



Philips
High School

Success Together Aspire Respect

SEND Policy

Author: F Cooper

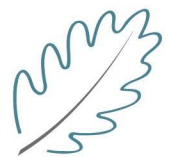
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SEN POLICY

People responsible for managing the school's provision for pupils with Special Educational Needs:

SENDCO – Mrs F Cooper

National SENCO Award and Specialist Assessor in Assessing for Access Arrangements.

Mrs EJ Duxbury- Deputy Head Teacher Behaviour, Attitudes and Personal Development

Post graduate certificate of Special Educational Needs and Post graduate certificate of Education Management.

SEN Manager- Mrs S Newsham

Member of staff with responsibility for overseeing medical needs.

Contact details:

The above staff can be contacted at: Philips High School, Higher Lane, Whitefield, Manchester, M45 7PH

Telephone: 0161 351 2200

Every teacher is a teacher of every pupil including those with SEN. Our fundamental core purpose is to achieve the very best outcomes for all of the pupils in our school and their families, in particular, those with special educational needs.

COMPLIANCE:

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 July 2014 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 2014
- Schools SEN Information Report Regulations (2014) (see www.sendgateway.org.uk Hampshire's Illustrative Regulations as a guide for schools)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012
- Created by the school's SENCO and the Deputy Head Teacher (Behaviour, Attitudes and Personal development, the SEN Governor, SLT, the governing body, staff and parents/carers and pupils with SEND.

CONTEXTUAL INFORMATION:

Philips High School is a mixed community high school, located within the Bury Local Authority. There are approximately 870 pupils on roll, approximately 16% of whom are considered as having a special educational need. Approximately 38% of the pupils are in receipt of pupil premium.

A child or young person has SEN if they:

- have significantly greater difficulty in learning than the majority of others the same age, OR
- 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
- requires special educational provision which is different from, or additional to that normally available to pupils the same age.

These additional needs may come under one or more of the following areas defined within the SEND code of Practice:

- Communication and Interaction (CI)
- Cognition and learning (CAL)
- Social, Emotional and Mental Health (SEMH)
- Sensory or Physical (PD/ PS)

AIM:

Inclusion is at the heart of our trust at Philips High School. Our aim for all pupils, including those with SEND is to achieve their very best outcomes from their educational experience at this school. We encourage our students be STARs- to strive for **Success**, work **Together**, have high **Aspirations** and **Respect** themselves and others. We work with parents/carers and involve them in the education of their children through co production, working together to achieve the best outcomes possible. It is our aim to work successfully with the young people in our care and involve them in their own education, providing a high quality curriculum for all learners. All teachers and staff have high expectations for pupils, particularly those with SEND. We want all of our pupils with SEND to become independent so that they are well prepared for their future.

OBJECTIVES:

1. To identify and provide for pupils who have special educational needs and additional needs.
2. To work within the guidance provided in the SEND Code of Practice, 2014.
3. To operate a 'whole pupil, whole school' approach to the management and provision of support for special educational needs.

4. To provide support and advice for all staff working with special educational needs pupils.
5. To provide support and advice to parents, carers and pupils and actively develop and maintain co- production.
6. To provide a high quality curriculum for all pupils.

IDENTIFYING SPECIAL EDUCATIONAL NEEDS:

The school realises the importance of early identification of pupils who may have special educational needs in order to ensure early intervention. Assessment will be regarded as a continuing process. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. The needs of the pupils need to be identified by considering the whole child.

On transition to Philips High School from primary education, the views of parents/carers, other professionals and information from year 6 teachers is used as initial identification along with other assessment data received.

Initial testing is undertaken within the first few weeks of entry to the school. Pupils who are late entrants to the school are tested and if these pupils have already been identified as having special educational needs the SENCO will be informed and these pupils will be tested. Additional testing is also undertaken following concerns raised by parents/carers, teachers and Learning Support staff.

Baseline tests include:

- Reading and spelling tests
- Numeracy baseline tests
- Reading age tests

Screening assessments include:

- Dyslexia screening
- Dyscalculia screening
- Irlens Screening

Observations and assessments carried out by staff will be used as part of the identification and assessment procedure. Observations are particularly valuable in identifying social and emotional difficulties along with difficulties with social skills and communication.

