

# Special Educational Needs and Disabilities (SEND) Policy



**Approved by:**

Mr J Dixon

**Last reviewed on:**

November 2024

**Next review due by:**

October 2025

## Contents

1. Aims and objectives	3
2. Vision and values	3
3. Legislation and guidance	3
4. Inclusion and equal opportunities	4
5. Definitions	4
6. Roles and responsibilities	5
7. SEN information report	8
8. Our approach to SEND support	8
9. Expertise and training of staff	11
10. Links with external professional agencies	11
11. Admission and accessibility arrangements	12
12. Complaints about SEND provision	12
13. Monitoring and evaluation arrangements	12
14. Links with other policies and documents	13

---

## 1. Aims and objectives

Our Special Educational Needs and Disabilities (SEND) policy aims to:

- Make sure our Academy fully implements national legislation and guidance regarding pupils with SEND.
- Set out how our Academy will:
  - Support and make provision for pupils with Special Educational Needs and Disabilities.
  - Provide pupils with SEND access to all aspects of Academy life so they can engage in the activities of the Academy alongside pupils who do not have SEND.
  - Help pupils with SEND fulfil their aspirations and achieve their best.
  - Help pupils with SEND become confident individuals living fulfilling lives.
  - Help pupils with SEND make a successful transition into adulthood.
  - Communicate with pupils with SEND and their parents or carers, and involve them in discussions and decisions about support and provision for the pupil.
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND.
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision for the pupil.
- Make sure the SEND policy is understood and implemented consistently by all staff.

## 2. Vision and values

At Leigh Academy Bexley, we will provide all pupils with access to a broad and balanced curriculum.

We are committed to making sure all our pupils have the chance to thrive and supporting them to meet their full potential.

We are focused on creating an inclusive environment, where provision is tailored to the needs and abilities of pupils, no matter how varied.

## 3. Legislation and guidance

This is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out the Academy's responsibilities for pupils with SEND.
- [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and Academy's responsibilities for Education, Health, and Care (EHC) plans, SEN Coordinators (SENCOs), and the Special Educational Needs (SEN) information report.
- The [Equality Act 2010](#) (section 20), which sets out the Academy's duties to make reasonable adjustments for pupils with disabilities.
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which sets out the Academy's responsibilities to eliminate discrimination, harassment, and victimisation; advance equality of opportunity; and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it.
- The [Academy Admissions Code](#), which sets out the Academy's obligation to admit all pupils whose Education, Health and Care (EHC) plan names the Academy, and its duty not to unfairly disadvantage children with a disability or with Special Educational Needs.

This policy also complies with our Funding Agreement and Articles of Association.

## 4. Inclusion and Equal Opportunities

At our Academy, we strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced, and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum, and the Academy's environment to make sure that pupils with SEND are included in all aspects of Academy life.

## 5. Definitions

### 5.1 Special Educational Needs

A pupil has SEN if they have a learning difficulty or disability that requires Special Educational Needs provision to be made for them.

They have a **learning difficulty or disability** if they have:

- a significantly greater difficulty in learning than most others of the same age, or
- a disability that prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

**Special Educational Needs Provision** is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

### 5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

The Academy will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

### 5.3 The four areas of need

The needs of pupils with SEND are grouped into four broad areas. Pupils can have needs that cut across more than one area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil's particular area(s) of need, at the relevant time.

AREA OF NEED	
Communication and Interaction	<p>Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication.</p> <p>Pupils who are on the autism spectrum often have needs that fall into this category.</p>

AREA OF NEED	
Cognition and Learning	<p>Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including:</p> <ul style="list-style-type: none"> <li>• Specific Learning Difficulties that impact one or more specific aspects of learning, such as: Dyslexia, Dyscalculia, and Dyspraxia,</li> <li>• Moderate Learning Difficulties,</li> <li>• Severe Learning Difficulties,</li> <li>• Profound and Multiple Learning Difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.</li> </ul>
Social, Emotional, and Mental Health	<p>These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have:</p> <ul style="list-style-type: none"> <li>• Mental health difficulties such as Anxiety, Depression, or an Eating Disorder,</li> <li>• Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder, or Attachment Disorder,</li> <li>• Suffered adverse childhood experiences.</li> </ul> <p>These needs can manifest in many ways, for example, as challenging, disruptive, or disturbing behaviour, or by the pupil becoming withdrawn or isolated.</p>
Sensory and/or Physical	<p>Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided.</p> <p>Pupils may have:</p> <ul style="list-style-type: none"> <li>• A Sensory Impairment such as Vision Impairment, Hearing Impairment, or Multi-Sensory Impairment,</li> <li>• A Physical Impairment.</li> </ul> <p>These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

## 6. Roles and responsibilities

### 6.1 The SENCO

The SENCO at our Academy is Mrs. V. Baldock.

