

SEND Policy

North Kesteven Academy
2019-2020

Introduction Date: Summer Term 2019

To be reviewed: Summer Term 2020

1. Aims

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for students with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for students with SEND

North Kesteven Academy is a fully inclusive mainstream academy serving the area of North Hykeham in Lincoln. At North Kesteven Academy, all students are valued equally, regardless of where their abilities lie, the Academy is committed to developing 'Excellence for all'. All students are entitled to have a broad, balanced and relevant curriculum, which is differentiated to meet individual needs. Within its aims, North Kesteven Academy is committed to equal opportunities, with students being encouraged to achieve their full potential, whatever their academic or physical ability, through provision of a balanced and challenging curriculum in both content and styles of learning.

Students of all ages and all abilities will

- Be treated as individuals where their individual needs, interests and aptitudes are recognised.
- Be entitled to have an emerging or evident special educational need identified and assessed.
- Be provided with opportunities for continued growth and development so that they increase their self-esteem and become more confident.
- Receive a balanced curriculum in both content and style of delivery which allow them to make informed choices as they progress beyond the Academy.
- Be encouraged to achieve their full potential, whatever their abilities.
- Be encouraged to learn thorough a range of enjoyable and stimulating experiences in an atmosphere where students feel valued, encouraged and safe.
- Learn to take increasing responsibility for their own learning and actions so that they will be equipped for future life after school.
- Be encouraged to see education as a life-long process to the benefit of all aspects of their life.

2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for students with SEND and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENDCOs) and the SEND information report

3. Definitions

A student has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is ***additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.***

4. Roles and responsibilities

4.1 The SENDCo

The SENDCo is Mrs P Calder, who can be contacted on 01522 881010 or via email by using the following address: SEND.dept@nkacademy.co.uk

They will:

- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual students with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that students with SEND receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet students' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure students and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all students with SEND up to date

4.2 The SEND governor

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this
- Work with the headteacher and SENDCo to determine the strategic development of the SEND policy and provision in the school

4.3 The Headteacher

The headteacher will:

- Work with the SENDCo and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability

4.4 Class teachers

Each class teacher is responsible for:

- The progress and development of every student in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy

5. SEND information report

5.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- **Communication and interaction**, for example, Autistic Spectrum Disorder (ASD), Asperger's Syndrome, speech and language difficulties
- **Cognition and learning**, for example, Dyslexia, Dyspraxia,
- **Social, emotional and mental health difficulties**, for example, Attention Deficit Hyperactivity Disorder (ADHD),
- **Sensory and/or physical needs**, for example, visual impairments, hearing impairments, processing difficulties, Epilepsy

5.2 Identifying students with SEND and assessing their needs

When your child first joins North Kesteven Academy, we use information from a range of sources to help identify SEND and other needs. These include information from primary

school; parents/carers; end of Key Stage 2 levels; base line testing; Cognitive Ability Testing (CAT tests); reading and spelling tests; subject teachers; Head of Year; specialist colleagues and external agencies.

Our subject class teachers, Heads of Department, Heads of Year and SENDCo closely monitor the progress and attainment of all students, including those who have SEND. The continuous monitoring of students during their time at North Kesteven Academy will further identify students with a special educational need. This identification may come from tutors, subject teachers, Heads of Year, outside agencies, parents/carers or the student themselves. If your child needs to be assessed we would use a range of assessments with outside agencies and referral can be made to them. Progress will include other areas than attainment, for example, social needs.

We follow a staged and graduated approach to identifying and assessing needs, using the 'Assess, Plan Do, Review' model. The triggers for intervention could be the teacher's, House mentors/managers, SENDCo or Assistant SENDCo or others concern, underpinned by evidence, about a student who, despite receiving differentiated learning opportunities, does not make expected progress. Slow progress and low attainment will not automatically mean a student is recorded as having SEND.

