



The Robert Carre Trust

Special Educational Needs and Disability Policy

Contents:

1	Aims.....	2
2	Definitions	2
3	Roles & Responsibilities.....	3
4	Identification & Assessment of SEND	3
5	SEND Categories, SEND registers, Exam Arrangements and EHCP requests	4
6	Reviewing	5
7	Policy Links.....	6
	Appendix 1	7
	SEND Information Report for Academic Year 2022/2023.....	7

1 Aims

1.1 The Trust's policy for meeting individual special educational needs and disability should be seen in the light of the declared aims of the Trust and its schools, with particular reference to enabling all students to develop to the full their intellectual and personal qualities. All schools within the Trust share common values and an ethos that every child matters. Our support for all children within our care extends to those children with additional needs that require assistance to help them fulfil their potential.

1.2 Each school within the Robert Carré Trust shall ensure that:

- the special educational needs of students will be addressed, and students will not be labelled or disadvantaged by any policy or procedure operated within the Trust;
- it works in partnership with parents and appropriate external agencies to support students with special educational needs and will use its best endeavours to ensure that appropriate provision is secured for any student with special educational needs in order to achieve agreed outcomes;
- it has a Special Educational Needs Co-ordinator (SENCO). The SENCO will maintain and regularly review the SEND record held in respect of an individual student and co-ordinate support. However, it will be the responsibility of all staff to support individual students, to implement strategies suggested by the SENCO and generally be responsible for ensuring that students receive provision appropriate to their needs and agreed outcomes; and
- children and young people with SEND engage in the activities of the school alongside students who do not have SEND

1.3 All support provided and decisions taken have regard to these general principles as well as the legal framework set out in the Children & Families Act 2014, the SEND Regulations 2014 and the SEND Code of Practice 2015, Working Together to Safeguard Children (2018), Reasonable adjustments for disabled pupils (2012), Supporting pupils at school with medical conditions (2014) and the Lincolnshire County Council Inclusion Toolkit (2020) & VSEND Tool (2020)

2 Definitions

2.1 Under the Children & Families Act 2014, a child/young person will have SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

2.2 A Child or Young Person will 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 that are generally provided for others of the same age in mainstream schools in England.

- 2.3 Special Educational Provision is education or training that is additional to, or different from, that made generally for other children/young people of the same age by mainstream schools

3 Roles & Responsibilities

- 3.1 The implementation of this policy will be monitored by the Trust Board and governors of each school and remain under constant review by each school's SENCO. Each school will appoint a governor with responsibility for SEND. The SEND Governor will raise SEND issues at governing board meetings; monitor the quality and effectiveness of SEND provision within the school and work with designated senior leaders to develop the SEND policy and provision.

- The Headteacher of each school will work with the SENCO and SEND Governor to develop the SEND policy and provision within the school. The Headteacher of each school has overall responsibility for the provision and progress of learners with SEND in their respective school
- The SENCO will co-ordinate the school's approach to SEND provision and will undertake those duties set out in chapter 6 of the SEND Code of Practice 2015.
- Class teachers are responsible for the progress and development of every student in their class and will work with the SENCO and TAs to ensure the "assess plan do review" cycle is appropriately implemented to support any student with SEND. Class teachers will deliver Quality First Teaching to support SEND needs.

- 3.2 The school will work in partnership with students, teachers, parents and, where appropriate, other external agencies to ensure that individual learning needs are addressed within the context of the school curriculum.

- 3.3 Parents of SEND students will be able to discuss the needs of their child with their child's tutor, Head of Year, or the SENCO, or the SEND Manager where appropriate.

4 Identification & Assessment of SEND

- 4.1 Information about previous special educational needs will usually accompany students upon entry to the school and this will be used by the SENCO to make sure appropriate provision is continued.

- 4.2 This information is collated from the transfer of school files from the previous school or early years setting and during transition meetings which are held with all the feeder schools or early years settings, in the summer term, before students start at the school. If necessary, a pupil profile will be drawn up for each student with SEND.

- 4.3 On entry all to secondary provision, students are assessed and the data from these tests is then analysed by the SENCO to identify any potential areas of need. Students may then be added to the SEND Record in line with the Code of Practice guidance for SEND.

- 4.4 The assessments taken by students upon entry include Cognitive Ability Tests (CATs), and baseline testing in some departments.

