



**Wood End Park Academy**  
**Special Educational Needs and**  
**Disability Policy**

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## Approval

<b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
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## **1) Vision and Ethos**

At Wood End Park Academy, we aim to enable all pupils 'to achieve their full potential in academic, creative and physical aspects of school life, developing a lifelong enthusiasm for learning, an enquiring mind and the confidence to take risks'. By creating a happy, safe, caring and inclusive environment that encourages learning within an ethos of support, encouragement and challenge, we aim to teach children to have respect for themselves and for others and to become caring and responsive members of the school and wider community. Equal importance is placed on academic achievement and personal qualities through a stimulating, broad and balanced curriculum enhanced by a wide range of extra-curricular activities. Caring for the well being of all pupils including those with Special Educational Needs and Disabilities (SENd) is fundamental to the school's ethos; the SENd policy sets out the ways in which we do this.

## **2) Relationship to legal requirements (Appendix 1 – links to legislation)**

Wood End Park Academy's Policy for Supporting Pupils with Special Educational Needs meets its statutory requirements and reflects the most recent requirements and recommendations of the Special Educational Needs Code of Practice (2015) including updates and the Equality Act (2010). The policy should be read in conjunction with the school's policies on behaviour, curriculum and equal opportunities, the bullying and attendance policies, the Single Equality Scheme and the Teaching and Learning Policy. We are continuously and actively revising the needs of our pupils, the requirements of changes in legislation and the support mechanisms we put in place in order to enable our pupils to fulfil their potential and become caring and responsive members of the school and wider community.

### **1) What is a Special Educational Need (SEN)?**

A child has a Special Educational Needs if they have a learning difficulty or disability which means that special educational provision needs to be made for them so that they can learn and take part in lessons and activities in school.

This might be because 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 being able to use the school's facilities

A child will also be covered by the SEN definition if they have a disability or health condition which requires special educational provision to be made.

### **Looked After Children (Children in Care)**

Some children who are Looked After (LAC) may also have Special Educational Needs. Where this is the case, their needs will be met in the same way as other children's SENd as detailed below. However, close collaboration will take place between the SENdCo, the Designated Teacher for LAC and outside agencies supporting LAC children.

## 2) Categories of SENd (Appendix 2)

Special educational needs and provision can be considered as falling under four broad areas (SEND Code of Practice 2015 p.97)

1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. Sensory and/or Physical

Children are not regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. For these children, provision will be made through the teaching of English as an Additional Language (EAL). Please see our EAL policy.

## 5. Teaching and Learning (for full details please see the Teaching and Learning policy)

*Every teacher is responsible and accountable for all pupils in their class wherever or with whomever the pupils are working*

At Wood End Park Academy, we recognise every pupil's entitlement to the curriculum. This includes pupils in our Designated Unit. Teachers ensure that all children's needs are met through Quality First Teaching. They strive to reduce or remove barriers to achievement through: assessment and ambitious target setting, adaptive approaches and lesson planning, targeted use of non-teaching support and involving children (and parents) in discussion around their learning. Teachers will set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment. Lessons are planned to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving and making at least adequate progress.

Adequate progress can include progress which:

- is similar to that of peers starting from the same baseline;
- matches or betters the child's previous rate of progress;
- closes the attainment gap between the child and their peers;
- prevents the attainment gap growing wider.

It is recognised that some children, despite Quality First Teaching targeted at their areas of weakness, may not make adequate progress and that this may be because the child has a significant learning difficulty. Where this is the case, provision to meet the child's special educational needs must be put in place by the class teacher in consultation with the SENdCo and other specialist teachers.

'Special educational provision is educational provision that is additional to or different from that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching.' This will range from planning work that fits into pre-layer or offers extension of skills.

## **6. Identifying and Assessing Special Educational Needs Identification**

Children with SENd may be identified by their nursery or pre-school setting prior to arrival at Wood End Park Academy. Nursery staff ensure as much information as possible is gathered through liaison with pre-school settings, completion of admission forms and through home visits. This is now carried out by the EYFS and KS1 SENdCo in a transition meeting who then disseminates this information to teaching staff who will work with the child.

It is recognised, however, that pupils admitted into the nursery or reception classes may have unidentified special educational needs, and that children's special educational needs may change over time. Therefore teachers monitor and assess pupils on a daily basis through marking and assessment of class books and weekly tests and termly through summative assessments. A SENd Referral form must be filled in by the class teacher if any concerns are noted. The SENd referral procedure should be followed by staff. (Appendix 3)

More formal assessments are also used to monitor children's attainment and progress.

