



**Willingdon**  
COMMUNITY SCHOOL

## INCLUSION AND SEND POLICY

2020



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To be reviewed: December 2021  
Staff Responsible: Director of Learning - Inclusion (SENCO)  
Link Governor: Colin Etwell

## SCHOOL INCLUSION & SEND POLICY

*Promoting the successful inclusion and achievement of all students who have additional needs*

At Willingdon Community School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our students whatever their needs or abilities. All students are valued, given a sense of worth and helped to develop confidence in their abilities and strengths throughout the full range of their school experience. Support is provided for any student who at any time in their school career requires additional or different provision to help them to achieve success. These students may be those on the Special Educational Needs and Disabilities (SEND) register, Additional Needs register, or from groups that are nationally recognised as vulnerable to underachievement such as Looked After Children (LAC), students eligible for free school meals during the last six years (Ever 6), Gypsy, Roma Travellers (GRT) and those from ethnic minority groups (EM).

All teachers are teachers of Special Educational Needs and many students' circumstances make them vulnerable to underachievement at some stage in their schooling. We recognise that it is the teacher's responsibility to meet the needs of all young people in their class through their classroom organisation, materials used, teaching style, and differentiation and through partnership with specialist staff from the inclusion team. We firmly believe that this lies at the heart of good inclusive practice.

### DEFINITIONS

*Special Educational Needs -*

'A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.'  
(SEN Code of Practice 2014 Para 6.15)

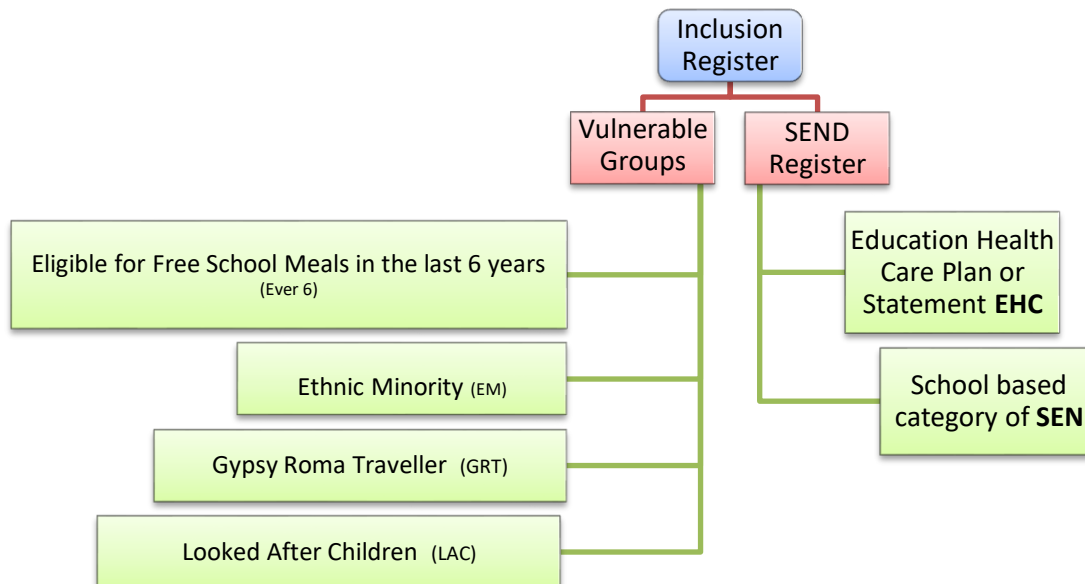
*Disability -*

A Disability\* is 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities.'  
(Disability Discrimination Act)

*\*A student may have a medical condition that does not place them on the SEND register, but for the purposes of equality of provision, are regarded as having a disability that might require reasonable adjustment to be made for them.*

*Inclusion Register -*

The name for the collective list of all students on the SEND register and those belonging to the vulnerable groups listed above.