They will:

- Inform any parents that their child may have SEN, and then liaise with them about the pupil's needs and any provision made.
- Work with the Principal and SEN Governor to determine the strategic development of SEND policy and provision in the Academy.
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provisions made to support individual pupils with SEN, including those who have EHC plans.
- Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to

make sure that pupils with SEN receive appropriate support and high-quality teaching.

- Advise on the Graduated Approach to providing SEN support and differentiated teaching methods appropriate for individual pupils.
- Advise on the deployment of the Academy's delegated budget and other resources to meet pupils' needs effectively.
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided.
- Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that a smooth transition is planned.
- When a pupil moves to a different Academy or institution: Make sure that all relevant information about a pupil's SEN and the provision for them is sent to the appropriate authority, Academy, or institution in a timely manner.
- Work with the Principal and Academy governors to make sure the Academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Make sure the Academy keeps its records of all pupils with SEND up to date and accurate.
- With the Principal, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the Academy's plan for continuous professional development.
- With the Principal, regularly review and evaluate the breadth and impact of the SEND support the Academy offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer.
- Prepare and review information for inclusion in the Academy's SEN information report and any updates to this policy.
- With the Principal and teaching staff, identify any patterns in the Academy's identification of SEN, both within the Academy and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

## **6.2 The Local Governing Board**

The Governing Board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

- Cooperate with the LA in reviewing the provision that is available locally and developing the local offer.
- Do all it can to make sure that every pupil with SEND gets the support they need.
- Make sure that pupils with SEND engage in the activities of the Academy alongside pupils who don't have SEND.
- Inform parents when the Academy is making Special Educational Needs provision for their child.
- Make sure that the Academy has arrangements in place to support any pupils with medical conditions.
- Provide access to a broad and balanced curriculum.
- Have a clear approach to identifying and responding to SEND.
- Provide an annual report for parents on their child's progress.
- Record accurately and keep up to date the provision made for pupils with SEND.
- Publish information on the Academy website about how the Academy is implementing its SEND policy, in a SEN information report.
- Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist children's access, and the Academy's accessibility plans.
- Make sure that there is a qualified teacher designated as SENCO for the Academy and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out.
- Determine their approach to using their resources to support the progress of pupils with SEND.
- Make sure that all pupils from Year 8 until Year 13 are provided with independent career advice.

## 6.3 The SEND Link Governor

The SEND link governor is Nigel Jones [info@leighacademybexley.org.uk](mailto:info@leighacademybexley.org.uk).

The SEND governor will:

- Help raise awareness of SEND issues at governing board meetings.
- Monitor the quality and effectiveness of SEND provision within the Academy and update the governing board on this.
- Work with the Principal and SENCO to determine the strategic development of the SEND policy and provision in the Academy.

## 6.4 The Principal

The Principal will:

- Work with the SENCO and SEND link governor to determine the strategic development of SEND policy and provision within the Academy.
- Work with the SENCO and Academy governors to make sure the Academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Have overall responsibility for and awareness of the provision for pupils with SEND and their progress.
- Have responsibility for monitoring the Academy's notional SEND budget and any additional funding allocated by the LA to support individual pupils.
- Make sure that the SENCO has enough time to carry out their duties.
- Have an overview of the needs of the current cohort of pupils on the SEND register.
- Advise the LA when a pupil needs an EHC assessment, or when an EHC plan needs an early review.
- With the SENCO, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the Academy's plan for continuous professional development.
- With the SENCO, regularly review and evaluate the breadth and impact of the SEND support the Academy offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer.
- With the SENCO and teaching staff, identify any patterns in the Academy's identification of SEN, both within the Academy and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

## 6.5 Class Teachers

Each class teacher is responsible for:

- Planning and providing high-quality teaching that is differentiated to meet pupil needs through a graduated approach.
- The progress and development of every pupil in their class.
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching.
- Working with the SENCO to review each pupil's progress and development, and decide on any changes to provision.
- Ensuring they follow this SEND policy and the SEN information report and communicating with parents regularly to:
  - Set clear outcomes and review progress toward them.
  - Discuss the activities and support that will help achieve the set outcomes.
  - Identify the responsibilities of the parent, the pupil, and the Academy.
  - Listen to the parents' concerns and agree on their aspirations for the pupil.