The views, concerns and observations of parents/carers are important and the school will be responsive to the expressions of concern they raise and take into account any information that they provide about their child. School also realise

the importance of the views of pupils, in particular in informing the identification of their particular needs.

Information and assessments provided from professionals, including health professionals, advisory teachers and the Educational Psychologists will be taken into account when identifying pupils with special educational needs.

Pupils who are not progressing as they should, or who are raising levels of concern will also be identified through the school's internal assessment systems which are on-going throughout the year and through referrals from staff members.

We recognise that not all pupils make progress at the same rate and that a number of factors can have an impact on the progress and attainment of pupils, including; issues with attendance and punctuality, health and welfare, having English as an Additional Language (EAL), being in receipt of Pupil Premium and being a looked after child, however these pupils may not necessarily have special educational needs.

A GRADUATED APPROACH TO SEN SUPPORT:

The school regularly reviews the quality of teaching for all pupils and aims to improve the teachers' understanding the strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered. A pupil will be identified as having SEN if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching, following the graduated approach. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Inclusion Support Assistants or specialist staff. Quality First teaching, adapted for pupils, is the first step in responding to pupils who have or may have SEN.

Accurate and formative assessment and information gathering (from parents/carers, pupils and professionals) will be undertaken when considering the need for special educational provision. The SENCO and Deputy Head teacher will consider all of the information gathered and then make a decision regarding placing the pupil on the SEN list under the category of 'K- school support'. Once the identification has been made, an intervention plan involving a four- part cycle will be put in place, with a clear date for reviewing the progress made and recorded using the school's Intervention Plan pro-forma. The views of the parent/carer will be sought in addition to the views of the pupil. Teachers will have access to this intervention plan and will therefore use the information in order to inform their teaching practices and other differentiation required for the pupil.

The four-part cycle:

Assess: the assessments undertaken initially will be recorded, along with any initial observations made including observations from parents/carers and the pupil.

Plan: the targets and objectives will be identified and agreed with the pupil. Additional provision will be planned using the assessment information in order to plan an individualised programme for the pupil. The plan will clearly outline the activities to be undertaken and the personnel who will be responsible for the activity. Clear criteria will be written in order to assess the impact of the interventions. This may be done in consultations with parents and carers.

Do: the interventions will be undertaken by the relevant staff.

Review: the success of the intervention will be considered with regard to the criteria in order to assess the impact. As a result of the review, the plan will be adjusted or amended accordingly. If it is felt that further advice is required at this stage, this will be sought following consultation with parents/carers.

MANAGING PUPILS' NEEDS ON THE SEN LIST:

When a pupil is identified as having SEN and their category/categories of need have been established, parents/carers will be contacted and information will be sought in order to involve them in the process. The views of the pupil will also be sought. The intervention plan (Assess-Plan- Do- Review) will be written by the member of staff working with the student, this may be in consultation with parents/carers, heads of year, SEN/intervention staff, the pupil and other professionals (including; advisory professionals, health, social care, Educational Psychologist, CAHMs) if appropriate. This will be overseen by the Learning Support department or Pastoral Staff and the SENCO. The level of need of the pupil will determine what interventions/actions will be undertaken.

The activities or interventions will be undertaken by the staff outlined in the plan. The plan will be reviewed at least termly, but it will be reviewed earlier if it is felt that the plan is not working and if additional interventions need to be put in place. Only one plan will be written which will involve all the actions that need to be undertaken in order to support all of the pupil's categories of need.

After a cycle, the plan will be reviewed, again taking into account parent/carer views whenever possible and the views of the pupil. The outcomes and impact will be assessed following the criteria outlined in the plan. The assessments could include; attendance and punctuality data, house point information, pupil progress data, exam or KAT data, spelling/reading assessments or other tests undertaken by staff. Once this data has been reviewed, the impact of the interventions will be reviewed in order to inform further interventions. The staff delivering the actions will be responsible for evidencing the progress according to the outcomes described in the plan. If the pupil is beginning to make progress following the plan, the interventions/actions will be continued.