All students with SEND are on either the SEND register or SEND monitoring list which is accessible to all staff at the academy. Staff use this information to inform their lesson planning, teaching and students learning activities. Targeted interventions are planned and delivered where appropriate. This may include small group and individual work across a broad range of activities.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the students and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

5.3 Consulting and involving students and parents

We will have an early discussion with the students and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the student's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the student's record and given to their parents. We will formally notify parents when it is decided that a student will receive SEND support.

Students are encouraged to take part in Student Voice activities; regularly evaluate their work in lessons, attend review meetings; contribute to target setting and reviewing and reflect on their learning and achievements by helping write their own achievement plans and student profiles.

5.4 Assessing and reviewing students' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENDCo to carry out a clear analysis of the student's needs. This will draw on:

- The teacher's assessment and experience of the student
- Their previous progress and attainment and behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The student's own views
- Advice from external support services, if relevant

The assessment will be reviewed regularly. All students, including those with SEND, are assessed on a regular basis, in accordance with Academy's Assessment Policy. Teachers assess and review progress 6 times a year which is communicated to parents/carers by a report which is sent home.

The reports will show your child's current grade (GCSE) or if the student is on track as well as their Attitude to Learning (ATL). The Heads of Year, Heads of Department and SENDCo will monitor and review the student's progress and pick up on any subjects where a student is not making the right amount of progress. We will then put intervention in place. At the next reporting time we will check whether the right amount of progress has been made. We give reports to the governors who check and review the work of all departments, including SEND.

Additionally, parents evenings are held once a year per year group when there is an opportunity to discuss progress, attainment and next steps. All students with an EHCP will have a Person Centred Annual Review. Students with SEND who are on the register will have 3 achievement plan review meetings a year.

All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the student's progress.

5.5 Supporting students moving between phases and preparing for adulthood

We liaise closely with primary schools and provide additional transition support before the students starts. This support continues after they have arrived with us in Year 7. We host a transition club after school for students who require additional support and this allows the students to meet with staff and become familiar with their surroundings. This is in addition to the transition events we have in place for Year 6 students.

All students receive advice on careers and are encouraged to visit a wide range of post 16 courses both within the academy and other post 16 providers. If additional support is needed this will be put in place. All students who have an ECHP will have an early annual review (if required) before Christmas to ensure that transition arrangements can be put in place.

5.6 Our approach to teaching students with SEND

Our teachers have high expectations for all students, including those with SEND. All teachers will be told about the student's individual needs. This will be in the form of a student passport/profile and personalised teaching strategy sheet. Teachers will adapt their lessons to meet their learning needs. Teachers have experience and/or training in doing this. This may involve using different strategies, more practical/adaptation of resources and activities. This means students can access the lesson fully.

Within the Academy there are a variety of staff roles to help us fully support all students. Where it is felt it is the right thing to do, a student may be offered additional help and support with an achievement plan, in which case the parent/carer will be informed. There are a range of interventions and additional subject support which are available.

When a student is approaching the start of Key Stage 4, if we think it is needed and there is evidence to support the need, we will assess and apply for exam Access Arrangements according to the Joint Council for Qualifications exam.

Teachers are responsible and accountable for the progress and development of all the students in their class.

High quality teaching is our first step in responding to students who have SEND. This will be differentiated for individual students.

We will also provide the following interventions although this is not an exhaustive list and may change from time to time:

- LEXIA
- I.D.L
- Precision teaching
- F.R.I.E.N.D.S
- Small group teaching where needed
- Read Write Inc
- Toe by Toe
- Word Wasp
- Meet and greets
- Supported lunchtime groups
- Use of Assistive technology

5.7 Adaptations to the curriculum and learning environment

Our Academy is a safe and accessible building and we do our best to make it welcoming to the whole community. All safeguarding procedures and risk assessments are in place and are adhered to by all staff.

