

# SEN Policy

## THE HUB SCHOOL



<b>Policy Owner:</b>	Director of Learning - Inclusion
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<b>Approved by:</b>	Local Governing Board
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## 1. Introduction

This policy has been produced in line with legislation and complies with the statutory requirements laid out in the SEND Code of Practice 0-25 years (January 2015). This policy has been developed with reference to the following guidance and documents:

- SEND Code of Practice 0-25 years (January 2015)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting Students at school with medical conditions, (updated August 2017)

This policy has been developed in conjunction with staff and governors and shared with parents via the school's website. The policy aims to describe our vision for our Students and young people and the way in which we aim to meet the needs of the Students in this school all of whom are identified as having Social, Emotional, Mental Health difficulties and/or additional needs.

It is our aim for The Hub School to be an outstanding learning community in which all Students enjoy learning, feel valued and safe. We aim to provide an environment of respect, inclusion, equality, aspiration and celebration. This will hopefully enable Students to achieve, develop healthy lifestyles, engender a life-long desire to learn and to prepare them for adult life.

### Definition of Special Educational Needs and Disabilities (SEND)

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

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

SEN Code of Practice January 2015

## **2. SEN Co-ordinator**

The school has a SENCO and Deputy SENCO. However, as all teachers are working with students and young people with an Education, Health and Care Plan, there is a collective responsibility on all teachers to ensure that any concerns are reported directly to the co-ordinator.

The Head teacher has overall responsibility for ensuring that the SEND policy is implemented throughout the school, and is revised and updated as and when necessary.

All staff have a day to day responsibility for Students' well-being and to ensure appropriate curriculum delivery across the 9-16 age range.

Class teachers ensure that recommendations identified within a Student's Education, Health and Care Plan are in place, in collaboration with colleagues and external agencies, identifying needs, monitoring and assessing programmes of work, and keeping accurate and relevant records.

The role of the Learning Support Officer (LSOs) is to assist the teacher in the implementation and delivery of the objectives identified within the Student's Education, Health and Care Plan.

## **3. Our Aims**

- To provide a curriculum which caters for the development of the whole Student; a curriculum which allows each individual to fulfil their potential intellectually, physically, emotionally and socially
- To give every Student the information, stimulation, support and motivation to enable them to reach their personal potential - educationally; physically and socially, in an environment which inspires confidence and empowerment
- To enable success for all Students regardless of their level of need
- To concentrate on ability not on disability
- To develop life, social and problem solving skills
- To develop a Student's educational potential whilst meeting their social emotional mental and emotional health needs within a holistic ethos
- To provide a high quality learning environment
- To encourage a learning environment which is safe, orderly, attractive, lively and Student-centred
- To maximise learning time and (within an academic culture) emphasise achievement
- To encourage and support effective, focused teaching which is efficiently organised with clarity of purpose
- To rigorously monitor progress both in terms of Student performance but also evaluating the performance of the school
- To meet the needs of all Students through differentiation and appropriate matching of learning objectives to Student need, and through flexible teaching strategies
- To regularly monitor and review each individual's progress through the use of rigorous recording processes
- To consult with the Student wherever appropriate about their needs and progress
- To provide equality of opportunity for all Students
- To work in partnership with parents and to consult with them on a regular basis around issues related to their Student's progress

- To keep Governors informed of all aspects of school development and encourage an environment where challenge is welcomed
- To work in co-operation with external agencies as appropriate

## 4. Access to Curriculum

All Students in school are given access to a broad and balanced curriculum. Each Student has a different combination of needs inherent in the specific SEND, but all Students are fully integrated into the school as a whole. The school has adopted a number of strategies in order to support full and complete access:

- individual approaches
- in class support\*
- withdrawal/support\*
- a tailored curriculum with matched/differentiated activities
- specific equipment to allow access
- specialist teaching or support, i.e. support from outside agencies

\*In- class support and withdrawal is wholly dependent upon the Student's individual needs, taking into account classroom routines, key stage structure, availability of resources and support. Consideration of these factors ensures that each Student has full access to the whole curriculum.

Access to the curriculum is enabled through adaptive teaching. In each curriculum area, advice is given on making specific subjects accessible to all Students. (Refer to individual curriculum policy documents).

Regular assessment helps class/subject teachers determine the next learning step for each Student. It should then be possible to produce an individual teaching programme geared more precisely to meet individual's needs.

Some Students with sensory or physical difficulties may need special facilities or approaches to access the curriculum. Reasonable adjustments will be made where required/ feasible within the site facilities available; to support the needs of the Students.

Further advice on specific needs Students may have, in order to access the curriculum, can be obtained from the East Riding Education Inclusion Service. In order to enable full curriculum access when considering programmes for Students with SEND, the class/subject teachers are also aware of:

- levels of support in school and home,
- motivation,
- materials, both teaching and conceptual,
- methodology, eg in lesson delivery,
- means of recording for Students with SEND, e.g. use of laptop computers, tape recorders and/or cameras to record information, access arrangements including reader, prompt, scribe, laptop access, adapted resources such as enlarged papers groupings/peer support
- pace - an awareness that Students with SEND often work at a slower pace than their peers, requiring "over learning" to acquire new skills / knowledge,
- evaluation/feedback needs to be shared with the individual Student by the teacher on a regular basis.

## 5. Identification, Assessment And Review Procedures

On entry to the school, Students have a Education, Health and Care Plan which formally names The Hub School following a decision made by Special Educational Needs multidisciplinary panel in conjunction with the school and parents.