- 4.5 Ongoing identification is also completed alongside the school reporting process as data is collected and analysed in all subject areas by Subject Leaders. If a student has not made expected progress, then interventions will be put in place regardless of need. If a member of staff identifies a student whose special educational needs are not met by the normal differentiated programme of study, then the class teacher will work with the student setting clear targets and providing greater adaptive strategies or interventions. If the situation improves then no further action is needed. If there is no improvement the SENCO will be informed.
- 4.6 At this point information will be gathered. The class teacher will inform the parents about the issue and there will be consultation and discussion around the proposed additional support for the student. Parents, and the student where appropriate, will be involved in sharing information and agreeing outcomes. It will be decided whether it is appropriate to further monitor the student. A pupil profile sheet will be drawn up by the SEN team with copies shared with all staff concerned with the student's progress.
- 4.7 If a parent/carer refers their child to the school as they believe their child has special educational needs they should contact the SENCO, who will undertake investigations and appropriate assessments (with input from the relevant teachers) to see if they are achieving expected levels of progress. If the student is not making appropriate levels of progress, then internal support will be implemented in accordance with paragraphs above.
- 4.8 In all cases, where internal support is not effective in supporting the student, a referral to the Educational Psychologist or other relevant specialist will be completed with the parents' knowledge and information and strategies for support shared with all staff.
- 4.9 If there are no concerns regarding the students' academic progress, then the school will ensure appropriate adaptive strategies continue in the classroom and interventions are put in place if appropriate.
- 4.10 Contact details for professionals who are able to assess will be provided for parents/carers so they can consider a private assessment. Whenever special educational provision is being made, parents and students will be involved in developing and reviewing support plans/strategies.
- 4.11 All staff teaching students on the SEND record will be made aware of the individual needs. Subject Leaders and the Special Needs team will support teachers when required to develop techniques to support adaptive strategies and ensure that appropriate resources are available as part of the school's Professional Development Programme.

5 SEND Categories, SEND registers, Exam Arrangements and EHCP requests

- 5.1 Students with identified needs will be designated as having SEN Support (K). Students with significant provision needs may be the subject of an Education, Health and Care Plan (EHCP) and in some cases a school may benefit from additional top-up funding from the Local Authority to support the additional provision. Students with an EHCP will be designated as being on the SEN Register. In Robert Carre Trust schools all students with a known learning need, medical need or disability will be recorded on a known learning needs list so that all teachers are aware of their students' needs and can make the necessary reasonable adjustments. Teachers will regularly review progress in the light of these known needs and any students who are not making expected progress will be referred for a review of their profile of need and the learning provision in place

5.2 SEN and Exam Access Arrangements: Access arrangements for public examinations are becoming ever more stringent and the Joint Council for Qualifications (JCQ) regulations change on an annual basis. For access arrangements to apply the school must provide clear evidence of significant disadvantage as a consequence of a learning need or disability. The school is also required to provide evidence that any agreed adjustments are not only part of a student's normal working practice but are also in place as an adjustment to reduce a significant disadvantage. As regulations change on an annual basis, students and their parents/ carers should not assume that a learning need or disability will automatically qualify the student for extra time or indeed any additional adjustments that the JCQ may have permitted in previous examination years

5.3 EHCP Requests: The additional needs of most of the pupils with SEND in Robert Carre Trust schools will be met by interventions and resources from within the school. Where students require a more comprehensive and individualised package of support to help them achieve their outcomes and remove barriers to learning, the SENCO, in consultation and agreement with the student, their parents/carers and other specialist agencies will make a request to the Local Authority for an Education, Health and Care Plan (EHC Plan). EHCPs no longer focus on allocating a number of hours of support to a student but on the provision of specific interventions that take the cost of provision beyond the DfE predetermined threshold for school provision

5.4 SEND Co-ordinator

The SENCO is responsible for the oversight and coordination of provision for students with identified learning needs. S/he is also responsible for overseeing exam access arrangements. Each Robert Carre Trust school will have a designated SENCO who is a qualified teacher and who holds (or is working towards) the National Award for SEN Coordination (NASENCO). The name of the SENCO for each school can be found in the appendices to this policy.

5.5 SEND Information Report

Schools are required to publish an Information Report outlining the provisions and support resources available to students with SEND. This document is available on individual school websites as well as in the appendices of this document.