### **Assessment**

This data forms the basis of termly Pupil Progress Meetings where members of the Senior Leadership Team and each class teacher discuss progress and decide upon appropriate differentiated teaching strategies and appropriate additional support. The SENdCo should be made aware of SEND pupils' performance to discuss possible strategies for children with high level needs. Where a pupil then continues to make inadequate progress, the class teacher will complete a 'SENd Referral Form'. A Team Around the Child (TAC) meeting will then be held between the class teachers, SENdCo and parents in order to establish whether or not a Special Educational Need is present and to problem solve planning, support, teaching strategies and individual pupil targets. At this point, in discussion with parents, furthermore specialist assessments involving external agencies may be recommended to understand better the exact nature of the child's needs.

However, the importance of parents' specific knowledge of their child is recognised and parents/carers who have a concern regarding their child's progress are very welcome to discuss these with the class teacher or the Special Educational Needs Co-ordinator.

### **Target-setting**

Where it is agreed that a pupil does have a Special Educational Need, this will be recorded in the school's pupil information systems under the Single Category of SEN so that all staff are aware of the child's needs (Appendix 4 SEN Codes). All children with identified SEN will have an individualised provision map. This will set out their needs, their current levels, ambitious targets for progress and support strategies and resources. For those children with more complex SEN needs, a My Support Plan will be drawn up in consultation with the child, parent/carer and any external agencies involved. Where appropriate, targets will be informed by assessments from outside professionals (see 'Outside Agencies' below)

### **Review**

Broad targets will be reviewed each half term with smaller step targets reviewed and amended at least twice a half term and new targets set. At the termly parents' evenings, parents of pupils with SEN will be invited to meet a member of the Inclusion/SEN team to review progress and discuss provision map targets and support strategies. These meetings will be supplemented with additional meetings as required.

Children with an EHC Plan will, in addition, have their EHC Plan outcomes reviewed at a statutory Annual Review meeting to which parents/carers are invited.

### **Provision**

The school will set up ordinary alternative provision in classrooms where it can to ensure it is inclusive to all its pupils.

Provision for children with identified SEN may include;

- adult supported small group work (within the classroom)
- adult supported small groups work (withdrawal groups)
- individual support within the class (for specific lessons)
- individual withdrawal support
- supervised break/lunch and unstructured times
- individualised resources (eg visual time-table, Picture Exchange Communication Systems, visualisers, social stories)
- an individual work station with tray systems in the classroom for children with higher level additional needs
- therapeutic interventions delivered individually or in small groups (eg Speech and Language, Occupational or Physiotherapy programmes)
- experiential learning
- pupil portfolios used to track pupils' progress who are working below age-related expectations (not 'towards' as work for these pupils is scaffolded)
- reward charts, behaviour logs
- home/school communication books

The provision for SEN children, the impact of that support and pupils' progress is accurately recorded and regularly updated. Achievement against age-related expectations are recorded on a termly basis and this information, as well as teacher assessment data, is used to track, monitor and identify trends within the progress of children with SEN.

In addition to assessment of pupils' academic progress, teachers also monitor their social and emotional well-being. Where there are any concerns regarding these areas, the same process as outlined above of identification, target setting and review will be implemented, drawing on the additional expertise of the school's Family Support Worker and outside agencies as appropriate.

## **7. Outside agencies and multi-agency working**

In order to ensure that the most appropriate strategies and resources are used to meet the specific needs of our children, the expertise of a range of additional

professionals may be sought. The Speech and Language Therapist is a regular visitor to the school carrying out assessments of pupils' speech, language and communication needs, writing the results of these assessments in information reports which are shared with parents, setting targets and suggesting programmes of provision for staff to carry out under her supervision.

Wood End Park Academy also purchases the services of an Educational Psychologist to assess the needs of pupils, to suggest targets, strategies and resources and to support staff to meet the needs of pupils with SEN.

Other agencies which may be called upon to assist in the provision of SEN include; SEN Advisory Service, Child and Adolescent Mental Health Service, Children and Young People's Integrated Therapies (Occupational Therapy, Physiotherapy), the Child Development Centre at Hillingdon Hospital, Early Help, SENDIASS (Special Educational Needs and Disability Information, Advice and Support Service), Home Start (support for parents of Under 5s), Children and Families Social Services.

Where a child has significant needs that require considerable additional provision, all the different agencies involved in supporting that child will meet together with the parents and, where appropriate, the child to discuss the best ways of working and to create a multi-agency approach.

## **8. Education Health and Care Plans**

An Education Health and Care plan (EHC Plan) is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. The plan will set out clear outcomes (targets) which have been agreed by the parents and the child and will detail how these are to be achieved. All EHC Plans will be reviewed annually. In addition, termly meetings will be held with relevant members of school staff, outside agencies and parents. The provision maps of pupils with an EHCP, including those in the Designated Unit, will have small step targets too in order to meet the board targets set.

