

SACRED HEART  
CATHOLIC VOLUNTARY ACADEMY



LIVE LEARN LOVE

SEND  
POLICY

APPROVED BY  
THE LOCAL GOVERNING  
BODY

FEBRUARY 2021 – FEBRUARY 2022

REVIEW DATE FEBRUARY 2022

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The school's contribution to the Local Offer (also known as the SEND Information report) can be found on the school's website at

<https://www.sacredheart.leics.sch.uk/curriculum/special-education-needs/>

This document should be read in conjunction with the policy.

## **COMPLIANCE & DEVELOPMENT**

This policy complies with the statutory requirements laid out in the SEND Code of Practice 0 – 25 (September, 2014) and has been written with reference to the following documents and guidance:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice (September, 2014)
- Schools SEN Information Report Regulations (2014)

This policy has been developed using guidance from NASEN, Loughborough Development Group and the St Thomas Aquinas Catholic Multi-Academy Trust. The policy has been shared with leaders, governors and staff within the school.

## **CONTEXT & CONTACT**

Sacred Heart Catholic Voluntary Academy is a single form entry school. It became an academy school on 1<sup>st</sup> July 2012 and now is part of the St Thomas Aquinas Catholic Multi Academy Trust. The SENDCo is Mr Philip Saxton who employed as a part time SENDCo (1 day per week equivalent). He can be contacted via email on [psaxton@aquinas-cmat.org](mailto:psaxton@aquinas-cmat.org)

## **AIMS**

Every teacher at Sacred Heart Catholic Voluntary Academy is a teacher of every child in their class including those with SEND. Our foremost aim is to provide learning experiences of the highest quality, which allow each child to develop their full potential working in partnership with children and their parents / carers.

We aim to provide every child with access to a broad and balanced curriculum and education.

Our aims are:

- To provide children with quality first teaching through regular training at staff CPD sessions.
- To have high expectations that each child will reach their potential in all aspects of school life.
- To develop independent learners who can transfer these skills to future life.
- To educate pupils with SEND, wherever possible, alongside peers in mainstream classrooms.
- To assess pupils regularly and provide appropriate support where it is needed.
- To work collaboratively with parents and external agencies to improve the outcomes of all children.
- To have a holistic view of SEND and celebrate pupil's personal progress.

## **OBJECTIVES**

- **Identify the needs of pupils with SEND as early as possible.** This is most effectively done by gathering information from parents, education, health and care services and feeder schools prior to the child's entry into the school.
- **Monitor and review the progress of all pupils** in order to aid the identification of pupils with SEND. Continuous monitoring of SEND pupils by their teachers will help to ensure that they are able to reach their full potential.
- **Make appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum.** This will be coordinated by the SENCo and Head teacher and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.
- **Work in partnership with parents** to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices, providing regular feedback on their child's progress, and providing information on the provisions for pupils within the school as a whole as well as the effectiveness of the SEND policy and the school's SEND work.
- **Work with and in support of outside agencies** when the pupils' needs cannot be met by the school alone.
- **Create a school environment where pupils feel safe to voice their opinions of their own needs.** Pupil participation is a right. This will be reflected in decision making and children's views and needs being sort and encouraged but also through wider opportunities for participation in school life e.g. School Parliament.

## **SEND CATEGORIES**

The term 'Special Educational Needs' refers to children who have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. Sacred Heart Catholic Voluntary Academy aims to provide support for children with SEND, sometimes with the help of specialists.

The Special Educational Needs and Disabilities (SEND) Code of Practice sets out four headings:

### **Communication and Interaction**

Where pupils may have difficulties with speech sounds difficulties, communicate with others or difficulties understanding others.

### **Cognition and Learning**

Where pupils may learn at a slower pace than others of the same age and/or may have a specific learning difficulty (SpLD), such as dyslexia or dyscalculia.

### **Social, emotional and mental health difficulties**

Where pupils may show emotional difficulties such as withdrawn or challenging behaviour. May have disorders, such as, attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorders.

### **Sensory and/or physical needs:**

Where pupils may have visual impairment (VI), hearing impairment (HI), multi-sensory impairment (MSI) and/or a physical disability (PD).

## **IDENTIFICATION**

At Sacred Heart we care about every child's wellbeing and progress. Every teacher has the highest possible expectations for children in their class and all teaching is based on building on what a child already knows, can do and understand. All teachers are responsible and accountable for the progress and development of all pupils in their class, including where pupils access support from teaching assistants or specialist staff.