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Pupils will be removed from the SEN list if significant progress has been made. That is, improvement in behaviour as noted from a reduction in behavioural concerns and a reduction in negative house points over two cycles of assess/plan/do/review. With regard to pupils with learning difficulties, significant improvement in spelling, reading, writing and numeracy skills should be noted before the pupil is removed from the SEN list. The gap in progress between the SEN pupil and their peers should be reduced. In some cases, pupils are removed from the SEN list as they do not have require any further intervention that it additional to or different to that of their peers. However, they may still have guidance or monitoring support from SEN staff or pastoral staff. Pupils with communication difficulties will receive on-going support until it is felt that their needs can be comfortably met within the classroom without the need for additional input.

The plan will be kept up to date by the relevant staff members. Parents/carers will receive copies of the plan as requested and will receive updates. The teaching staff and SEN staff will be able to access the plans in the staff intranet in order to inform classroom differentiation.

If it is felt that the school cannot meet the needs of the pupil with the resources available in school, then evidence will be collated by the SENCO in accordance to the procedures outlined by the Local Authority. Additional school support can then be requested from the Local Authority Outreach team, or a request can be made for an Education Health and Care Plan (EHCP) assessment. For both of these processes, there needs to be evidence that school have used available resources and sought advice from other professionals, where possible, for example: Educational Psychology, Inclusion Outreach and CAMHs. It needs to be evidenced that their advice has been acted upon and reviewed, following the Graduated Approach.

If school and parents/carers need further support from specialist services we will refer to the LA local offer and their website: theburydirectory.co.uk

Pupils who already have an EHC Plan will have targets/objectives outlined within these documents. This will be followed by the school, the teachers and SEN staff. Staff will be advised regarding differentiation and adjustments needed within the classroom.

EHC Plans will be reviewed annually according to the criteria laid down by the LA and the SEN code of practice July 14. A person centered approach will be adopted when reviewing statements and EHC Plans and parents/ carers and any professionals working with the young person will be involved with this process. Following an Annual Review, the school will send the completed records or the meeting to the Local Authority, who will then update the EHCP if this has been requested.

SUPPORTING PUPILS AND FAMILIES:

The school values co-production and will always work parents and carers to try to achieve the best possible outcomes for the pupils, including working with external agencies to access support when needed.

Parents/carers will be guided towards the LA local offer, with additional support from school and advice being provided by Bury Parent Partnership. Parents/carers will be advised of outside agencies that could provide them and their children with additional support and school will try to support with referrals.

Additional support is provided to parents/carers and pupils with SEN during transition from primary school to Philips and when transferring to college or work based employment. This may include additional meetings, attending Annual Review meetings (if a pupil has an EHCP) and additional transition visits, if appropriate.

In addition, the school values the support it receives from parents/carers and actively encourages them to become engaged with the school in order to support the needs of their children. Parents and carers are welcome to contact school to speak to members of the Learning Support department with any questions or concerns they may have.

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS:

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. The school will comply with its duties under the Equality Act 2010. Also, refer to the school's medical policy which can be found on the school's website.

Some pupils' medical conditions are so severe or complex that a care plan needs to be put in place. Parents/carers are invited to a meeting to agree the care plan procedures. Care plans are adjusted for pupils Care plans are written following advice from parents/carers, the LA's advisory staff and medical professionals.

Philips High School has a strict medicines policy. If a pupil has a long term medical condition which means that medication needs to be kept in school, then this will be accommodated, providing the medicines are prescribed and contained in a box with the prescription on it (see medicines policy), and we have written permission from a parent/carer. Staff will only use emergency medication if they have been fully trained. Pupils who have medicines prescribed four times a day may also keep their medicines in school following the rules outlined above. The school keeps a medical conditions list so that staff can be made aware of a pupil's medical condition. Reasonable adjustments are made in school and on school trips for pupils with medical conditions and physical disabilities.

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Some pupils with a physical needs follow physiotherapy programmes. The school operates a PEEP (personal emergency evacuation plan) policy for all SEN pupils who would be at risk in an emergency. Parents/carers and pupils are made aware of this plan. There is a robust system for logging of medicines and recording when medicines have been taken.

The SEN Manager- oversees pupils with medical needs and completes care plans for pupils when required.

MONITORING AND EVALUATION OF SEND:

The quality of the provision is assessed termly using pupil progress data, exclusion and behaviour data and attendance/punctuality data, this is used to identify SEN pupils that require further targeted support and put appropriate interventions in place. Heads of Department also have to evaluate the progress of pupils with SEN and put further interventions in place if there is a significant gap between SEN pupils and their peers. The SENCO meets regularly with staff responsible for undertaking interventions with pupils to review the impact of the provision in place.

