



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

**SPECIAL EDUCATION NEEDS &  
DISABILITY POLICY**

<i>Responsible Board</i>	Academy Trust Board
<i>Policy Officer</i>	Company Secretary
<i>Date Adopted</i>	August 2018
<i>Review Date</i>	August 2020

## 1. Introduction

The Academy Trust recognises the importance that each of its Academies play in terms of Academy arrangements for students with SEN and disabilities.

## 2. Aims

The Academy Trust policy and procedure for SEN aims to:

- Set out the Academy Trust's commit to support and make provision for students with special educational needs (SEN).
- Outlines the roles and responsibilities for members of staff involved in providing for student with SEN.

## 3. Legislation and guidance

This policy and procedure is based upon 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 pupils with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

This policy and procedure also comply with the Academy Trust's funding agreement and articles of association.

## 4. Definitions

A student has SEN 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 most 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 of other students or young people of the same age by mainstream academies.

## 5. Roles and responsibilities

Each Academy within the Academy Trust will appoint a SENCO. They will:

- Work with the Head and SEN governor to determine the strategic development of the SEN policy and provision in their Academy.
- Have day-to-day responsibility for the operation of their SEN policy and the coordination of specific provision made to support individual students with SEN, including those who have EHC plans.

- Provide professional guidance to colleagues and members of staff, parents, and other agencies to ensure students with SEN receive appropriate support and high-quality teaching.
- Advise on the graduated approach to providing SEN support.
- Advise on the deployment of the Academies delegated budget and other resources to meet the 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 the students and their parents are informed about options and a smooth transition is planned.
- Work with the Head and governing board to ensure that the Academy meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
- Ensure that the Academy keeps records of all students with SEN up to date.

### **The SEN Governor**

The Academy SEN governor will:

- Help to raise awareness of SEN issues to governing board meetings.
- Monitor the quality and effectiveness of SEN and disability provision within the Academy and update the governing board on this.
- Work with the Head and SENCO to determine the strategic development of their policy and provision, and that it adheres to the Academy Trust policy and procedure.

### **The Head**

The Academy head will:

- Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision, and that it adheres to the Academy Trust policy and procedure.
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

### **Class teachers**

Each class teacher is responsible for:

- The progress and development of every pupil 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 SENCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN policy

## **6. The kinds of SEN**

The Academies that make up the Academy Trust provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, 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
- Moderate/severe/profound and multiple learning difficulties

## **7. Identifying students with SEN and assessing their needs**

Within the Academy Trust and those Academies within it assess each student's current skills and levels of attainment on entry, which will build on previous settings and key stages, where appropriate. Class teachers will make regular assessments of progress for all students and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a student is recorded as having SEN.

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

## **8. Consulting and involving pupils and parents**

Academies will have an early discussion with the student 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
- Consider the parents' concerns
- Everyone understands the agreed outcomes sought for the student
- 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.

The Academy will formally notify parents when it is decided that a pupil will receive SEN support.

### **9. Assessing and reviewing pupils' progress towards outcomes**

The Academies within the Academy Trust will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the **SENCO** 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 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. Regular reviews on the effectiveness of the support and interventions and their impact on the student's progress.

### **10. Supporting students moving between phases and preparing for adulthood**

The Academies within the Academy Trust will share information with the school, college, or other setting the student is moving to. They will agree with parents and student's which information will be shared as part of this.

### **11. Our approach to teaching pupils with SEN**

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

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

### **12. Evaluating the effectiveness of SEN provision**

The Academies within the Academy Trust will evaluate the effectiveness of provision for students with SEN by:

- Reviewing student's individual progress towards their goals each term
- Reviewing the impact of interventions
- Using student questionnaires
- Monitoring by the **SENCO**

- Using provision maps to measure progress
- Holding annual reviews for students with statements of SEN or EHC plans

### **13. Enabling students with SEN to engage in activities available to those in our Academies who do not have SEN**

All extra-curricular activities and Academy visits are available to all our students, including before-and after-academy clubs.

All students are encouraged to go on residential trip(s)

All students are encouraged to take part in sports day/plays/special workshops, etc.

No Student should ever be excluded from taking part in these activities because of their SEN or disability.

### **14. Support for improving emotional and social development**

Within the Academies support for students to improve their emotional and social development in the following ways may be given:

- Students with **SEN** are encouraged to be part of the Academy council, where applicable.
- Students with **SEN** are also encouraged to be part of various club to promote teamwork/building friendships etc.

### **15. Complaints about SEN provision**

Complaints about **SEN** provision within our Academies should be made to the Head in the first instance. They will then be referred to the individual Academy complaints policy.

The parents of students with disabilities have the right to make disability discrimination claims to the first-tier **SEND** tribunal if they believe that an individual Academy 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.