



ST BENET BISCOP  
CATHOLIC ACADEMY

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

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## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

### Contents

#### Statement of intent

1. Legal framework
2. Identifying SEND
3. Definition
4. Children with specific circumstances
5. Objectives
6. Admissions
7. Roles and responsibilities
8. Involving pupils and parents/carers in decision-making
9. Joint commissioning, planning and delivery
10. Funding
11. Local offer
12. Graduated approach
13. Assessment
14. Education, health and care (EHC) plans
15. Reviewing an EHC plan
16. Transferring between different phases of education
17. SEND tribunal
18. Supporting successful preparation for adulthood
19. Data and record keeping
20. Confidentiality
21. Resolving disagreements
22. Publishing information
23. Monitoring and review

#### **Statement of intent**

This policy outlines the framework for St Benet Biscop Catholic Academy to meet its duty and obligation to provide a high quality education to all its pupils, including pupils with special educational needs and disabilities (SEND), and to do everything it can to meet the needs of pupils with SEND.

Through successful implementation of this policy, the school aims to:

- Eliminate discrimination
- Promote equal opportunities
- Foster good relationships with pupils with SEND and pupils without SEND.



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

St Benet Biscop Catholic Academy will work within the following principles which underpin this policy:

- The involvement of children, parents/carers and young people in decision-making
- The identification of children's and young people's needs
- Collaboration between education, health and social services to provide support
- High quality provision to meet the needs of children and young people with SEND
- Successful preparation for adulthood, including independent living and employment.

### **Legal framework**

1.1 This policy has due regard to legislation, including, but not limited to, the following:

- Children and Families Act 2014
- Health and Social care Act 2012
- Equality Act 2010
- Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- Special Educational Needs and Disability (Amendment) regulations 2015
- Special Educational Needs (Personal Budgets) Regulations 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986

1.2 This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2021) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2021) 'School admissions code'
- DfE (2022) 'Suspension and Permanent Exclusion for maintained schools, academies and pupil referral units in England, including pupil movement'
- DfE (2022) 'Behaviour in schools'
- DfE (2023) 'SEND and alternative provision improvement plan'



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

### **2. Identifying SEND**

2.1 St Benet Biscop Catholic Academy has a clear approach to identifying and responding to SEND. We recognise the benefits of early identification; identifying need at the earliest point and then making effective provision improves long-term outcomes for the pupil.

2.2 Teaching and support staff, supported by middle and senior leaders, make regular assessments of progress for all pupils, which seek to identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- Is significantly below that of their peers starting from the same baseline
- Fails to match or better the pupil's previous rates of progress
- Fails to close the attainment gap between the pupil and their peers
- Widens the attainment gap

2.3 St Benet Biscop Catholic Academy ensures all staff who work with young children are alert to emerging difficulties and respond early. In particular, parents know their children best and it is important that all practitioners listen and understand when parents express concerns about their child's development.

2.4 St Benet Biscop Catholic Academy also listens to and addresses any concerns raised by children themselves.

### **3. Definition**

3.1 For the purpose of this policy, a pupil is identified as having SEND if he/she has a:

- Significantly greater difficulty in learning than the majority of others of the same age
- A disability or health condition which prevents or hinders him/her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

3.2 Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.<sup>1</sup>

3.3 When reviewing and managing special educational provision there are four broad areas of need and support which give an overview of the range of needs that should be

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<sup>1</sup> Equality Act 2010, section 6(1)



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

planned for. St Benet Biscop Catholic Academy reviews how well equipped we are to provide support across these areas:

### **3.4 Communication and interaction**

3.4.1 Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to or they cannot understand what is being said to them, or they do not understand or use social rules of communication, the profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

3.4.2 Children and young people with ASD are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

### **3.5 Cognition and learning**

3.5.1 Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate intervention.

3.5.2 Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties, as well as a physical disability or sensory impairment.

3.5.3 Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

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

3.6.1 These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained.

3.6.2 Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

### 3.7 Sensory or physical needs

3.7.1 Impairments which prevent or hinder people from making use of the educational facilities generally provided, such as vision impairment (VI), hearing impairment (HI) or a multisensory impairment, diabetes, epilepsy and cancer, are included under the definition of disability, but children with such conditions do not necessarily have SEN.

3.7.2 These conditions can be age-related and can fluctuate over time.

3.7.3 A pupil with a disability is covered by the definition of SEND if they require special educational provision.

3.8 Under the Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:

- A tendency to set fires
- A tendency to steal
- A tendency to commit physical or sexual abuse towards others
- Exhibitionism
- Voyeurism
- Tattoos and piercings

### 4 Children with specific circumstances

4.1 **Looked after children:** Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA. The school recognises that children that have some form of SEN are more likely to be 'looked after'.

4.2 St Benet Biscop Catholic Academy has a designated member of staff for looked after children (LAC).

4.3 **English as an Additional Language (EAL):** The school gives particular care to the identification and assessment of the SEN of children whose first language is not English. It is necessary to consider the pupil within the context of their home, culture and community. Where there is uncertainty about an individual pupil, the school makes full use of any local sources of advice relevant to the ethnic group concerned.

4.4 St Benet Biscop Catholic Academy appreciates that a lack of competence in English is not equated with learning difficulties. At the same time, when children who have EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties. The school looks carefully at all aspects of a pupil's



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of the language that is used there or arise from SEN.

