




# PHMAT SPECIAL EDUCATIONAL NEEDS POLICY

## Document Control Table

<b>Title</b>	PHMAT SEND Policy
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<b>Signature of Approval</b>	
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## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
June 2021	DA	Page 3 – added the whole
June 2021	DA	Page 3 added – ensure in place of we will
June 2021	DA	Page 3 – added never
June 2021	DA	Page 4 added- The named SENCo at Forest Hills Primary School is Darryl Asbury but duties are undertaken by Sophie Power.
June 2021	DA	Page 7 - academy changed to Trust
June 2021	DA	Page 8 - discuss options when
June 2021	DA	Page 8 – changed MAT to Trust
June 2021	DA	Page 8 – added Trust
June 2021	DA	Page 10 – NQT changed to ECT
June 2022	DA	PAGE 3 – changed pupils' to pupils
June 2022	DA	Page 4 – changed pupils' to pupils
June 2022	DA	Page 4 – changed Tracey Murphey to Alice Heather
June 2022	DA	Page 4 – changed Darryl but duties are undertaken by Sophie Power to Sophie Power
June 2022	DA	PAGE 4 – added the named SENCo at Mesty Croft Primary School is Shilpa Aggarwal
June 2022	DA	Page 4 – added the named SENCo at Sledmere Primary School is Sarah Land
June 2022	DA	Page 5 – added Meet duties laid out in part 3 of the Children and Families Act 2014
June 2022	DA	Page 6 - added scaffolding
June 2022	DA	Page 7 – added Local Authority (LA)
June 2022	DA	Page 7 – changed 'of' to 'at'
June 2022	DA	Page 7 - removed Local Education Authority (twice) and replaced
June 2022	DA	Page 7 – receive changed to receives

		Page 7 – changed Early Years Foundation Stage profile to EYFS statutory framework and 2021 Early years foundation stage assessment and reporting arrangements
June 2022	DA	Page 8 – removed ‘a’
June 2022	DA	Page 8- changed half termly to as per the Trust Assessment Timetable 2022-23
June 2022	DA	Page 9 - SEN changed to SEND
June 2022	DA	Page 11 - There is currently a DfE consultation on the SEND Green Paper of March 2022. (Closes 1 <sup>st</sup> July 2022) with a national SEND delivery plan to be issued. This policy will need to be reviewed again in September 2022 to take account of this.
October 2023	DA	Page 4 – added SENCOs and school will work closely with the PHMAT Psychology and Inclusion Service.
October 2023	DA	Page 4 – added:  <b>PHMAT Inclusion and Psychology Service</b> From September 2023, Perry Hall Multi-Academy Trust (PHMAT) have developed their own PHMAT Inclusion and Psychology service (PIPS). The PIPS team was created due to the recognition of the increasing needs within PHMAT, so as to ensure that all vulnerable learners are supported to fulfil their potential. The team consists of Angharad Meredith (Assistant EP and Specialist in Specific Learning Needs - SPLD), Hilary Hartley (Senior EP) and Jo Davies (Inclusion Lead). The PIPs provide support to schools throughout PHMAT by offering a range of activities, including training and advice bespoke and tailored to their individual needs.
October 2023	DA	Page 4 – added List of School SENCOs
October 2023	DA	Page 4 – changed the named SENCo at Dunstall to Victoria Tustin deleting Lauren MacDonald
October 2023	DA	Page 4 – changed the named SENCo at Birds Bush to Ann Kelly deleting Jo Davies
October 2023	DA	Page 4 – changed the named SENCo at Stanley Road to Craig Morgan deleting Tracy Murphy and Alice Heather
October 2023	DA	Page 4 changed the named SENCo at Woodthorne to Jeremy Stack deleting Jane Perry
October 2023	DA	Page 4 – changed the named SENCo at Forest Hills to Ann Kelly deleting Sophie Power
October 2023	DA	Page 4 – changed the named SENCo at Sledmere to Esther Cooper deleting Sarah Land
October 2023	DA	Page 8 – added Educational and
October 2023	DA	Page 9 – changed 2022-23 to 2023-24
October 2023	DA	Page 11 – changed closes to closed
October 2023	DA	Page 11 – amended ‘there is currently a’ to ‘the’
October 2023	DA	Page 11 – amended closes to closed
October 2023	DA	Page 11-12 – amended ‘ to be issued’ to ‘ that is planned to commence is 2025.’
October 2023	DA	Page 12 – changed 2022 to 2024