## 6.6 Parents or caregivers

Parents or caregivers should inform the Academy if they have any concerns about their child's progress or development.

Parents or carers of a pupil on the SEND register will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support. They will be:

- Invited to termly meetings to review the provisions that are in place for their child.
- Asked to provide information about the impact of SEN support outside the Academy and any changes in the pupil's needs.
- Given the opportunity to share their concerns and, with Academy staff, agree on their aspirations for the pupil.
- Given reports on the pupil's progress.

The Academy will take into account the views of the parent or carer in any decisions made about the pupil.

## 6.7 The pupil

Pupils will always be given the opportunity to provide information and express their views about their SEND and the support provided. They will be invited to participate in discussions and decisions about this support. This might involve the pupil:

- Explaining what their strengths and difficulties are.
- Contributing to setting targets or outcomes.
- Attending review meetings.
- Giving feedback on the effectiveness of interventions.

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

## 7. SEN information report

The Academy publishes a SEN information report on its website, which sets out how this policy is implemented in the Academy.

The information report will be updated annually and as soon as possible after any changes to the information it contains.

## 8. Our approach to SEND support

### 8.1 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment when they start at the Academy. This will build on information from previous settings and key stages, where appropriate. We will also consider any evidence that the pupil may have a disability and, if so, what reasonable adjustments the Academy may need to make.

Class teachers will regularly assess the progress of all pupils and identify any whose progress:



- is significantly slower than that of their peers starting from the same baseline.
- fails to match or better their previous rate of progress.
- fails to close the attainment gap between them and their peers.
- widens the attainment gap.

This may include progress in areas other than attainment, for example, wider development or social needs. When teachers identify an area where a pupil is making slow progress, they will target the pupil's area of weakness with differentiated, high-quality teaching. If progress does not improve, the teacher will raise the issue with the SENCO to have an initial discussion about whether this lack of progress may be due to a special educational need. Where necessary, they will, in consultation with the pupil's parents or caregivers, consider consulting an external specialist.

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

Potential short-term causes of impact on behaviour or performance will be considered, such as bullying or bereavement. Staff will also take particular care in identifying and assessing SEN for pupils whose first language is not English.

When deciding whether the pupil needs Special Educational Needs provision, we will start with the desired outcomes, including the expected progress and attainment, and the views and wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

If a pupil is joining the Academy and:

- Their previous setting had already identified that they have SEN.
- They are known to external agencies.
- If they have an Education, Health, and Care Plan (EHCP), then the Academy will work in a multi-agency way to make sure we get relevant information before the pupil starts at the Academy, so support can be put in place as early as possible.

## **8.2 Consulting and involving pupils and parents**

The Academy will put the pupil and their parents at the heart of all decisions made about Special Educational Needs provision.

When we are aiming to identify whether a pupil needs Special Education Needs provision, we will have an early discussion with the pupil and their parents. These conversations will make sure that:

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

Notes from these early discussions will be added to the pupil's record and given to their parents. We will formally notify parents if it is decided that a pupil will receive Special Educational Needs provision.

## **8.3 The graduated approach to SEN support**

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning, and put effective Special Educational Needs provision in place. This support will be delivered through successive

rounds of a 4-part cycle known as the Graduated Approach.

### **1. Assess**

The pupil's class teacher and the SENCO will carry out a clear analysis of the pupil's needs. The views of the pupils and their parents will be taken into account. The Academy may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's needs. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

### **2. Plan**

In consultation with the parents and the pupil, the teacher and the SENCO will decide which adjustments, interventions, and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are needed. This information will be recorded on our management information system, Bromcom and will be made accessible to staff via EduKey's Individual Learning Plans.

Parents will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

### **3. Do**

The pupil's class or subject teacher retains overall responsibility for their progress.

Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENCO will support the teacher in further assessing the pupil's particular strengths and weaknesses, in problem solving, and in advising on how to implement support effectively.

### **4. Review**

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents and pupils.
- The level of progress the pupil has made towards their outcomes.
- The views of teaching staff who work with the pupil.

The teacher and the SENCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents.

## **8.4 Levels of Support**

### **Academy-based SEN provision**

Pupils receiving SEN provision will be placed on the Academy's SEND register. These pupils have needs that can be met by the Academy through the Graduated Approach. Where the pupil's needs cannot be

adequately met with in-house expertise, staff will consider involving an external specialist as soon as possible.