### THE HUB TEAM

The HUB Team comprises a team of specialist staff including Learning Support Professionals (LSPs – formerly called Teaching Assistants) and a suite of dedicated rooms that support students with a range of barriers to learning. The ARCCH is staffed by the Assistant Director of Learning - Inclusion and a Learning support Assistant. The ARCCH specialises in one-to-one and small group work for those students whose social, emotional and behavioural difficulties are a barrier to their learning. The HUB focuses on literacy, specific (and general) learning difficulties and speech, language and social communication skills.

HUB Team support is provided in-class by a committed and skilled group of Learning Support Professionals (LSPs) and through withdrawal from certain lessons. Support is also accessible at break/lunch times and after school.

Within the team we have LSP' that are trained to work in all areas of need and have expertise in a number of learning difficulties, such as speech, language and communication, Autistic Spectrum Conditions (ASC) and numeracy. LSPs are deployed in a number of ways. Typically, they work in a specific curriculum area, we also have LSPs who specialise in supporting Year 7. We are always aiming to develop independent learners and the LSPs have had extensive training on how to support students in becoming self-reliant.

The HUB works in partnership with the Hearing & Visually Impaired Support Facility as well as a wealth of specialist professionals.

Ollie Barber, Director of Learning - Inclusion (SENCO), leads the HUB team and line manages Katie Fowler, Assistant Director of Learning – Inclusion (SENCO).

Ollie is line managed by Ali Walters, Deputy Headteacher, reporting to the Headteacher, Emily Beer and the Governing Body.

### ADMISSION ARRANGEMENTS

The school caters for the full ability range and the presence or absence of a Special Educational Need is not a factor in the selection of students for admission.

Students will be admitted following statutory procedures with regard to consultation with the local authority and their admissions policy, including the admission of Students with Statements of Special Need and in line with the SEN Code of Practice 2014 and the Equalities Act 2010.

## **CO-ORDINATING PROVISION**

The Headteacher and the governing body have delegated the responsibility for the day to day implementation of the policy to the Director of Learning - Inclusion (SENCO).

In line with the recommendations in the SEN Code of Practice 2014, the SENCO is responsible for:

- overseeing the day-day operation of this policy
- co-ordinating provision for children with Special Educational Needs
- liaising with and advising teachers including the Designated Teacher for children in local authority care
- managing and deploying Learning Support Assistants and advising on the deployment of the school's delegated budget for SEN
- overseeing the records on all children with SEND and keeping them up to date
- liaising with parents of children with SEND in partnership with tutors, Directors of Student Progress, class teachers and Directors of Learning as appropriate.
- contributing to the in-service training of staff
- liaising with external agencies including the local authority, feeder primaries, educational psychology services, health and social services, and voluntary bodies.

The SENCO is responsible for reporting to the Headteacher and the governor with responsibility for SEND on the day-day management of SEND policy. The role of the governing body is to judge the effectiveness of the implementation of the policy and the effectiveness of the provision made. It is the role of the Headteacher to decide on resources and funding (according to the East Sussex County Council Matrix) and the consideration of wider inclusive practices and priorities within the strategic leadership of the school.

The SENCO is qualified as a teacher and holds the NASENC qualification. She is also working to be qualified to carry out testing for exam access arrangements.

## **IDENTIFICATION AND ASSESSMENT**

We aim to secure early identification of students requiring additional support, also to review and amend the provision required as appropriate. Students are identified by our feeder primary school staff during transition, literacy screening tests in year 7 and year 9, through the whole-school progress tracking process at key assessment points during the year and by individual staff or parent referral. Raising attainment in order to close the attainment gap between all students and those on the inclusion register is important to us. The progress of SEND and vulnerable group students is monitored against rigorous targets set upon arrival at class teacher and individual subject level and Directors of Learning report on vulnerable group achievement in their departmental analyses. In turn, the Inclusion team monitor progress against targets in order to inform provision made for the individual. Directors of Student Progress liaise with the Director of Learning - Inclusion (SENCO) concerning behaviour, attendance and matters relating to student health and well-being.