## **9. Medical Needs**

Parents discuss medical needs of their child on admission and the results of this are added to the pupil's record for general staff information. Pupils with medical needs will not necessarily be considered as having Special Educational Needs and/or Disability but may need some additional provision to be made to accommodate their medical conditions, e.g. pupils with visual or hearing impairment or a physical or sensory need.

A Care Plan will be drawn up for pupils with ongoing medical conditions which might require reasonable adjustments to be made or those for whom specialist First Aid training for staff might be required. Care Plans are drawn up by medical professionals and are attached to pupils' records. Relevant staff are made familiar with the plans. First Aiders in the school will be informed of all Care Plans and any changes to them.

## **10. Extra Activities**

Children with SEN (including those in the Unit) have access and are encouraged to participate in all clubs, trips, visits including a residential trip in Year 5 and 'special days' (in-school experiences). Appropriate support to enable them to do so will be put in place as required.

## **11. Keeping Up to Date with Knowledge and Skills**

Programmes of in-service training for both class teachers and all support staff are planned in advance to meet the current and expected needs of all pupils including those with SEN based on analysis of progress and attainment data and behaviour logs and informed by performance management targets of staff. These training sessions may be delivered by in school staff or by outside professionals with specialist skills and knowledge.

Staff training focusing on SENd is carried out by the school's SENdCos at the beginning of each academic year supplemented with ongoing training at regular intervals throughout the year.

It is the responsibility of the SENdCos to ensure that all staff are kept up to date with any new legislation.

## **12. Transitions**

The importance of transitional stages is recognised. In the Nursery, 'soft starts' to the day are offered where parents are able to stay with their children to help them settle in.

Towards the end of the summer term each year, a 'transition' day is held where the children get to meet their new class teacher. Hand –over meetings are also held between staff in order to pass on key information and to discuss the individual provision maps.

### **Secondary Transfer**

Written information is passed to the receiving secondary school for all pupils with SEN in Year 6. For those pupils with EHC plans and other pupils with high level SEN, individual transition arrangements will be carried out. This will usually begin with a multi-agency meeting attended by parents, pupil and staff from the receiving school and may also include observations of the pupil by secondary staff and a series of supported visits by the pupil to the new school. Every effort is made to ensure that parents, children and colleagues have all the information they need in order to effect a smooth and successful transition to secondary school.

### **Casual admissions (children joining the school in the middle of the year)**

For pupils with SEN joining mid-year, electronic and paper files will be accessed from the child's previous school. The SENdCo will request a meeting with the parents and child in order to discuss the nature of the child's SEN and to find out what support the child has benefited from previously.

## **13. Helpful Contacts**

The first point of contact for all parents is the class teacher.

- Director of Inclusion and Special Educational Needs Co-ordinator: Mrs Farzana Din
- Special Educational Needs Lead for KS1- Mrs Dinky Dutt
- Lead for the SEND Unit (Centre): Ms Bhavisha Soma
- HLTA for the SEND Unit (Centre): Mrs Gurvinder Shah
- Academy Principal – Ms S. Johra
- Chair of the Academy Council- Mrs Sejal Chavda
- SEN Governor- Mr Deepman Prabhakar
- SENDIASS (Special Educational Needs Disability Information Advice and Support Service): Tel: 01895277001 or email: sendiass@hillington.gov.uk

## **14. Admissions**

### **How to apply for a place at Wood End Park Academy**

You can collect an application form directly from the school. Please complete the application form, including Council Tax reference number, and return to the school together with the following documents:

- Your most recent Child Benefit letter or Family Tax Credit documentation.
- Your child's birth certificate.
- Parent/Legal Guardian's visual identification e.g. Passport or Driving Licence.

You can apply direct to the Civic Centre at High Street, Uxbridge, Middlesex, UB8 1UW

### **Visiting the School**

Please telephone the school to arrange a visit. Tel: 020 8573 7829

### **Requesting Appeal Documentation**

If your application has been unsuccessful you must make your appeal in writing:

- You can write a letter to Wood End Park Academy and request the appropriate appeal form.

## **15. Complaints: Please see Complaints Policy**

<http://www.woodendpark.hillingdon.sch.uk/policies/policies/TPFT%20Complaints%20Policy%20June%202013%20Approved.pdf>.

## **16. Monitoring and review of SEN Policy**

This policy will be reviewed at least bi-annually and agreed by the Academy Council.

### **Appendix 1 – previous SEN categories**

Disabled children and young people without SEN are not covered by the Children and Families' Act 2013 or the SEN Code of Practice 2015 but are covered by provisions elsewhere in legislation, including in the Children Act 1989, the Equality Act 2010 and the Health and Social Care Act 2012.

