The records of pupils who leave the school mid and end phase will be transferred to the new school.

Transition to post 16 provision:

- The school adheres to the guidance in *Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff* April 2014 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/302422/Careers\\_Statutory\\_Guidance\\_-\\_9\\_April\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302422/Careers_Statutory_Guidance_-_9_April_2014.pdf)

This places a duty on schools to secure independent careers guidance for all Y8-13 pupils. This guidance includes information on the range of education or training options, including apprenticeships and other vocational pathways. Careers guidance is provided by the Local Authority (pupils with an EHCP) and other outside professionals at key points such as year 9, 11 and 13, where appropriate.

#### Identification of students' needs

Early identification of students with SEND is considered a priority. To aid identification St. Joseph's will use appropriate screening and assessment tools. To further assist with the identification of SEND, St. Joseph's will ascertain student progress through reference to:

- Evidence from observation/assessment and/or work scrutiny.
- Performance against national standardised assessments.
- Standardised screening/assessment tools.
- Key Stage Two (KS2) liaison carried out by SENCO and Pastoral Leaders– in the case of students transferring to St. Joseph's Catholic Academy at the end of Year 6 or from other establishments.

- Baseline Data (SATs scores).
- Concerns raised by parents/carers, pupils, teachers or external agencies regarding a pupil's level of progress.

When invited, the SENCO will also attend the Annual Reviews of Year 5/6 students with EHC plans who will be transferring to St. Joseph's in the following academic year. The SENCO collates all available information and disseminates this to staff along with any suggested strategies in the SEND Register and INSET days in September.

All students are tested on entry for their reading skills through a standardised test. Baseline assessments are carried out in other subjects. The results of these along with their KS2 data and information gathered prior to entry, will determine the level of initial intervention and support required.

Students in other year groups who have not been previously identified as SEND support but who are not making expected progress academically, developmentally, or socially and emotionally, can be referred by teachers, parents/carers and outside agencies to the SENCO, who will give advice to class teacher and support staff about possible strategies to be used with the student. If the student continues to display difficulties an assessment will be carried out in school and a referral to Educational Psychology may be made.

### **English as an Additional Language**

The school recognises that most EAL students needing additional support do not have SEND requirements. However, should SEND be identified during assessment, then EAL students will have equal access to the school's SEND provision.

### **Looked After Children**

The school recognises that most students in the care of the Local Authority needing additional support do not have SEND requirements. However, should SEND be identified during assessment, and then Looked After Children will have equal access to the school's SEND provision.

### **Provision**

At St. Joseph's Catholic Academy we adopt a whole school approach to SEND Policy and Practice. Students who have been identified as having SEND are fully included into mainstream classes in which they have full access to the curriculum and equal entitlement to all aspects of the school life.

All staff are responsible for identifying students with SEND and, in collaboration with the SENCO, will ensure that those students requiring different or additional support are identified at an early stage. In terms of progress, St. Joseph's Catholic Academy has the same expectations for students with Special Educational Needs as those without.

The academic needs of students are met within departments, where they have access to the expertise of subject specialists and support staff if required. All students have equal access to the full range of the curriculum and departments monitor the appropriateness for all. All students follow the same timetable pattern according to their age group, although this may be adjusted to suit particular needs.

Where exam boards offer differentiated papers, students are guided towards the appropriate tier of entry. Differentiation is the responsibility of all departments. Schemes of work recognise the need to adapt work, materials and teaching styles accordingly. Students with social, emotional and behavioural difficulties remain the responsibility of all staff.

St Joseph's Catholic Academy offers support for children's overall well-being including an evaluated Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being. Pupil and Parent voice are important with pupils and parents are supported and encouraged to contribute prior to and during review meetings. Small group interventions to support pupil's well-being are delivered to targeted pupils and groups. These interventions aim to support social skills, emotional resilience and well-being. Pupils who find outside class times difficult are provided with additional support from the SENCO, counsellors and learning support staff before, during and after school.

The amount of provision made for each student depends on the severity and type of need. The aim of the support is to target students in response to curricular requests and identified need, aiming to be as flexible as resources allow.

### SEND Ranges

In the summer term of 17/18 South Tyneside introduced SEND ranges. The SEND ranges are descriptors based on national best practice in determining the needs of pupils with SEND. They are based on the four areas of the code of practice.