6 Reviewing

6.1 All students regardless of needs are set targets. Data collated during the school reporting process is analysed and strategies are put in place to support that that are not achieving as expected. All SEND interventions delivered outside the classroom have Specific, Measurable, Achievable Targets (SMART) set to ensure that progress is made. These are recorded using Provision Plans/ pupil profiles and Student Learning Programmes and are monitored and reviewed against a time frame, agreed within the plan. If expected progress is not made, then the SENCO may refer to a specialist services such as an Educational Psychologist.

6.2 If a student has an Educational Health Care Plan an annual review is held in accordance with legal requirements.

6.3 If, as a result of appropriate progress, a student is removed from the SEND record. The student will continue to be monitored through the school's structured reporting programme by the Subject Leaders.

7 Policy Links

This policy should be read in conjunction with:

- SEND Information Report (updated annually)
- Equality Policy
- Accessibility Plan

Approved by the Board in November 2022

Next Review Date: 1 September 2023 (annually)

Appendix:

1. SEND Information Report for Academic Year 2022/2023

Robert Carre Trust

Carre's Grammar School

Kesteven and Sleaford High School

SEND Information Report for Academic Year 2022/2023

This information report has been prepared by Jacqueline Millband and Deborah Collett and approved by the Board of Trustees in November 2022 for publication on the website.

The SEND Information Report is part of a wider suite of documents relating to SEN, disability and inclusion which can be found here. In particular, it should be read alongside the academy's SEND policy.

Carre's Grammar School and Kesteven and Sleaford High School make provision for the following kinds of SEND

Cognition and learning and specific Learning Difficulties, such as Dyslexia and/or Dyspraxia

- Communication and Interaction Needs, such as Autistic Spectrum Condition (ASC)
- Behaviour, Emotional, and/or Social Development Needs
- Mental Health needs
- Sensory or physical needs, such as hearing or visual impairment
- Speech and language difficulties

The schools identify and assess SEND by:

- Year 6 transfer information
- Year 7 CATs and SATs tests
- Baseline data from curriculum entry assessments
- Baseline data from literacy assessments
- Mid-year entry assessments
- Internal referrals and assessments
- CAMHS assessments
- Exam access arrangements screening
- Educational psychologist assessments

- Internal progress data
- Concerns raised by parents/carers, teachers or the student

a guide, a student is deemed to have SEN if their need goes beyond 'universal provision'.

The Trust supports SEND in accordance with its policy framework which is set out In the RCT SEND Policy

These policies set out the schools' approach to

- Assessing and review the progress of children with SEND;
- Teaching children with SEND;
- Adapting the curriculum and learning environment for children with SEND;
- Making decisions on additional support in relation to children with SEND;
- Ensuring inclusion of children with SEND with children without such needs across all school activities;
- Supporting the emotional, social and mental development of children with SEND; and
- Evaluating the effectiveness of our provision for our children with SEND.

Carre's Grammar School SENCO's details are:

Jacqueline Millband

Jacqueline.millband@carres.uk

01529 302181

Kesteven and Sleaford High School SENCO's details are:

Deborah Collett: SENCO

Deborah.collett@kshs.uk

Michelle Watts: SEND Manager

Michelle.watts@kshs.uk

01529414044

The school's staff have been trained and have expertise in the following areas:

Specific Learning Difficulties, Dyslexia and Slow Processing

Dyspraxia

Autistic Spectrum Disorders including Sensory Processing

Social, Emotional and Behavioural Needs

ADHD

Anger Management

Mental Health

Peer Relationship Support

Whole school training is provided on SEND issues. Individual teachers and support staff attend in school and external training relevant to the needs of specific students in their class

The schools will secure equipment and facilities for children with SEND by:

The SEND budget is allocated each financial year. The money is used to provide additional support or resources dependent upon an individual's needs. Additional provision may be allocated after review meetings, or if a concern has been raised at another time during the academic year. Resources may include deployment of staff depending on funding allocation and individual circumstances. All resources/training and support are reviewed regularly and changes made as needed/recommended.