# **ACADEMY SEND POLICY**

## **Introduction**

At Perry Hall Multi-Academy Trust (PHMAT) we believe that meeting every pupil's needs is a shared responsibility. We are committed to offering an inclusive curriculum to ensure the best possible progress for all our pupils, whatever their needs or abilities. Not all pupils with disabilities have special educational needs (SEN) and not all pupils with SEN meet the definition of disability, but this policy covers all of these pupils.

The SEND Code of Practice (January 2015) states a child is said to have a Special Educational Need if he/she has a significant greater difficulty in learning than the majority of pupils of the same age. These pupils may need extra or different help from that given to other pupils of the same age. Pupils with a disability and health condition which prevents or hinders him/her from making use of educational facilities of a kind generally provided for others of the same age. A pupil with a disability is covered by the SEND definition if they require special educational provision.

Pupils with special educational needs may need extra help because of a range of needs. These are defined under the SEND Code of Practice broad area of need:

- Communication and interaction
- Cognition and Learning
- Social, emotional and mental health difficulties
- Sensory and / or physical needs.

At Perry Hall Multi-Academy Trust, we accept the definitions of Special Educational Needs as well as the principles from the SEN Code of Practice. We meet the needs of all pupils within our schools. Staff will identify those who have special educational needs, assess and make/adapt provision for all pupils with SEND, whether they have Education Health Care Plan or not. We also acknowledge that pupils at the higher end of the ability range may also have special educational needs, in order to ensure they remain challenged and inspired and have the right to have those needs met.

## **We recognise that:**

- Each learner is an individual with his or her own particular educational needs.
- All pupils have the right to a broad and balanced curriculum, differentiated to reflect these needs and with regard to continuity and progression.

- Learning experiences should encourage self-motivation and independence and focus on positive achievement.
- Every effort should be made to reduce the risk of 'labelling' for pupils with special educational needs. Wherever possible these pupils should be integrated to work alongside their peers to share educational experiences with those whose needs are different from their own. However, there may be times when pupils are withdrawn for specialist teaching which we strive to make a positive experience and a 'natural' course of events.
- The nature of pupils Special Educational Needs might be long or short term and in one or more areas.
- The special needs provision made by the schools are a process which is strongly rooted in partnership with parents.

## **Aims and Objectives**

We will:

- Follow the approach and guidance outlined in the SEND Code of Practice.
- Ensure SEND is a whole school responsibility requiring a whole school response.
- Identify pupils with special educational needs and disabilities as early as possible and make appropriate provision in accordance with the SEND Code of Practice.
- Provide all pupils with access to a broad and balanced curriculum through differentiated activities.
- Regularly assess and monitor pupil's progress to allow the relevant support and provision to be provided.
- Ensure that pupils with special educational needs and disabilities are included in the whole school life.
- All staff are provided with continuous professional development and training.
- Ensure that all learners make the best possible progress.
- Build partnerships between home and school and ensure pupils and their parents are treated with respect and have their views taken into account.
- Ensure parents/carers are informed of their child's special educational needs, provision and ensure that there is effective communication between parents and schools.
- Ensure that learners express their views and are fully involved in decisions which affect their education.
- Promote effective partnership and involve outside agencies where and when appropriate to meet the pupils needs.
- Ensure that pupils with SEND are admitted into the school in accordance with the whole school admissions policy.
- Ensure educational provision is underpinned by high quality first teaching and is never compromised by anything less.

## **Roles and Responsibilities**

These objectives will be met by the school:

- Early identification of pupils needs.
- Gathering of relevant and important evidence, including from discussions with parents/carers.
- Drawing up individual education plans (IEPs) and reviewing outcomes termly.
- Using IEPs to guide teachers' planning and focus support for the individual pupil.
- Teachers working closely together with the SENCo to ensure that the schools' SEN provision is the best possible within budgetary constraints
- Appoint a designated teacher for LAC/CIC pupils
- SENCOs and school will work closely with the PHMAT Psychology and Inclusion Service.