The four areas are

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

The ranges are between 1 and 7

- Range 1 – School based responses – universal mainstream
- Range 2 – School based responses – Universal / targeted mainstream
- Range 3 – School based responses – Targeted mainstream
- Range 4 – Targeted / specialist either in mainstream or specialist additional resource
- Range 5 – Specialist resource / special school
- Range 6 – Special school
- Range 7 – Highly specialist provision. Possibly 24 hour care

### **SEN Support**

Once a potential SEND is identified, four types of action will be employed as part of a graduated response to ensure effective support is put in place. These actions form part of a termly cycle through which earlier decisions and actions are revisited, refined and revised with the growing understanding of the student's needs and of what supports the student in making good progress.

The four actions are:

1. **Assess:** the class teacher and SENCO will clearly analyse a student's needs before identifying a student as needing SEND support. This will draw on the teacher's assessment and experience of the student, as well as information recorded on the school system about student progress, attainment, attendance and behaviour. It should also include the student's development in comparison to their peers, the views and experience of parents/carers, the student's own views and, if relevant,



advice from external support services. In some cases, outside professionals from health or social services may already be involved with the student. These professionals should liaise with the school to help inform the assessments. Where these professionals are not already working with school staff the SENCO may contact the appropriate services with consent from parents/carers.

2. **Plan:** If 'additional to and different from' support is required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified and implemented by the subject teacher or support staff with advice from the SENCO. Where it is decided to provide a student with SEN Support, the parents/carers **must** be notified. The teacher and the SENCO should agree in consultation with the parent and the student the interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review.
3. **Do:** the subject teacher will remain responsible for working with the student. Where the interventions involve group or 1:1 teaching away from the main subject teacher, he/she should still retain responsibility for the student. SEN support will be recorded on a plan that will identify a clear set of expected outcomes, which will include relevant academic and developmental targets (this may include for young people, targets around preparing for adulthood) that take into account parents' aspirations for their child. Parents and the pupil will also be consulted on the action they can take to support attainment of the desired outcomes. This will be recorded and a date made for reviewing attainment. This assessment will be reviewed on at least a termly basis. This will help to ensure that support is matched to need, and that a clear picture of the interventions put in place and their effect is developed.
4. **Review:** the effectiveness of the support should be reviewed in line with the agreed date. The effectiveness of the support and the impact on the student's progress will be reviewed in line with the agreed date. Targets will be reviewed termly.

Class teachers will also follow the graduated response and will use the Assess, Plan, Do, Review model as part of Quality First Teaching (QFT) strategies in their subject areas. Many SEND needs can be met as part of QFT.

The quality of classroom teaching provided to pupils with SEND is monitored through a number of processes that includes:

1. Classroom observation by the Senior Leadership Team and external verifiers,
2. Ongoing assessment of progress made by pupils with SEND,
3. Work sampling and scrutiny of planning to ensure effective matching of work to pupil need,
4. Departmental meetings where SEND information is shared with key staff and when appropriate, individual students are discussed.
5. Teacher meetings with the SENCO to provide advice and guidance on meeting the needs of pupils with SEND.
6. Pupil and parent feedback on the quality and effectiveness of interventions provided.
7. Attendance and behaviour records.

### **Involving specialists and outside agencies**

Where a student continues to make little or no progress, despite well-founded support that is matched to the student's area of need, the school will consider involving specialists, including those from outside agencies.

The school may involve specialists at any point to advise them on early identification of SEND and effective support. The school will endeavour to involve a specialist where possible when a student continues to make little or no progress over a sustained period or where they continue to work at levels substantially below those expected of children of a similar age despite SEND support. Parents/carers should always be involved in any decision to involve specialists. The involvement of specialists and what was discussed or agreed should be recorded and shared with the parent/carer and teaching staff supporting the student in the same way as other SEND support.

The SENCO and class teacher, together with the specialists, will consider a range of effective teaching approaches, appropriate equipment, strategies and interventions in order to support the student's progress. They will agree the outcomes to be achieved through the support, including a date by which progress will be reviewed.

Support will cease, be adapted or replaced depending on the effectiveness towards expected outcomes.

### **Referral for Statutory Assessment**

If a student is experiencing significant difficulties, they may undergo a Statutory Assessment Process which is usually requested by the school through the Educational Psychologist, but it can also be requested by a parent/carer or school through the local authority. An EHC plan will only be issued if the external panel who consider this referral is satisfied that the school has taken every step possible to support the student but is unable to provide the level of support needed alone.

In order to carry out the Statutory Assessment the school will have the following information available:

- The action followed with respect to SEND support.
- The student's previous targets.
- Records of regular reviews undertaken and the outcomes.
- Health and relevant medical history.
- KS2 attainment.
- Other relevant assessments from specialists i.e. Support teachers/educational psychologists.
- The views of both parents/carers and student.
- Any involvement by other professionals.