### **The Equality Act 2010**

Everyone covered by the SEN Code of Practice 2015 has duties in relation to disabled children and young people under the Equality Act 2010. They must not discriminate and they must make reasonable adjustments for disabled children and young people. Public bodies are also under wider duties to promote equality of opportunity. The definition of disability in the Equality Act includes children with 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. Children and young people may therefore be covered by both SEN and disability legislation.

**'Working Together to Safeguard Children' (2013):** Statutory guidance which sets out what is expected of organisations and individuals to safeguard and promote the welfare of children.

### **Appendix 2 – links to legislation**

The categories of SEN laid out in the SEN Code of Practice 2015 are;

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health
4. Sensory and/or physical

### **Appendix 3 - referral process for pupils though to have SENd**

The SENd Referral process is followed consistently for each pupil teachers wish to refer for assessment by the SENd Team

#### **Stage 1**

The class teacher completes a SENd Concern form which she/he emails to their relevant SENdCo (EYFS and KS1 or KS2) and implements a two week review period. At this stage, the teacher seeks advice from their allocated SENdCo, experienced teachers, SLT (Senior Leadership) on new/additional strategies to

implement. Lesson plans are annotated accordingly and dated to show the new interventions/strategies and their impact. Parents are informed.

## **Stage 2**

If no significant progress can be demonstrated during the two week period, the relevant SENdCo and the Principal are informed. The class teacher provides written evidence of strategies/interventions trialled and the outcomes observed.

## **Stage 3**

A 'Team Around the Child' (TAC) Meeting is arranged by the relevant SENdCo. Prior to this, he/she will carry out observations and set a day for the TAC meeting that is no later than two weeks from the review date of the SEND referral form

## **Stage 4**

At the TAC Meeting the views of the child and parents/carers are invited, and the school's concerns/observations are shared and explored. The SENdCo will advise on new strategies/interventions and, if appropriate, with parental consent, will refer the pupil to relevant external agencies for further advice/assessments. If it is agreed that a pupil would benefit from SEND support, this is noted on the minutes which parents are invited to sign to indicate their consent and a review date is set. With the consent of parents, the pupil will be added to the school's SEND register at this point.

Copies of the minutes from these meetings are sent to the relevant professionals and the parents.

## **Appendix 4 – SEN Codes**

SEN Code of Practice 2015:

SEN Support

Education, Health and Care Plan (EHCP)

## **Appendix 5 – Roles and Responsibilities**

### **Class teachers**

- Teachers are responsible and accountable for the progress and development of the pupils in their class, even where pupils access support from teaching assistants or specialist staff.
- Teachers should set high expectations for every child and aim to teach them the full curriculum, whatever their prior attainment. They must refer to teachers standards.
- Quality First Teaching, differentiated for individual pupils, is the first step in responding to pupils who may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching.
- The quality of teaching for pupils with SEN, and the progress made by pupils, should be a core part of school's performance management arrangements and its approach to professional development for all teaching and support staff.
- The identification of SEN should be built into the overall approach to monitor the progress and development of all pupils.
- Class and subject teachers, supported by the senior leadership team, should make regular assessments of progress for all pupils. Where pupils are falling behind or making inadequate progress given their age and starting point, they should be given extra support.
- Where pupils continue to make inadequate progress, despite high quality teaching, targeted at their area of weakness, the class teacher, working with the SENdCo, should assess whether the child has a significant learning difficulty. Where this is the case, then there should be agreement about the SEN support that is required to support the child.
- Once a potential Special Educational Need is identified, four types of action should be taken to put effective support in place: *assess; plan; do; review*. This is the graduated approach called SEN support.

**The Special Educational Needs Coordinator (SENdCo)** must be a fully qualified teacher.

The key responsibilities of the SENdCo may include:

- overseeing the day-to-day operation of the school's SENd policy;
- coordinating provision for children with SENd;
- liaising with the relevant designated teacher where a looked after pupil has SENd;
- advising a on graduated approach to providing SENd Support;
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- liaising with parents of children with SENd;
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies;
- being a key point of contact with external agencies, especially the LA and LA support services;
- liaising with potential next providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned;
- working with the head teacher and school governors that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements;
- ensuring that the school or maintained nursery keeps the records of all children with SENd up to date.

The **Executive Board** ensures that:

- The necessary provision is made for any pupil with SENd
- All staff are aware of the need to identify and provide for pupils with SENd
- Appropriate staffing and funding arrangements are set up
- SENd provision is an integral part of the school's development plan

The **Principal** takes responsibility for:

- The management of all aspects of the school's work including provision for pupils with SENd as defined in 4 above
- Keeping the Academy Council informed about SENd issues
- Working closely with the SENd personnel in the school
- Ensuring that the implementation of this policy and the effects of relevant policies on the school as a whole are monitored and reported