We have a wide range of different facilities to help students with SEND throughout the Academy campus including a lift to access our main block, an adapted science laboratory, disabled toilets; power assisted automatic doors; ramps.

Most of our students follow a traditional curriculum, however a small number of learners have a more personalised curriculum to match their individual needs, interest and abilities. This may include option choices; additional literacy and numeracy, and alternative provision.

We make the following adaptations to ensure all students' needs are met:

- Differentiating our curriculum to ensure all students are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, assistive technology etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

5.8 Additional support for learning

We have a number of teaching assistants who are trained to deliver interventions such as F.R.I.E.N.D.S, LEXIA, Read write Inc, Handwriting rescue, Stopping the Pain and Solution focused coaching to name but a few.

Teaching assistants will support students on a 1:1 basis when this is identified in an EHCP or there is a short term need due to a physical disability, for example helping with such a self-care.

Teaching assistants often will work with a number of students in an identified group with the classroom teacher in order to support the learning.

Teaching assistants will support students in small groups when delivering interventions or directed to withdraw a small group by the class teacher to focus on a particular task or project. We work with the following agencies to provide support for students with SEND (again this is not an exhaustive list):

- Working Together Team
- Health services – occupational therapy, physiotherapy, school nursing specialist nursing, Child and Adolescent Mental Health Services (CAMHS), Healthy Minds
- Educational Psychologists
- Dyslexia Outreach Team
- Speech and Language Specialists
- Need Bright Solutions

- Behaviour specialists such as the Behaviour Outreach Support Service (BOSS)
- Special Education Support Service (SESS)
- Hearing Impaired Team
- Social Care – including social workers, targeted youth and all other family support services within social care;

We also work closely with the following special schools who offer support and advice where appropriate

5.9 Expertise and training of staff

We have a SEND team made up of the SENDCo and Assistant SENDCo and a number of teaching assistants and mentors. Within in this team we have a range of experience and training which include working towards the NASENCo; CPT3A (Certificate of Competence in Educational Testing and Access Arrangements), supporting students with ASD and ADHD; supporting students with Attachment Issues; supporting students with Social, Emotional and Mental Health (SEMH) and behaviour support as well as staff being trained to help students with literacy difficult and carry out targeted interventions.

In addition to this we have on site 2 days a week specialist behaviour support workers who provide bespoke training for staff as the need arises.

Training is provided to all staff, including teachers, and support staff as the need arises and there is ongoing training for all staff as well as opportunities to further develop skills. Staff new to the school follow an induction programme which includes training and information on SEND.

5.10 Securing equipment and facilities

These services are contacted when necessary and appropriate, according to the student's needs. If a student needs specialist equipment or facilities this is discussed with the SENDCo and Assistant SENDCo. Usually we are able to get support with most requirements from one of our external partners and we explore which equipment and facilities would be most suitable and follow their advice. This is normally discussed at a review meeting with the parent and the child.

5.11 Evaluating the effectiveness of SEND provision

The Academy has a Quality Assurance process that assesses the effectiveness of Teaching and Learning for all students, including those with SEND and the outcomes and evaluations are used to create and implement development plans for aspects of school life. These are regularly reviewed through evaluation. Additionally progress and attainment data for all students is analysed for effectiveness and value for money.

We evaluate the effectiveness of provision for students with SEND by:

- Reviewing students' individual progress towards their goals each term
- Reviewing the impact of interventions after 6-10 weeks
- Using student questionnaires
- Monitoring by the SENDCo
- Using provision maps to measure progress
- Holding annual reviews for students with EHC plans

5.12 Enabling students with SEND to engage in activities available to those in the school who do not have SEND

We have a range of lunch time and after school clubs at North Kesteven Academy. They are open to all students, including those with SEND. Details of the clubs can be provided by the Academy as these do change with the terms and House competitions regularly.

Additionally, we do run a number of activities to support students with SEND including Homework Club, Lunch time Social Club. We also do run revision sessions and work catch up sessions when required. SEND clubs are by invitation only and parents/carers and students will be contacted if an invite has been given.