Parents/carers views and pupil voice is sought in order to assess the effectiveness of SEN provision in the school. The SEN policy is regularly reviewed in order to take into account the views of all stakeholders; this ensures an improvement of provision for all pupils.

All pupils are monitored through the Pupil Progress Review system (PPR) which occurs termly. Following the publication of this data the SEN pupils will be assessed and evaluated. If adequate progress is not being made then interventions are put in place. Any interventions undertaken are regularly monitored with feedback given to both pupils and parents/carers. The school's SEN provision is regularly reviewed and evaluated following whole school data which refers to SEN as a pupil group. The impact of interventions are assessed and evaluated and the results inform school which SEN provisions are effective.

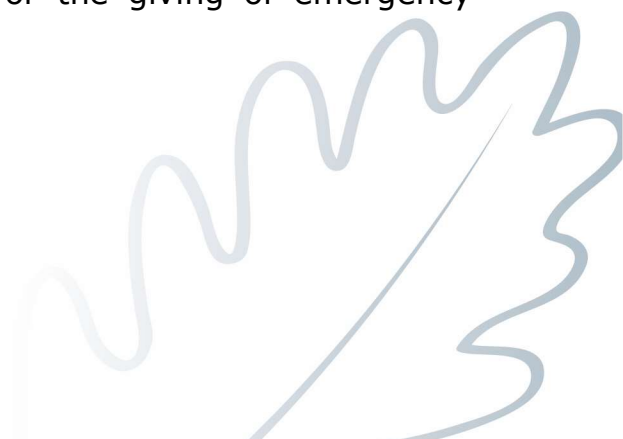
TRAINING:

Staff training in relation to SEND and inclusion is part of the school CPD programme. As part of Oak LP, staff have access to a wide range of specific training programmes and support packages.

Support staff are kept up to date with moving and handling procedures. All staff are trained with regard to child protections procedures. Some staff are trained and require on-going training for first aid and for the giving of emergency medications.

ROLES AND RESPONSIBILITIES:

The SEN Governor is: Ms K Dawson



Her role is to keep the governors informed with regard to the SEN policy and the progress of SEN pupils in the school. She will also become involved regarding the provision and the resources the school offers to pupils with SEN. In addition, he should support the SENCO and Deputy Head teacher with a strategic approach to meeting SEN in the context of the total resources available.

The SENCO, Mrs F Cooper and Mrs EJ Duxbury is Deputy Head Teacher.

The roles and responsibilities of the SENCO, in consultation with the senior management and leadership team (SLT) and governors, is to determine the strategic development of the SEN policy and provision in the school. In addition, they have day to day responsibility for the operation and co-ordination of the policy and co-ordinating provision, providing advice and liaising with pupils, parents/carers, teachers and other professionals/external agencies. The SENCO also ensures that all records are kept up to date and manage the work of SEN staff. The SENCO is a member of the SLT.

The SENCO and the SEN Manager oversee the school's responsibility for meeting the medical needs of pupils.

STORING AND MANAGING INFORMATION:

Confidential documentation with regard to SEN pupils is stored in the SEN office and electronic files are kept in a secure SEN area. Information about pupils SEN needs and the support they need in school are available to staff that teach and support them in the Staff Shared area, SIMs and on Edukey, which is used for updating intervention plans and pupil profiles. When a pupil has left the school a file can be requested from the receiving school or college. This is passed on providing the parent/carer is in agreement. Files of pupils who leave that are not passed on are clearly dated with when they should be destroyed. Any paper files are destroyed by shredding. (See confidentiality policy). All staff have completed relevant training on the current GDPR legislation and this has been addressed in the way that we store and share information within school or with other services.

Documents regarding Access Arrangements for Exams can be requested from school when students enrol at college.

REVIEWING THE SEN POLICY:

The SEN policy is to be reviewed and amended annually. It will be reviewed in consultation with staff, parents/carers, pupils and governors.

ACCESSIBILITY:

The school has a accessibility plan which is reviewed every three years.