The first response to a student making less than expected progress is high quality teaching targeted at their areas of weakness by their normal class teachers. If things do not improve, the student may be selected for extra intervention classes, these are small groups of approximately three or four students completing targeted work by staff from either, the English, Maths, HUB or ARCCH team. At this point, students who are identified by school staff as demonstrating a higher level of need may be tested for specific learning difficulties. If this is deemed appropriate, this may involve the expertise of external agencies and colleagues in organisations such as CAHMS, ESBAS, CLASS and the Educational Psychologists

Service. We believe, in line with the Code of Practice 2014, that the student's views should be gathered as part of this process. Where a student is identified as having SEN, the parents' will be formally notified; it is envisaged that there would already be an open dialogue between the parents and the Director of Inclusion (SENCo) at this stage. In providing for students with identified special educational need, we follow a graduated response in line with the code of practice 2014.

## **CODE OF PRACTICE GRADUATED RESPONSE**

### **No Category of SEN**

Through high quality class teaching that is targeted at a student's areas of weakness by their normal class teacher, students can, and do make significant gains. Furthermore, a student that is identified as requiring extra small group literacy or numeracy would not necessarily be deemed as a student with SEN. Students fall behind for a number of reasons and this extra withdrawal work is regarded as part of our core offer to all students. Students who have been screened and have been identified as being at low risk of Dyslexia for example, would be identified to teaching staff and our established Dyslexia friendly practices that are expected of all class teachers also form part of our core offer.

In addition, students who persistently disrupt or demonstrate withdrawn behaviour may well be targeted for small group social interventions on aspects such as maintaining positive friendships, resilience and anger management. They may also use the inclusion room for mentoring or as a temporary haven for all sorts of social, emotional and mental-health related issues and they would be working closely with their tutor and Director of Student Progress. Again, this work is also regarded as part of our core offer to all students.

### **SEN Support**

A child needing SEN support would have a student passport; this is an overview of the student's strengths, weaknesses and preferred strategies for staff. It serves as a useful prompt for class teachers in order that they can best meet the needs of the student. If a student is put on an additional needs plan the SENCO will involve the parents in the planning of any interventions that are necessary and the expected impact of any intervention will be clear. The involvement of specialists (school-based and external colleagues), including any assessments, will be clearly outlined in the plan and the effectiveness of this involvement will be measured when the plan is reviewed. The additional needs plan will be reviewed at least twice in the year and the passport annually.

### **Request for Statutory Assessment for an Education, Health and Care Plan (EHCP)**

The purpose of and EHCP is to secure the best possible outcomes for the student across education, health and social care and to prepare them for adult life. The school will request a statutory assessment from the local authority when, despite an individualised programme of sustained intervention on an additional needs plan, the student remains a significant cause for concern. A statutory assessment might also be requested by a parent. This process must take no more than 20 weeks and every effort is made to use a person-centred approach in order that the student and parent(s) are involved in all aspects of planning and decision making. The school will have the following information available for the assessment process:

- the additional needs plan
- current student passport
- information on the student's health and relevant medical history
- current assessment grades/levels/scores in all subjects and their progress against targets
- other relevant assessments from specialists such as support teachers, educational psychologists, social care etc.

- the views and aspirations of parents
- the views and aspirations of the student (the needs of the student should sit at the heart of the process)
- any other involvement by professionals.

### **Education, Health and Care Plan (EHCP)**

An EHCP draws together the support to build a holistic plan around the student. It will specify the individual's special educational needs and give a clear and concise plan of action that focusses on the desired outcomes for the student.

The following principles apply:

- Decisions relating to content are made openly and collaboratively by the local authority, school, parents and the student
- The EHCP describes what the student can do and it specifies the outcomes sought for the student
- Education, health and care provision will be co-ordinated where possible.
- Clear dates for review must be detailed.