All students in the Academy are strongly encouraged to take part in extracurricular activities to support their House. This can be before school, break or lunch time or after school. Day and residential trips are open to all students in the Academy, no student is excluded from taking part in these activities because of SEND or disability.

5.13 Support for improving emotional and social development

At North Kesteven Academy we take our pastoral responsibilities seriously. We pride ourselves on providing a high level of student support and guidance. One way we support our students is by assigning them to a House and a form tutor who will (in most cases) remains with them as they progress up the school. This allows students to build a strong relationship with their form tutor. Students also have a Head of Year and specific member of the pastoral team for their year group.

The pastoral team are available to all students in their year group including those with SEND. These staff also run the SEND extracurricular activities. The tutor and the pastoral team are the first port of call for any issues such as peer conflict or bullying. They act quickly and follow the Academy's anti bullying policy if this is required.

Students with SEND who find that they are having a number of pastoral issues are often invited to join the SDC (Student Development Centre) at lunch times to be able to discuss any issues with the staff and SENDCo. This allows the students to have their voice heard and issues to be reported and dealt with in a discreet manner if necessary.

There are additional members of staff who are able to help with pastoral support these include, teaching assistants, Heads of Year and 2 child protection officers. We have an excellent relationship with a number of external agencies, for example CAMHS, Healthy Minds, AdAction, Grief and Loss.

5.14 Working with other agencies

There are a number of organisations and agencies that we can access support for students and their family. We work with some or all of the agencies listed and will always work with any external agencies who would be able to support the Academy and the child:

- Working Together Team

- Health services – occupational therapy, physiotherapy, school nursing specialist nursing, CAMHS, Healthy Minds
- Educational Psychologists
- Dyslexia outreach team
- Speech and Language Specialists
- Need Bright Solutions?
- Behaviour specialists such BOSS
- SESS
- Hearing Impaired Team
- Social Care – including social workers, targeted youth and all other family support services within social care
- We also work closely with local special schools who offer support and advice where appropriate

If a number of agencies are needed to support a family, often we will carry out an Early Help Assessment, possibly leading to a Team around A Child (TAC).

All of this is also outlined in the SEND Information report.

5.15 Complaints about SEND provision

In the first instance contact the subject teacher or your child's tutor who may refer your concerns to a more senior member of staff or an SEND member of staff if needed. Alternatively please contact the Head of Year for your child. The Academy's complaints procedure is on the school website.

The parents of students with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

5.16 Contact details of support services for parents of students with SEND

There are a number of organisations and agencies that can support parents of students with SEND. A good source of information is the Local Authority local offer web site:

<http://search3.openobjects.com/kb5/lincs/fsd/localoffer.page?familychannel=2>

Another good source is the parents section of the Local Authority website:

<http://www.lincolnshire.gov.uk/parents/>

LIASE SENDD Independent Advice and Support in Lincolnshire:

<http://www.lincolnshire.gov.uk/liase/about-us/the-team/121723.article>

Parent Carer Forum:

<http://www.lincspcf.org.uk/>

5.17 Contact details for raising concerns

In the first instance contact the subject teacher or your child's tutor who may refer your concerns to a more senior member of staff or an SEND member of staff if needed. You can also contact the Head of Year for your child.

Alternatively contact the SEND team via email: SEND.dept@nkacademy.co.uk or telephone 01522 881010

5.18 The local authority local offer

Our contribution to the local offer is:

<http://nkacademy.co.uk/parents/special-educational-needs-disabilities/>

Our local authority's local offer is published here:

<https://www.lincolnshire.gov.uk/parents/support-and-aspiration/SEND-and-d-reforms/the-local-offer/>

6. Monitoring arrangements

This policy and information report will be reviewed **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

7. Links with other policies and documents

This policy links to our policies on:

Behaviour