The school endeavours to put physical adaptations in place in order to support the needs of pupils with a physical disability. The school has adapted facilities to accommodate wheelchair users and pupils/parents/carers with physical difficulties. The curriculum has also been adapted, particularly in PE and practical

subjects, to accommodate pupils with physical difficulties. There is accessible toilet, showering and changing facilities for pupils with physical difficulties. The school has been adapted in order to support a pupil with VI and specialist equipment is also used by staff in order to support the learning of two pupils with HI. Support with recording is given to pupils who experience difficulties with recording and reading. We encourage the learning of keyboard skills and computer access for pupils with difficulties with recording. Some pupils also receive scribes or a laptop in lessons when required, as part of their normal way of working.

School follow the regulations set out by JCQ with regard to Exam Access Arrangements. This is an ongoing process and information about the pupils needs and their 'normal way' of working is required throughout their time at school is required. Information from teaching staff, specialist advisory teachers and health professionals is also taken into account. The school has members of staff who are qualified to formally assess pupils who may require access arrangements for exams. Staff attend regular training to keep up to date with the requirements for centres and for making access arrangements.

Parents/carers who have English as an additional language are accommodated in school with support from the school's EAL coordinator.

Provision

For the majority of subjects, pupils will be placed in a set and pathway according to their academic ability; this is so that specific support and intervention can be targeted around the needs of the pupils. An emphasis is placed on quality first teaching within an inclusive classroom, where teachers can differentiate and adapt their teaching for the individual needs of the pupils. Pupils undergo diagnostic testing in numeracy, literacy (spelling and reading), on entry. The results of these tests and the information from parents/carers and teachers from the previous school are used in order to plan programmes of intervention for pupils. SEN pupils and their parents/carers receive support from the school regarding option choices. Pupils with additional needs will be identified for additional careers guidance and transition to possible further education, employment or training. More information can be found in the SEN information report.

Philips High School has a fully inclusive policy and pupils with any form of SEN are fully integrated in all aspects of school life. Pupils will be supported on a needs basis which may include additional adult support with a teacher or ISA, specific programmes or teaching or targeted group interventions. Practical subjects, such as PE, use differentiated programmes for pupils with SEND.

We try to ensure that no pupil should be excluded from trips or extra-curricular activities and aim to make reasonable adjustments in relation to this. Pupils have care plans which are adjusted for school trips.

Parents are invited in to discuss prospective trips and visits and their feedback is welcomed through individual contact and through parent voice.

DEALING WITH COMPLAINTS:

If concerns or complaints are being raised, they should initially be directed to the SENCO, Deputy Headteacher or the pupil's head of year. We aim to discuss and rectify any issues or concerns. If concerns/complaints continue to arise then complaints can be directed towards the Head Teacher. Complaints can also be sent to the Chair of Governors or the SEN Governor.

In addition to the above, the school's complaints procedure can be followed; this procedure is published on the school's website.

BULLYING:

School has an Anti-bullying policy as part of the behaviour policy and steps are actively taken to ensure and mitigate the risk of bullying of vulnerable pupils at the school. Any concerns raised by staff, parents/carers and pupils are taken seriously, dealt with immediately and any bullying incidents recorded are reviewed afterwards. Intervention is undertaken with the perpetrator and support is given to the victim. All incidents are recorded and logged on the appropriate systems.

Pupils are taught to respect each other and consider the needs of others. Aspects of Personal Social and Health (PSHE) and Citizenship are covered through form time and Personal Development days. Assemblies and form discussions are held on a regular basis with regard to respecting others and bullying. Parents/carers of pupils with SEN are aware that they can report any issues with regard to bullying. Pupils are given additional information with regard to on-line safety.

APPENDICES:

- The LA document 'a guide to the Education, Health and Care assessment process
- The LA draft document 'thresholds and guidance for SEND support and statutory education, health and care needs assessment of SEND

Glossary of key terms and Acronyms:

EHCP- Education Health and Care Plan

IP- Intervention Plan

APDR- Assess- Plan- Do-Review (Graduated Approach)

SEND- Special Educational Needs and Disability

SENCO- Special Education Needs Coordinator

CI- Communication and Interaction

CAL- Cognition and Learning

SEMH- Social Emotional and Mental Health

PS- Physical or Sensory Need

SPLD- Specific Learning Difficulties- including Dyslexia

CAMHS- Child and Adolescent Mental Health services

ISA- Inclusion Support Assistant

LSA- Learning Support Assistant

HLTA- Higher Level Teaching Assistant

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