### **PHMAT Inclusion and Psychology Service**

From September 2023, Perry Hall Multi-Academy Trust (PHMAT) have developed their own PHMAT Inclusion and Psychology service (PIPS). The PIPS team was created due to the recognition of the increasing needs within PHMAT, so as to ensure that all vulnerable learners are supported to fulfil their potential. The team consists of Angharad Meredith (Assistant EP and Specialist in Specific Learning Needs - SPLD), Hilary Hartley (Senior EP) and Jo Davies (Inclusion Lead). The PIPs provide support to schools throughout PHMAT by offering a range of activities, including training and advice bespoke and tailored to their individual needs.

### **List of School SENCOs**

The named SENCo at Perry Hall Primary School is Carol Russell  
The named SENCo at Berrybrook Primary School is Victoria Tustin  
The named SENCo at Dunstall Hill Primary school is Victoria Tustin  
The named SENCo at Birds Bush Primary is Ann Kelly  
The named SENCo at Stanley Road Primary is Craig Morgan  
The named SENCo at Woodthorne Primary is Jeremy Stack  
The named SENCo at Forest Hills Primary School is Ann Kelly  
The named SENCo at Mesty Croft Primary School is Shilpa Aggarwal  
The named SENCO at Sledmere Primary School is Esther Cooper.

They have responsibility for:

- Working with the Head and SEND governor to determine the strategic development of the SEND policy and provision in the school to raise the achievements of pupils with SEND.
- Co-ordinating the provision and support for pupils with SEN.

- Day-to-day operation of the schools' SEN policy.
- Developing and evaluating the school's SEND action plan.
- Liaising with and advising fellow teachers/teaching assistants.
- Working with/liasing with school governors and the Head to ensure that the school meets its responsibilities under the Equality Act (2010) with regards to reasonable adjustments and access arrangements. Please refer to individual schools' Accessibility Plan for further details.
- Meet duties laid out in part 3 of the Children and Families Act 2014
- Monitoring the effectiveness of SEND provision across school.
- Advising on a graduated approach to providing SEND support.
- Monitoring and supporting the writing and reviewing of IEP's.
- Being familiar with the provision in the Local Offer and being able to work with professionals providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the school, together with those who do not have SEND.
- Ensuring that the school keeps the records of all pupils with SEND up to date.
- Contributing and arranging CPD training for staff.
- Managing the EHCP procedure and provision for pupils with an EHCP.
- Preparing the arrangements for the admission of pupils with disabilities and the facilities provided to enable access to the school in line with the school's accessibility plan.
- Regularly reviewing the Accessibility Plan showing how the school plans to progressively improve access over time.
- Liaising with parents, external agencies and the local authority (LA) regularly to provide information on pupils' needs, provision and outcomes.

Each Local Governing Body is responsible for:

- Monitoring the SEND action plan and effectiveness of SEND provision.
- Liaising with the SENCO and Heads of School in relation to the progress made by pupils with SEN.
- Appoint an individual governor or sub-committee to oversee the school's arrangements for SEND.

Class Teachers will:

- Be responsible and accountable for the progress and develop of all pupils in their class including those with SEND.
- Plan and review support/provision for their pupils with SEND.
- Liaise with parents/carers, SENCo and the pupils themselves.
- Set high expectations of all pupils and teach a broad and balanced curriculum for all.
- Plan lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving and every pupil with SEND will be able to access the curriculum.

- Be aware of the needs, outcomes sought and support provided to any pupils with SEND they are working with.
- Follow school procedures for monitoring and reporting on behaviour, progress and concerns.
- Set high academic and behavioural expectations for all pupils in their class, including those with SEND, and support them in achieving them.

The Head will:

- Work with the SENCO 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 pupils with SEND.

## Identifying SEN

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 pupil and their parents.

Our schools are committed to the early identification of special educational needs and adopt a graduated approach to meeting special educational needs in line with the Code of Practice. Initial identification is in most cases, identified through the class teacher due to concerns about a relative lack of progress or observations of social, emotional, or behavioural difficulties. When these concerns arise within school, staff should discuss these initial concerns with parents/carers and then are requested to complete an initial concerns referral and send this to the school SENCo. Individual referrals are then discussed at a school inclusion meeting. Evidence is gathered through the child's work, assessment data, classroom observations any other information on health or social problems, discussion with parents and/or the child him/herself and from previous teachers and other professionals if involved.