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have been identified as having gaps in their understanding/learning.

Where concerns arise, additional information is sought by:

- Working in partnership with parents - Parents have a vital role to play in their child's education. They know their child well and are often able to alert the class teacher to any possible concerns.
- Requesting information from appropriate external agencies
- Speaking with the school SENDCo and/or SLT
- Analysing and monitoring data (tracking progress over time)
- Monitoring changes in children's behaviour and presentation

A child will only be identified as having SEND needs if Parents, Teachers and School SENDCo all agree. It is important to note that the following are now considered as SEND:

- Disabilities that do not affect learning
- Attendance and punctuality
- Health and welfare
- English as an additional language (EAL) or being in receipt of Pupil Premium.

## **A GRADUATED APPROACH TO SEND SUPPORT**

### **The Graduated Approach**

A circular, four staged approach

#### **Assess**

We gather information about the child's well-being, progress, motivation, attainment and learning from everyone involved with the child, to give us an accurate picture of the child's needs. This usually includes the child, teachers, SENCO, parents/carers and any outside agencies (Health, Social and Educational).

#### **Plan**

An Individual Education Plan will be written to outline what will be put in place to achieve specific targets or outcomes. The plan will include:

- Quality First Teaching approaches that are effective to enhance learning
- Proven interventions/strategies that will be used to achieve specific targets
- Any focused support from a teacher/teaching assistant
- Resources to support the plan and to ensure access to the curriculum

#### **Do**

The class teacher remains responsible for the child's progress and works closely with all stakeholders. Adjustment and annotations should be made to the plan, as necessary. If the child's class teacher has any concerns that the plan is not working, they will discuss this with the SENCo for further advice.

#### **Review**

The effectiveness of the support is continuously reviewed however official reviews will happen termly. The impact of the support will be measured as well as progress towards targets. Parents and pupils will also be asked for their views about what has worked well and what they feel now needs to happen. Advice or assessment from outside specialists may be requested if more information is required.

If the child continues to have significant difficulties despite additional intervention and advice from specialists, they may have higher needs. The SENCo may then make an application for top up funding if the cost of additional support goes beyond £6000 threshold that is the school's responsibility.

Over time, if the child is still not making progress despite the school having taken relevant and purposeful action over time, the school or the parents can apply for an Education Health and Care Plan (EHCP)

## **MANAGING PUPILS NEEDS ON THE SEND RECORD**

At Sacred Heart Catholic Voluntary Academy, all children are assessed termly. After the formal collection of data, Pupil Progress Meetings take place where all children who are not making expected progress will be identified and a decision will be made about additional support. All children who need support should receive it regardless of a label, diagnosis or SEN placement. At Sacred Heart we support the lowest 20% of pupils. Progress will be regularly reviewed and if, despite quality first teaching with reasonable adjustments to accommodate learning differences, there continue to be concerns, additional support may be necessary. The decision may be made to place the child on the school SEN register and place them under 'SEN Support'. This decision will always be made in collaboration with parents.

The class teacher, parents/carers and SENCo will make decisions regarding the type of intervention needed but advice can be sought from the SENCo regarding interventions, resources available including staff and skills. Some of the interventions that we may use with pupils include:

- Direct Teaching
- Talisman Phonics Reading Scheme
- Social and Communication groups
- Precision Teaching

The level of provision will depend upon a number of factors including the progress of a child, their attitude to learning and what the class teacher considers to be their need. A child may work in a small group, with other children with similar needs or individually. Every effort is made to timetable this effectively so that children are not missing substantial amounts of time from core subjects or subjects that they enjoy.

If progress has not been made despite appropriate intervention, other agencies may be contacted to provide support and advice to both the school and parents. The SENCo will support the class teacher in collecting the appropriate evidence needed in order to make a referral. Support may come from a number of providers including:

- Local Authority services such as Autism Outreach or Specialist Teaching Service, Educational Psychologist, Occupational Therapist, Physiotherapist.
- Outside agencies such as the Speech and Language Therapy (SALT) Service.
- Inclusion Support from Ashmont School or Oakfield Behaviour School,

It is the class teacher's responsibility to act upon the advice from outside agencies. It is the SENCo's responsibility to ensure that this is happening. Where these services are paid for out of the school budget, sometimes decisions have to be made to prioritise spending.

If a child has lifelong or significant difficulties, they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach is needed to assess that need, to plan provision and identify resources, is required. The aim for this would be to obtain an Education, Health and Care Plan (EHCP). An EHCP will combine information from a variety of sources including, parents, teachers, SENCo, Social Care and Health professionals.