The provision for these pupils is funded through the Academy's notional SEND budget. On the census, these pupils will be marked with the code K.

### **Education, Health, and Care (EHC) plan**

Pupils who need more support than is available through the Academy's Academy-based SEN provision may be entitled to an EHC plan. The plan is a legal document that describes the needs of the pupil, the provisions that will be put in place, and the outcomes sought.

The provision for these pupils will be funded from the Academy's notional SEND budget, and potentially from the LA (from the high-level needs funding block of the dedicated school grant).

On the census, these pupils will be marked with the code E.

## **8.5 Evaluating the effectiveness of SEN provision**

We evaluate the effectiveness of provision for pupils with SEN by:

- Tracking pupils' progress, including by using provision maps.
- Carrying out the review stage of the Graduated Approach in every cycle of SEN support.
- Using pupil questionnaires..
- Monitoring by the SENCO
- Holding annual reviews for pupils with EHC plans.
- Getting feedback from the pupils and their parents.

## **9. Expertise and training of staff**

Training will be regularly provided to teaching and support staff. The Principal and the SENCO will continuously monitor to identify any staff who have specific training needs and will incorporate this into the Academy's plan for Continuous Professional Development.

## **10. Links with external professional agencies**

The Academy recognises that it won't be able to meet all the needs of every pupil. Whenever necessary, the Academy will work with external support services such as:

- Speech and Language Therapists.
- Specialist Teachers or Support Services.
- Educational Psychologists.
- Occupational Therapists, Speech and Language Therapists, or Physiotherapists.
- General Practitioners or Pediatricians.
- School Nurses.
- Child and Adolescent Mental Health Services (CAMHS).
- Education and Welfare Officers.
- Social Services.

## 11. Admission and accessibility arrangements

### 11.1 Admission arrangements

- Your arrangements for the admission of prospective pupils with a disability and prospective pupils with SEN.
- How do you make sure that all prospective pupils whose EHC plan names the Academy will be admitted before any other places are allocated?
- An explanation of how your oversubscription criteria avoid unfairly disadvantaging prospective pupils with a disability or Special Educational Needs.

### 11.2 Accessibility arrangements

- The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils.
- The facilities you provide to help disabled pupils access your Academy, including the provision of auxiliary aids and services.
- How to find your Academy's accessibility plan. It should cover how you will:
  - Increase the extent to which disabled pupils can participate in the curriculum.
  - Improve the physical environment to enable disabled pupils to take better advantage of the education, benefits, facilities, and services you provide.
  - Improve the availability of accessible information to disabled pupils.

## 12. Complaints about SEND provision

Where parents have concerns about our Academy's SEND provision, they should first raise their concerns informally with the SENCO. We will try to resolve the complaint informally. If this does not resolve their concerns, parents are welcome to submit their complaint formally.

Formal complaints about SEND provision in our Academy should be made to the Principal in the first instance. They will be handled in line with the Academy's [complaints policy](#).

If the parent or caregiver is not satisfied with the Academy's response, they can escalate the complaint. In some circumstances, this right also applies to the pupils themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

To find out about disagreement resolution and mediation services in our local area, [Bexley mediation and complaints](#) you can request mediation by contacting them by phone: 0202 3045 5976 or via email: [bexleyiass@bexley.gov.uk](mailto:bexleyiass@bexley.gov.uk).

## 13. Monitoring and evaluation arrangements

### 13.1 Evaluating the effectiveness of the policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in Section 1.

We will evaluate how effective our SEND provision is with regards to:

- All staff members' awareness of pupils with SEND at the start of the Autumn Term.

- How early are pupils identified as having SEND?
- Pupils' progress and attainment once they have been identified as having SEND.
- Whether pupils with SEND feel safe, valued, and included in the Academy community.
- Comments and feedback from pupils and their parents.

### **13.2 Monitoring the policy**

This policy will be reviewed by the Assistant Principal for Inclusion **every year**. It will also be updated when any new legislation, requirements, or changes in procedure occur during the year.

It will be approved by the full governing board.

## **14. Links with other policies and documents**

This policy links to the following documents:

- SEN information report
- The local offer
- Accessibility plan
- Behaviour policy
- Equality information and objectives
- Supporting pupils with medical conditions policy
- Attendance policy
- Safeguarding / child protection policy
- Complaints policy