If parents have initial concerns regarding their child's progress or SEND, they will discuss this with their child's class teacher outlining their concerns and views. This information will then be passed onto the SENCo. At this stage the child will be provided with adapted provision, scaffolding and differentiation of work in class. If the child fails to make progress, then the class teacher, SENCo and parents can discuss the child moving on to SEN Support.

At SEN Support the pupil will also have individual targets recorded on an IEP (individual education plan). This will be written by the class teacher, always in consultation with pupils, parents, carers and other professionals involved, with support from the SENCo at a termly review and target setting meeting.

The IEP will set targets for the pupil and will detail:

- the short-term targets set for or by the child.
- the provision to be put in place and from when.
- on-going review of targets from both the child and professionals involved.
- the success criteria.

The IEP will be reviewed on an ongoing basis by pupils and staff, then termly and the outcomes will be recorded at the review meeting. Pupils will participate fully in the review process according to their age and abilities. Parents / carers will also be invited to participate in the target-setting and review process.

If the school has evidence that a pupil is making insufficient progress despite significant support and intervention at SEN Support, further advice and support may be sought from PHMATs Educational and Assistant Educational Psychologist (AEP) or outside professionals. Pupils and parents/carers will be fully involved and kept informed about the involvement of external agencies and proposed interventions.

For a small number of pupils this support may still not meet their needs. In this case, the school can request that the Local Authority (LA) undertakes an Education Health and Care Plan Assessment of the pupil's needs which may lead to an Education Health Care Plan (EHCP). These pupils may be provided with top-up funding by the LA which the school will use to support the pupil. For pupils who have an EHCP, as well as the review of their IEPs, their progress and the support outlined in their EHCP will be reviewed annually and a report provided for the Local Education Authority.

The SENCo and/or Year 6 teachers will liaise with the SENCo/ Year 7 teachers at the secondary schools serving the area to ensure that effective arrangements are in place to support pupils at the time of transfer. When pupils move to another school their records will be transferred to the next school. If a pupil makes sufficient progress an EHCP may be discontinued by the Local Education Authority.

Any provision/action that pupil receives which is additional to or different from that available to all pupils will be recorded on an intervention map. This will be evaluated, reviewed and updated every term. The SENCo monitors the interventions to ensure they are supporting pupil's progress.

## **Assessment**

We believe that all children and young people deserve to have their achievements and progression recognised and the Trust's curriculum reflects the different levels of attainment likely to be achieved. Ours schools use a



consistent assessment system approach across the Trust, EYFS statutory framework and 2021 Early years foundation stage assessment and reporting arrangements, Pre-Key-Stage Standards for identified pupils working below age related expectations and the National Curriculum age related expectations. Assessment for learning guides us in the process of seeking and interpreting evidence for use by learners and our teachers to decide where the pupils are in their learning, where they need to go and how best to get there. All teachers monitor, review and analyse pupil progress in accordance with the schools' assessment policies. To ensure accurate assessments are made, teachers moderate and standardise samples of pupils' work and achievements across the curriculum. Underachievement is identified as early as possible through rigorous tracking and assessment analysis.

The SENCOs track pupil progress and report to the senior leadership team and governors at each school to:

- check the progress individual pupils make against their targets (as per the Trust Assessment Timetable 2023-24).
- verify that barrier-free learning is taking place across the curriculum and particularly where there have been changes in staff or syllabus / schemes of work, or low attendance rates.
- check the progress of pupils identified as SEN support and those with an EHCP to inform the SEN register and to ensure that the pupils' needs are being met.
- monitor the impact in view of the additional resources put in place to support inclusion, to compare the accuracy of teacher assessment with external test results at the end of a key stage (i.e. the difference between actual and expected pupil performance).
- compare their school's performance with other similar schools in the area and with national performance data.
- discuss options when the decision is taken not to issue an EHCP. The school will consider and implement recommendations of feedback given from the LA regarding how the pupil's outcomes can be met through the schools existing provision.