## **Education, Health and Care Plans [EHC Plan]**

- Following Statutory Assessment, an EHC Plan will be provided by Leicestershire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.
- Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

## **CRITERIA FOR EXITING THE SEND RECORD**

Depending on why the student was placed on the SEN Record initially, the following criteria are used to assess the appropriateness of on-going support:

- Concerns identified upon transition from previous setting are no longer evident.
- Students have made progress and their attainment is closer to Age Related Expectations.
- The difference of attainment between Maths and English or Reading and Spelling (or other relevant measures) are less than previously.
- A student's disability no longer hinders their progress academically, socially and/or developmentally.

However, all of this is looked at in the context of the child and a holistic approach to assessing a child's needs is paramount. All of this is done through the Graduated Approach and in consultation with students, parents and relevant professionals.

If a child is removed from the SEND Record, there are whole school processes which continue to monitor their attainment and progress. These are overseen by Class Teachers, Assistant Heads and the SENCo.



## **HOW THE SCHOOL SUPPORTS A CHILD WITH SEND**

All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners. Pupils with a disability will be provided with reasonable adjustments (such as auxiliary aids and services) to overcome any disadvantages

Pupils' attainment and progress is tracked using the whole school tracking system and those failing to make expected levels of progress are identified quickly. All pupils are discussed in pupil progress meetings.

Additional action to increase the rate of progress for pupils who are not making the expected rate of progress will be then identified and recorded. This will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil.

Where it is decided during this early discussion that special educational provision is required to support increased rates of progress, parents will be informed that the school considers their child may require SEND support and their partnership sought in order to improve attainment. Support may be provided in class, through intervention programmes or with specific resources.

Action relating to SEND support will follow the assess, plan, do and review model.

If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will always be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

- Specialists in other schools e.g. teaching schools, special schools.
- Special Educational Needs Support Service
- Learning Support Service
- Speech and Language Therapy Service
- Specialist Teaching Service (Autism, Hearing, Vision, etc.)
- Educational Psychologist Service
- Physical and Disability Support Service
- Social Services
- School Nurse, GPs and other health professionals.

For a very small percentage of pupils, whose needs are significant and complex and the SEND Support required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.

A child identified with SEND may require additional arrangements and adjustments, in accordance with national guidance, to enable them to fully access tests and assessments such as Key Stage 2 SATs. This may be in the form of a reader, a scribe, additional time or rest breaks.

## **PARENT PARTNERSHIP**

A child's education is a partnership between parents and teachers and we encourage regular communication between home and school.

If a child has complex needs, they may have an Education, Health and Care plan (EHCP). Parents/carers will be invited to contribute to a formal annual review to discuss their child's progress and be involved in deciding the next steps.

Parents are encouraged to arrange an appointment to discuss their child's progress with the class/subject teacher, the SENCo or a member of the senior leadership team at any time when they feel concerned or have information they feel they would like to share that could impact on their child's success. Please contact the school office who will arrange this appointment for you. The contact number is 01509 212204. Alternatively, you can contact the SENCo directly on [psaxton@aquinas-cmat.org](mailto:psaxton@aquinas-cmat.org)

Please look at the school website. It can be found at [www.sacredheart.leics.sch.uk](http://www.sacredheart.leics.sch.uk) and includes links to websites and resources that we have found useful in supporting parents to help their child learn at home. The class/subject teacher or SENCo may also suggest additional ways of supporting your child's learning.

Where external agencies are involved, they may be able to suggest advice and strategies which can be used at school or at home.

If you have ideas on support that you would like to have access to in order to further help your child's learning, please contact the SENCo who will locate information and guidance for you.

## **TRANSITIONS**

A number of strategies are in place to enable effective pupil transition. These include:

- Introduction programmes in the Summer term to support transfer for pupils starting school.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- If pupils are transferring from another setting, the previous school records will be requested immediately, and a meeting set up with parents to identify and reduce any concerns.
- Providing a number of opportunities for pupils and parents to meet staff in the new school/year group.
- The annual review in Y5 for pupils with an EHC plan begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, if appropriate.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCos of both schools will meet to discuss the needs of pupils with SEND in order to ensure a smooth transition. This may involve additional visits, work or whatever is needed to make the child feel secure.
- The records of pupils who leave the school mid-phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

## **SERVICES FOR PARENTS**

The Leicestershire Special Educational Needs and Disabilities Information, Advice, and Support Service formally known as the Parent Partnership Services (PPS) offer independent advice and support to parents and carers of all children and young people with SEND. In Leicestershire, this service can be contacted on 0116 305 5614 or [sendiass@leics.gov.uk](mailto:sendiass@leics.gov.uk) or [www.leics.gov.uk/index/education/going\\_to\\_school/parents.htm](http://www.leics.gov.uk/index/education/going_to_school/parents.htm)

The Leicestershire SENDIASS will also provide information on how to access an Independent Supporter for those parents whose children are being assessed for an EHC plan. Independent Supporters aim to provide guidance to parents regarding the EHC plan process.