The schools aim to involve the parents and children with SEND in the education of the children and will do so by:

Parents are involved in planning their child's education and particularly for students with EHCP Assessments, through the annual review process. Parents are also involved in interim reviews of support throughout the academic year. There are published assessment points across the academic year. These results give a clear indication as to whether progress has been made. There is an annual parents' consultation evening for all students each year. The SENCO is available to meet with parents to discuss student progress and/or any concerns/worries parents may have. This contact can also be maintained via email.

The views of students are taken into account through Student Voice questionnaires, student forums and person-centred reviews as well as through the School Council. Students with either a statement of SEN or Education, Health and Care Plan can contribute their views through the review process.

Any concerns or complaints raised by a parent of a child with SEND will be dealt with by the schools by:

The Trust takes its responsibilities towards students and parents of students with special educational needs very seriously. It is very important to be able to use informal and formal complaints procedures to remedy the situation as soon as possible.

Stage 1: Parents should contact the school SENCO. A meeting will be arranged to discuss the complaint and try to agree an acceptable resolution to the problem.

Stage 2: Parents should contact the Headteacher. A meeting will be arranged to discuss the complaint and try to agree an acceptable resolution to the problem.

Stage 3: If the complaint cannot be resolved, the Trust recognises its duty to comply with The Education Regulations 2010. The procedures specified in the Trust Complaints Policy (available on the Trust website) should be followed

The schools work with other agencies to support children with SEND and their families by:

The schools work closely with external professionals, engaging their support as appropriate. Some of the external professionals we work with include:

- Child and Adolescent Mental Health Services (CAMHS)
- Healthy Minds
- Working Together Team (WTT)
- Community Paediatricians and the School Nursing Team
- Educational Psychologists
- Private Counsellors
- Various Therapists (occupational, physio and speech)

This is not an exhaustive list, we engage appropriate professional support as required and to meet the needs of our students.

The Trust acknowledges that parents of children with SEND sometimes need additional independent support and the local independent advice and support service can be contacted at:

Liaise – What is Liaise? - Lincolnshire County Council

Telephone: 0800 195 1635

Email: liaise@lincolnshire.gov.uk

The schools work on transition arrangements for children joining or leaving the schools by:

- Discussions and meetings between previous or receiving schools, colleges, universities or other organisations, prior to the student joining/leaving.
- The schools endeavour to pass on/receive all relevant information and records regarding students with SEND. Information is disseminated to teaching staff and Teaching Assistants with appropriate recommendations/advice implemented.
- All new Year 7 students attend an Induction Day in July
- Parent/student information evenings and open days also facilitate transition.
- Additional visits are also arranged for students who need extra time in their new school.

The schools aim to make transitions as smooth as possible using a range of strategies:

Discussions and meetings between previous or receiving schools, colleges, universities or other organisations, prior to the student joining/leaving. The schools endeavour to pass on/receive all relevant information and records regarding students with SEND. Information is disseminated to teaching staff and Student Support Officers with appropriate recommendations/advice implemented. Information is communicated with teaching staff via their Learning Profiles

All new Year 7 students attend an Induction Day in July. Parent/student information evenings and open days also facilitate transition. Additional visits are arranged for students who need extra time in their new school.

The SENCO is always happy to meet parents/carers prior to their child joining/leaving the school to discuss anticipated learning needs/support arrangements. Likewise, school staff can also make external visits to schools/colleges/universities/organisations to plan transition arrangements in more detail.

Independent Careers Advice is available to all students.

All school SEND review meetings include transition discussions, and take advice from parents, teachers and other professionals involved.

All students with an EHCP will complete a Transition Plan at key moments of change in their education.

The Local Offer produced by the Lincolnshire Local Authority is available on its website [SEND Local Offer – Lincolnshire County Council](#)

Where can I get further information about Special Educational Needs support services for my child?

Lincolnshire Local Authority Family Services Directory online Lincolnshire's Parent Carer Forum	www.lincspcf.org.uk
National Autistic Society, 393 City Road, London, EC1V 1NG	http://www.autism.org.uk
British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ	www.bacp.co.uk
Dyslexia Action, Provincial House, Sutton Coldfield, B72 1QU	www.dyslexiaaction.org.uk
Dyspraxia Foundation, Hitchin, Herts SG5 1EG	www.dyspraxiafoundation.org.uk
The information in this report forms part of Lincolnshire's Local Offer which contains further information and a directory for all support services in the area for parents of pupils with SEN.	https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page