Schools can, where necessary, modify or dis-apply the National Curriculum and its assessment arrangements. Our policy is to do this only in exceptional circumstances. Trust schools make every effort to meet the learning needs of all their children, without recourse to disapplication. We achieve this through greater differentiation of children's work or through the provision of additional learning resources.

In exceptional circumstances a school may decide that disapplication is the correct procedure to follow. This would only be done after consultation with parents/carers. The school's governor with responsibility for special educational needs would also be involved in this process. Every effort is made to provide the necessary support from within the school's resources before considering such action.

Should a school go ahead with modification or disapplication, this would be done through:

- Section 364 of the Education Act (1996). This allows modification or disapplication of the National Curriculum, or elements of it, through a statement of special educational needs.
- Section 365 of the Education Act (1996). This allows the temporary modification or disapplication of the National Curriculum, or elements of it.

Pupils are assessed in Trust schools using both formative and summative assessment. Some pupils are also assessed by outside agencies when necessary. The results of the assessments are used to monitor and plan any interventions required, which are then outlined on the intervention map. Planning includes differentiated learning objectives, success criteria's and activities, as well as the assessment focus for that individual lesson. Teachers evaluate lesson allowing them to comment on the progress made by all pupils including those with SEN.

### **Partnerships**

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

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

Each school works closely with local high schools for the smooth transition of pupils with SEND and to ensure that there is continuity and progression in provision for them. We also liaise with the previous schools of joiners in order that we can be immediately aware of any special educational needs and quickly put a suitable programme of support in place.

Inclusion support teams/external agencies play an important part in helping the schools identify, assess and make provision for pupils with special education needs.

In addition, schools may seek advice and work with a range of external agencies to provide support for pupils with SEND. The speech and language therapist contributes to the EHCP reviews of pupils with speech and language difficulties. Targets and advice given by the speech and language team are used when reviewing and writing pupil's IEPs.

Pupils should:

- have a focus on their strengths as well as their needs.
- help in the planning of their IEPs.
- have a say in the targets set.
- agree to their targets.
- share in the recording, monitoring and evaluating of their progress.
- have access to all aspects of school life.

Parents/carers are empowered to:

- play an active and valued role in the child's education.
- have their children's difficulties identified early with appropriate intervention to support them.
- have an understanding of their child's strengths as well as their needs.
- help in the planning of their IEPs.
- have a say in the targets set for their child.
- have knowledge of what they can expect for their child.
- have access to information, advice and support during assessment or decision-making processes about their child.

**All parents of pupils identified on the SEN register should have access to information about the support on offer, including that from Information, Advice & Support Service.**

## **Professional development**

Our SENCo's hold the required National Award for Special Educational Needs (NASENCO). The Executive Head and Heads oversee the professional development of all teaching staff and teaching assistants. The schools monitor the training needs for all staff considering school priorities as well as personal professional development. Particular support will be given to ECTs and members of staff. The SENCOs take responsibility for prioritising the training needs of staff. Staff are encouraged to observe good inclusive practice within the schools and also in other schools wherever possible.

## **Complaints**

We urge parents with any concerns regarding the SEND policy or the provision made for their child to speak to us as soon as possible - please see the Multi-Academy Trust's complaints procedure.

Class teachers will work closely with parents/carers at all stages of a pupil's education and should be the first port of call in case of any difficulty. Parents/carers of pupils with SEN or disabilities whose concerns cannot be resolved by the class teacher can meet with the SENCO. If there continues to

be cause for complaint, parents/carers should address their concerns to the relevant Head and Local Governing Body.

## **Monitoring and reviewing**

This policy is monitored by the Board of Trustees and will be reviewed regularly. The DfE consultation on the SEND Green Paper of March 2022 (closed 1<sup>st</sup> July 2022) with a national SEND delivery plan that is planned to commence in 2025. This policy will need to be reviewed again in September 2024 to take account of this.

Any child who doesn't make progress over an academic year will be discussed through pupil progress meetings and identified for specific intervention, until progress resumes. Other factors will also be used when identifying pupils who may be gifted and talented or require teacher monitoring, provision amendments or interventions to support behaviour, social skills etc.