For parents who are unhappy with the Local Authority or school responses to their child's SEND, parents may seek mediation from the regional mediation services.

Parents and carers can also appeal to the Government's SEND tribunal if you disagree with the Local Authorities decisions about your child's special educational needs. Parents can also appeal to the tribunal if the school or council has discriminated against your disabled child. Information on where the Local Authority's Local Offer can be found at: [www.leics.gov.uk/Local Offer](http://www.leics.gov.uk/Local_Offer)

## **BEHAVIOUR**

We have high expectations of all pupils' behaviours at Sacred Heart including those identified with SEND. We always strive to build on positive feedback with a view to promote positive behaviours. However, children's behaviours can be incredibly challenging and violent at times and during these events an exclusion may be explored by the headteacher. More information regarding exclusions can be found in the Schools Behaviour and Discipline Policy as well as the Acceptable Behaviour Policy.

When considering a fixed-term exclusion for a pupil with an identified area of need (SEND), the headteacher will ensure that reasonable adjustments have been made before considering an exclusion. Reasonable adjustments mean that the headteacher will take all aspects of the child's needs and support into consideration before making a decision.

In the event of an exclusion for any pupil, it is also important to note that behaviour is a form of communication and also a potential indicator of undiagnosed special educational needs. The school strives to ensure that behaviours are not repeated and will use their best endeavours to find solutions to any difficulties a pupil may be having.

## **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**

Sacred Heart Catholic Voluntary Academy 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. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

The school follows the guidance published by the DfE in September 2014 regarding supporting pupils at school with medical conditions. Please see the school's policy on this for further information.

## **SEND SUPPORT**

For any child placed on the SEND Record they will have an Individual Education Plans (IEPs). The IEP is established to target the individual needs of a specific pupil and feed into a provision map. These documents will present specific targets for the child to work towards over a period of up to 8 weeks or a school term. Children with an IEP will receive individualised support by either the class teacher or a dedicated Teaching Assistant (TA). The effectiveness of the progress against the targets will be reviewed at the end of the stated period by the child's class teacher and TA. From this, a new IEP will be written or updated.

Parents and carers will be informed of their child's progress and informed of their new targets through information sent home termly. Parents/ carers will be able to make an appointment, if required, to see their child's teacher and/ or the SENCo in order to discuss progress or any new actions.

In school, written records will be used as a working document (i.e. the Small Steps Trackers) to closely monitor the effectiveness of targeted intervention and progress made by the individual pupil.

During termly pupil progress meetings, teachers will discuss the progress of children identified as SEND with members of the Senior Leadership Team.

## **GOVERNANCE**

The school will appoint a Governor responsible for SEND. Mr Frank Fay is the current SEND governor.

Governors are responsible for making sure the necessary support is made for any child who attends the school who has SEND. The Headteacher will ensure the Governing Body are kept up to date about any issues in school relating to SEND.

The SEND governor will have regard to the code of practice when carrying out their duties, liaising with the Headteacher, SENCo and staff.

The SEN Governor responsibilities include:

- Ensuring that all pupils with SEND are appropriately catered for;
- Ensuring that these pupils have the opportunity to participate as fully as possible in all aspects of school life;
- Ensure that parents are notified of a decision by the school that their child has SEND;
- Establish a SEND Policy which is publicly available and can be easily understood by parents; and review that policy on a regular basis
- Report on how the school's SEND policy is being implemented and how resources are allocated in the governing body's Annual Report to Parents;
- Ensuring that the SEND Code of Practice is followed
- Reporting back to the governing body on a regular basis regarding these matters.

## **TRAINING AND RESOURCES**

Sacred Heart Catholic Voluntary Academy receives an additional amount of money to help make special educational provision to meet children's SEND. This is called the Notional SEN Budget. The government has recommended that schools should use this notional SEN budget to pay for up to £6,000 worth of special educational provision to meet a child's SEND. If a student with SEND needs more than £6,000 worth of special educational provision, the local authority can be asked to provide top up funding.