### **Reviews of Education, Health and Care Plans (EHCP)**

EHCPs are used to actively monitor the student's progress towards their specified outcomes and longer term aspirations. They are reviewed annually and the Director of Inclusion (SENCo) will involve:

- the student's parent(s)
- the student
- the relevant teacher(s) and support staff
- a representative from the local authority
- relevant professionals from social care and/or health, where appropriate.
- any other person the SENCO considers appropriate.

The aim of the review is to assess the progress made by the student and the provision made by the school, health and social care. The appropriateness of the plan will be considered and revisions made openly and collaboratively. New targets are set for the year.

### **Personal Budgets**

Where particularly high needs are identified it can be possible to identify a portion of 'high needs' funding from the local authority to be used to commission particular services for example. This can include direct payment to the parent where it makes more sense for the parent to arrange the provision themselves. Personal Budgets are reviewed and accounted for through the annual review process.

## **CURRICULUM ACCESS AND PROVISION**

In order to meet the learning needs of all students and to secure the best possible outcomes, work is differentiated by teachers and planning takes account of all the individual learning needs within a class. Where students are identified as having Special Educational Needs, the school provides for these additional needs in a variety of ways:

- in class support for small groups with an additional teacher or learning support professional
- small group withdrawal with LSP or SEN assistant.
- programmes of intense, repetitive literacy intervention such as Toe by Toe or Lexia
- individual class support / individual withdrawal

- further differentiation of resources
- homework club
- mentoring
- progress group – a reduced sized teaching group
- nurture group – a 12-week intervention programme designed to support young people in learning key life skills
- wave 3 interventions *such as Sulp (Social use of language Programme)*
- use of the Inclusion Room (The ARCCH and the HUB)
- social intervention programmes on maintaining positive friendships and anger management
- provision of alternative learning materials/ special equipment such as netbooks and iPads for specific lessons.
- provision of additional adult time in devising interventions and monitoring their effectiveness
- staff development/training to undertake more effective strategies and dealing with particular conditions such as Epilepsy
- access to Educational Psychology Service or other support services for advice on strategies, equipment, or staff training
- access to alternative educational provision such as foundation learning courses and work experience placements in order to personalise a student's curriculum

## NURTURE AND RESTORATIVE PRACTICE

At Willingdon Community School we are working towards being accredited as a national nurturing school. This means making sure the 6 principles of nurture guide us in everything we do.

### The Six Principles of Nurture

- 1. Children's learning is understood developmentally**
- 2. The classroom offers a safe base**
- 3. The importance of nurture for the development of wellbeing**
- 4. Language is a vital means of communication**
- 5. All behaviour is communication**
- 6. The importance of transition in children's lives**

Ref: Lucas,S., Insley,K. and Buckland,G. (2006) *Nurture Group Principles and Curriculum Guidelines Helping Children to Achieve*, The Nurture Group Network

A nurturing approach recognises the importance of both the environment and social opportunities in shaping children's development. Providing nurturing experiences through the school setting and curriculum, helps develop social and emotional skills, resilience and the capacity to deal with life for life.

A Nurture Group runs part time at Willingdon and provides additional support and opportunities for children and young people. Each group runs for 12 weeks. There is one forest school session, a cookery session and a session in school where the focus is on explicitly teaching children how to build emotional resilience and develop problem solving skills. Many children who are not in the Nurture Group are also given specific nurturing experiences via a range of alternative provisions that are offered as part of our commitment to inclusion.

The nurture approach is most successful when the ethos underpins everything a school does. This is why we are working hard to share and develop school wide best practice guided by the principles of nurture.

**Restorative Practice** forms a key part of Nurture. We believe that restorative conversations enable staff as well as children and young people to develop a better understanding of social interactions and to learn from experiences. We ask all staff to follow the following basic format to structure all restorative conversations:

**What happened?**

**What were you thinking at the time?**

**How were you feeling?**

**How are you feeling now?**

**How do you think the other person felt?**

**Who else has been affected by this?**

**What do you need to do now so that the situation can be repaired?**

Restorative practice is not about apportioning blame or requesting apologies. It is about developing a shared understanding and repairing situations in a meaningful way.