### STUDENT REVIEWS

Each Student has an Annual Review of their Education, Health and Care Plan. This meeting is held as near as possible to the anniversary of the original EHC Plan. Annual Reviews are undertaken within the guidelines set down in the Code of Practice.

In addition to parents and school staff any other professionals that have been involved with the Student are invited to attend, or contribute in writing to the Annual Review. Parents/carers and Students are also asked to submit written comments on a school pro forma. Parents' and Student's comments are included in the annual review report.

TRANSITION PLAN: preparing for adulthood.

This is undertaken in Annual Reviews from Year 9.

This document will aim to give clear guidance on the preparations necessary to facilitate the smooth transition at the age of 16 into appropriate continuing education and into adult life. The transition plan will form part of subsequent Annual Reviews and will be updated to reflect any changes in need and provision. Students and their parents/carers are encouraged to participate fully in reviews and advice is given regarding Post 16 options available.

#### INTERNAL REVIEWS/ INTERIM REVIEWS

Student needs are reviewed regularly in class teams on a less formal basis as a regular part of day to day working. Concerns regarding a Student's progress or wellbeing are raised at these meetings, and any issues pertaining to a particular Student which have wider implications are brought to the attention the appropriate member of the Senior Leadership Team.

Interim reviews are held where significant concern is raised by school, parent/ carer or other external agency. The aim of these meetings is to work with the local authority/ies Special Educational Needs multidisciplinary panel, parents/ carers and external agencies to identify the most suitable addition of provision, amendments to EHCP or alternative pathways to best suit the student's changing need.

#### STUDENT PROFILES

Students each have an individual student profile which draws upon their EHCP, annual reviews and other external agencies reports/ documentations and is reviewed termly to identify incremental steps in progress and the provisions required to meet need.

## 6. Staff Development

All staff are expected to keep up to date with the Code of Practice, by attending staff meetings etc. Provision is made on both a formal and informal basis for staff to extend their knowledge of identification, assessment, evaluation and record keeping. The school recognises the importance of developing staff's knowledge, skills and understanding of special education and ensuring that Students benefit from the professional development of staff.

It should be acknowledged that continuing professional development is not a replacement for staff investing their own time to investigate and reflect upon their practice in order to refine, alter or improve it. The school has regular staff INSET and a formal system of staff appraisal for all staff. Additionally, the school's SLT follow a programme of lesson observations that supports the development of good classroom practice.

## 7. Student's Progress

The school's SEND policy is evaluated in the light of each Student's progress and access into the statutory requirements of the National Curriculum. Staff are encouraged to evaluate/review their planning and teaching strategies, to maintain suitable Student records and to assess/monitor Students on a regular basis. All policy documents are reviewed and amended as necessary.

Progress is also monitored through each Student's Annual Review/ Student profile reviews and interim reviews (when necessary). Parent/carers and other relevant professionals are asked to contribute to the Annual Review. At this meeting progress is evaluated, inclusion issues or suitability of placement discussed as appropriate, and any concerns are voiced and recorded. Both the local authority and parents receive a copy of the Annual Review.

## **8. Supporting Parents/Carers And Families**

An open door policy is adopted throughout the school. Parents wishing to discuss their Student's progress at any other time are encouraged to make an appointment with, or to phone, the appropriate member of staff. Relevant staff will contact parents should they have any issues they wish to discuss regarding any aspect of a Student's development.

Due to the wide catchment area of the school, circumstances prevent some parent/carers from being able to visit school as often as might be desired. Class staff are encouraged to be proactive in using various forms of communication to contact parents and for parents to contact school. Information on the school's SEND Provision is provided on the school's website.

## **9. Supporting Students With Medical Conditions**

Please see separate *Medical Procedures in School* policy

## **10. Bullying**

Please see the schools separate *Anti-bullying* policy.

## **11. External Support Services**

External support services play an important part in helping the school to identify, assess and make provision for Students with special educational needs. The school is aware of how to secure access to support services and knows the terms on which they are available. Services include equipment, materials, staff support, technical and professional expertise, all of which are used exclusively for the identification and assessment of, or making special educational provision for, Students with SEND.

The school has close links with:

- The other special schools within the area,
- Educational Psychologist service,
- CAMHS,
- Neurodiversity Service,
- School Nurse Service,
- SEN 0-25 team,
- LA – SENDART,
- Speech and Language,
- Sensory Processing Service

## **12. The School's Complaint Procedures**

The parent/carer of a Student with SEND has the right to make a complaint about the provision made for their Student at the school. The first point of contact will be the class teacher or keyworker, then the SEND Co-ordinator, who will try to deal with the complaint as efficiently and effectively as possible. If the parent/carer is unhappy with the response from the SEND Co-ordinator, the complaints hierarchy is as follows:

- Headteacher
- SEND Governor
- School Governing Body
- Local Authority (EHCO)
- Local Authority Senior (EHCO)

Please see our current complaints/procedure Policy for further guidance, whilst it is hoped for a school based solution to the complaint, the parent/carer is able to proceed to the Local Authority if the school is unsuccessful in dealing with, or providing a satisfactory solution to the complaint. The parent/carer will be encouraged to contact SENDIASS (an independent education advisory service).

## **13. Monitoring & Evaluating**

The Governing Body, in consultation with the Headteacher, determine the school's general policy and approach to the provision for all Students within the school, establish the appropriate staffing arrangements and maintain a general oversight of the school's work. the Headteacher); overseeing the school's finances; dealing with complaints in line with the Complaints Policy and overseeing improvements and repairs to the school buildings and grounds.