### **EHC Plans**

- a) Following Statutory Assessment, if approved by the Panel, an EHC plan is provided by South Tyneside LA. If it is decided that the school cannot provide for the students' needs on its own, the panel/LA may decide to place the student in specialist provision.
- b) Parents/carers have the right to appeal against a decision either for or against an EHC plan for their student.

- c) Once the EHC plan is completed it will be kept as part of the student's formal record and reviewed annually by the Academy, parents/carers, any relevant professional and the student. The annual review enables provision for the student to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

### **Annual EHC Plan Review**

The school will review each EHC plan annually and the SENCO will invite:

- The student's parent/carer.
- A representative of the LA.
- Relevant outside agencies.
- Any other person the Headteacher thinks appropriate.

The aim of the review will be to:

- Assess the student's progress in relation to targets.
- Review the provision made for the student in the context of life skills, the curriculum and levels of attainment and progress in basic literacy/numeracy.
- Consider the appropriateness of the existing EHC plan in relation to the student's performance during the year and whether or not to cease, continue or amend the existing plan.
- Set new targets for the coming year.

Year 9 and subsequent reviews will include preparation for adulthood targets in order to prepare for the student's transition to employment, further education, work based training, higher education and adult life.

### **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, as far as possible, in line with the needs of the individual. The systems in the school provide, in the main, for students with SEND to be educated alongside their peers in a mainstream classroom through high quality teaching.

However, the systems also allow for other flexible arrangements to be made for withdrawal of students for individual or small group work. The school curriculum is regularly reviewed by the Head teacher and subject departments to ensure that it is accessible to students of all levels and abilities, and supports the learning and progress of all students as individuals. This includes learning outside the classroom. It is our aim to ensure that all resources and SEND provisions are being used effectively and efficiently within the school setting in order to support the taught curriculum and enable students to reach their full potential.

The school does this by:

- Keeping staff fully informed of the SEND of any students in their charge, including sharing progress reports, medical reports and teacher feedback.
- Providing regular training opportunities for staff.
- Using support effectively to ensure that the curriculum is differentiated and accessible in order to make reasonable adjustments.
- Setting appropriate individual targets that motivate students to do their best, and celebrating achievements at all levels.

## **Record Keeping**

The school will record the steps taken to meet students' individual needs with the SENCO maintaining the records and ensuring access when required. In addition to the usual school records, the SEND student's profile will include:

- Information from the primary school.
- Information from parents/carers.
- School information on progress and behaviour.
- Students' own perceptions of difficulties, when appropriate.
- Information from health/social services.
- Information from other agencies e.g. Educational Psychology Service, Young People's Lead.

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

All staff members are encouraged to acquire skills appropriate to working with students with SEND. The SENCO's role in school based INSET is crucial in developing awareness and understanding of SEND strategies. NQTs, ITTs and LSAs will receive regular support to meet the need of students with SEND. An open door access to SENCO policy exists for school staff. The SENCO will attend relevant courses and facilitate/signpost relevant SEND focused training opportunities for all staff. The SENCO ensures training opportunities are matched to areas of weakness and development priorities through staff audits and monitoring.

## **Evaluating the Success of St. Joseph's SEND Policy**

A SEND information report will be produced annually linked to the SEND policy. The governing body will review the report annually. The policy and report will be monitored on a number of levels:

- By the SENCO, in consultation with Deputy Head, Head Teacher and SEND Governor.
- By the Senior Leadership team during subject reviews, including progress on identified targets in the school's Development Plan and in the Subject Self Evaluation Form (SEF).
- Via feedback from parents/carers at Parents' Evenings, Tutor Review Day, meetings and Annual Review meetings.
- Via feedback from students when reviewing progress with tutors.

Student progress indicates and provides evidence of the success of the SEND Policy and this will be analysed carefully through:

- Achievement of targets.
- Progress from Key Stages 2 to 4 or 4 to 5.
- External examination results, including GCSE, AS and A level results.
- Improvement in reading ages, and other standardised test results.
- Improvement in attainment in English and Maths.
- The progress of students with SEND will be analysed across each Key Stage.

## **Complaints Procedure**

The school's complaints procedure is outlined on eth website. The SEND Code of Practice outlines additional measures the LA must set up for preventing and resolving disagreements and these measures will be explained to parents / carers who contact the LA.