Some students with an EHCP MAY be allocated a personal budget. A SEND personal budget is a sum of money made available by the Local Authority because it will not be possible to meet the child or young person's learning needs from the high needs funding made available to schools. It can be used to arrange and pay for some of the support agreed in the child or young person's Education, Health and Care plan.

We recognise the need to train all our staff on SEND issues and we have funding available to support this professional development. We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND.

Our school operates the following training programmes:

- Regular CPD sessions related to Quality First Teaching and, where necessary, classroom strategies to support children with specific needs.
- SENCo and/or Learning Support Staff attend training and disseminate to the rest of the school.
- SENCo attends SENCo Network meetings to be updated on important national and local initiatives and to provide an opportunity for SENCo's to share good practice.

## **STORING AND MANAGING INFORMATION**

Provision Maps / IEPS are working documents and teachers need regular access to their SEND files. These are stored in a location where other children cannot access it but that other adults employed by the school and deployed to work with the identified children can access this information easily.

More detailed and personal documents are held by the SENCo in a secure location.

When a child transitions to a new school, it is important that the information is passed on. The SENCo is responsible for ensuring that this is done in a secure way and should seek a receipt from the new school.

Parents are entitled to view their own child's documents but must give notice in order that the school may prepare the paperwork including ensuring the anonymity of other pupils whose names may appear on joint paperwork. Information must be kept confidential between all parties involved.

## **ACCESSIBILITY**

When a student starts at Sacred Heart, any concerns around their ability to access the site, educational provision or learning are discussed with the student, their parents, teachers and other relevant professionals. Facilities currently in place are:

- The main building is fully accessible through the main entrance off the car park.
- We have an accessible toilet at a central location in the school.
- All classrooms and the dining room are fully accessible
- There is a designated parking space outside the main school reception.
- Flexible timetabling is arranged according to need.

All children, if needed, can have access to a variety of resources such as pen/pencil grips, coloured overlays, highlighters and visual prompts. Additional aids such as writing slopes and spellcheckers can be made available as necessary.

Students are encouraged to access the wider life of the school community. Activities and school trips are available to all. Risk assessments are carried out and procedures are put in place to enable all children to participate. If a risk assessment suggests that additional support is required then arrangements can be made for a TA, parent or carer to accompany the child in addition to the usual school staff. Individual needs can be discussed with a student's class teacher or the SENCo.

If needed, we ask various outside agencies to help with assessing the needs of students to ensure they are able to access the school and learning to the best of their ability.

## **DEALING WITH COMPLAINTS**

Wherever possible we seek to discuss and come to agreement about children's education. The SENCo, class teacher, Head teacher and SEND Governor can be contacted to discuss any concerns. The school's Complaints Policy is available from the school's office.

The Parent Partnership Service is available to support parents if necessary when dealing with complaints, appeals or general advice.

Telephone: 0116 3055614

Email: [parent-partnership-service@leics.gov.uk](mailto:parent-partnership-service@leics.gov.uk)

## **ANTI-BULLYING**

As a school we take steps to ensure and mitigate the risk of bullying of all pupils including vulnerable learners in our school. The SENCo oversees the school's policy for inclusion and is responsible for ensuring that it is implemented effectively throughout the school. The safeguarding of all pupils within the school is the utmost priority of all staff.

How will we help to develop emotional and social development in a pupil with SEND?

- Circle time activities – following the school's own PHSE scheme.
- An Emotional Literacy Assistant (ELSA)
- Social and friendship groups.
- A named adult in school that is available for children to talk to.

If parents have any concerns in relation to bullying a copy of the school's Anti-Bullying Policy is available from the school office.

Policy Approved By:	
Ratified By Local Governing Body on:	March 9 2021
Signed by Chair of Governors	Bernard Monaghan
Recommended Review Date:	February 2022

Appendix 1  
Glossary of Abbreviations

ASD – Autism Spectrum Disorder

DfE – Department for Education

EAL – English as an additional language

EHC Plan – Education Health Care Plan

HI - Hearing impairment

IASS - Information and Advice Support Services Network

IEP – Individual Education Plan

MSI - Multi-sensory impairment

PD - Physical disability

PPS – Parent Partnership Service

QFT – Quality First Teaching

SEND – Special Educational Needs/Disability

SENCo – Special Educational Needs Coordinator

SLT – Senior Leadership Team

VI – Visual impairment