## **EXAM ACCESS ARRANGEMENTS**

The formal process of assessing students for exam access arrangements begins at the end of year 9 and is finalised in the autumn term of year 10. The process begins with every student in the year group completing screening tests to highlight any difficulties. Exam access arrangements can only be applied for, if a range of teachers provide evidence of need and normal way of working. In addition, test scores from sessions with a specialist assessor must evidence significant difficulties compared to their peers. Ollie Barber, the SENCo, is working towards being qualified as a specialist assessor and until that time we are using an external level 7 assessor. If a young person has a formal diagnosis of a condition or an EHCP, then that can be used as evidence rather than test scores, however teacher evidence is still required. The most commonly awarded arrangements are the use of a laptop, access to a reader and/or extra time. A very small number of students also qualify for a scribe. Parents and students are informed in writing once the applications have been approved by the Joint Council for Qualifications.

## **EQUALITY OF OPPORTUNITY**

All students are valued as equal members of the school and all activities are offered to all students. Every effort is made to make reasonable adjustments in order to allow access to specific areas of the school, specific equipment or to enable full participation. All students are encouraged to take a full part in school life.

## **FACILITIES**

There is disabled access to most areas of the school and arrangements are made to ensure that physical access is not a barrier to learning. There are 3 lifts, ramps and walkways as well as dedicated disabled parking. The school is also mindful of the needs of the visually and hearing impaired and has made many modifications to the school building for this purpose, full details of which can be obtained through our attached Sensory Needs Facility (run directly by ESCC). Qualified first aid staff are available at all times and these staff co-ordinate *Individual Health Care Plans*. The HUB is open as a nurturing environment for students to spend breaks and lunchtimes, should they wish to do so.



## **PARTNERSHIP WITH PARENTS & CARERS**

The school seeks to promote successful and fruitful partnerships with parents and carers by:

- keeping parents and carers informed and giving support during assessment and any related decision-making process about SEND provision
- working effectively with all other agencies supporting children and their parents
- giving parents and carers opportunities to play an active and valued role in their child's education
- making parents and carers feel welcome
- ensuring all parents and carers have appropriate communication aids and access arrangements
- providing all information in an accessible way
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of additional need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child

## **STUDENT VOICE**

We recognise that all students have the right to be involved in making decisions and exercising choice (SEN Code of Practice) and we feel that not only should a student's voice be heard, but also listened to. We have adopted a person centred approach for SEN planning and we endeavour to fully involve all students by encouraging them to:

- state their views about their education and learning through completing the "Pupil Voice" booklet with a trusted member of staff
- share their aspirations with us
- collaboratively set personal targets across the curriculum
- ensure that their teachers really know how to respond to their needs by jointly writing their student passport with HUB staff
- participate fully in their statutory annual review process (students with EHCPs)

## **EXTERNAL SUPPORT LINKS**

We strive to work in partnership with our external specialist colleagues; this means that we have close working relationships with the following:

- Educational Psychology Service *EPS*
- Educational Support Behaviour and Attendance Service *ESBAS*
- Family Key Workers
- Community Adolescent Mental Health Service *CAMHS*
- Targeted Youth Support *TYS*
- Service for Children with Sensory Needs *SCSN*
- Communication Language and Autism Support Service *CLASS*
- Traveller and English as an Additional Language Service *TEALS*

- School Nursing Service

This policy will operate in conjunction with other national, local authority and school policies: the school's Equality Policy and Accessibility Plan, Anti – Bullying Policy, local authority admissions and attendance policies, School Improvement Plan and Behaviour Policy.

### **COMPLAINTS**

If there are any complaints relating to the provision for pupils with SEND these will be dealt with in the first instance by the head teacher and the chair of governors may be involved if necessary. In the case of an unresolved complaint the local authority may become involved.

### **POLICY REVIEW**

The school considers the Inclusion and SEND Policy document to be important and, in conjunction with the governing body, undertakes a review of both policy and practice each year.