### **5 Objectives**

6.1 St Benet Biscop Catholic Academy plans to achieve the core aims of this policy by achieving the following strategic and measurable objectives:

- To follow the graduated approach outlined in the SEND Code of Practice
- To monitor the progress of all pupils in order to aid the earliest possible identification of SEND

### **6 Admissions**

6.1 The school will ensure it meets its duties under the School Admissions Code by:

- Not refusing admission for a child that has named the school in their education, health and care (EHC) plan
- Considering applications from parents of children who have SEND but do not have an EHC plan
- Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs
- Not refusing admission for a child on the grounds that they do not have an EHC plan
- Adopting fair practices and arrangements in accordance with the School Admissions Code for the admission of children without an EHC plan

6.2 Arrangements for the fair admissions of pupils with SEN are outlined in the Admissions Policy on the school website

### **7 Roles and Responsibilities**

**7.1 The local governing committee has a responsibility to:**

- Engage fully with pupils with SEND and their parents/carers when drawing up policies that affect them in school
- Identify, assess and make provision for all children and young people with SEND, whether or not they have an EHC plan
- Endeavour to secure the special educational provision called for by a pupil's SEND
- Designate an appropriate member of staff to be the special educational needs coordinator (SENCO) and have responsibility for coordinating provision for pupils with SEND

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Appoint a designated teacher for looked after children, where appropriate
- Make reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability
- Take necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised
- Prepare the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the school for pupils with disabilities
- Prepare the accessibility plan showing how the school intends to progressively improve access over time
- Publish annual information, setting out the measures and facilities to assist access for pupils with disabilities
- Publish annual information about the arrangements for the admission of pupils with disabilities, the steps taken to prevent pupils being treated less favourably than others, the facilities provided to assist pupils with SEND, and the school's accessibility plan
- Develop complaints procedures which, along with the details about appealing to the SEND tribunal, will be made known to parents/carers and pupils through a single point of access
- Provide suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan
- Ensure arrangements are in place at school to support pupils at school with medical conditions
- Cooperate with the LA in drawing up and reviewing the Local Offer
- Appoint an individual governor or sub-committee to oversee the school's arrangements for SEND
- Prepare the SEND information report and publish it on the website

### **7.2 The Headteacher has a responsibility to:**

- Ensure that those teaching or working with pupils with SEND are aware of their needs, and have arrangements in place to meet them
- Ensure that teachers monitor and review pupils' progress during the course of the academic year
- Co-operate with the LA during annual EHC plan reviews
- Ensure that the SENCO has sufficient time and resources to carry out their functions
- Provide the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities, in a similar way to other important strategic roles within school
- Appoint a designated teacher for looked after children who will ensure that the needs of the pupil are fully understood by the relevant school staff
- Regularly review the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements





## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Ensure that teachers understand the strategies to identify and support vulnerable pupils and possess knowledge of the types of SEND most frequently encountered
- Ensure that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with SEND
- Take steps to ensure that parents/carers are actively supported in contributing to needs assessments, and developing and reviewing EHC plans
- Establish and maintain a culture of high expectations and include young people with SEND in all opportunities available to other pupils
- Consult health and social care professionals, pupils and parents/carers to ensure the needs of children with medical conditions are effectively supported
- Keep parents/carers and relevant teachers up-to-date with any changes or concerns involving the pupil
- The head teacher reserves the right to delegate the above duties to the most appropriate staff.

### **The SENCO has a responsibility to:**

- Be a qualified teacher
- Enrol in the National Award in Special Educational Needs Coordination within one year of appointment, where they have not previously acted as SENCO at another school for longer than 12 months. The National Award must be a postgraduate course accredited by a recognised higher education provider
- Collaborate with the local governing committee and head teacher, as part of the school leadership team, to determine the strategic development of SEND policy and provision in the school
- Work with the school governors and the head teacher to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Undertake day-to-day responsibility for the operation of the SEND policy
- Coordinate the specific provision made to support individual children with SEND, including those with EHC plans
- Advise on a graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Liaise with the parents/carers of pupils with SEND
- Liaise with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Be a point of contact with external agencies
- Liaise with potential future providers of education to ensure that the pupil and their parents/carers are informed about options and a smooth transition is planned
- Provide professional guidance to colleagues and work closely, in a team approach, with staff members, parents/carers and other agencies



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Be familiar with the provision in the Local Offer and be able to work with professionals providing a supporting role to the family
- Ensure, as far as possible, that pupils with SEND take part in activities run by the school, together with those who do not have SEND
- Ensure that the school keeps the records of all pupils with SEND up-to-date
- Inform the parents/carers of pupils with SEND that SEND provision is being made where the pupil does not have an EHC plan
- Identify any patterns in the identification of SEND within the school and in comparison with national data
- Support the subject teacher in the further assessment of a pupil's particular strengths and weaknesses, and advise on effective implementation of support
- The SENCO has the discretion to delegate the above the duties to the most appropriate member of staff.

### **7.4 Subject teachers have a responsibility to:**

- Plan and review support for their pupils with SEND on a graduated basis, in collaboration with parents/carers, the SENCO and Year Teams, and, where appropriate, the pupils themselves
- Set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment
- Plan lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving, and every pupil with SEND will be able to study the full curriculum
- Be responsible and accountable for the progress and development of the pupils in their class
- Be aware of the needs, outcomes sought, and support provided to any pupil of SEND with whom they are working
- Keep the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern. The relevant figures of authority include the Senior Leadership Team, the Heads of Progress, Student Support Managers, Subject Leaders, the SENCO and Assistant SENCO.

## **8 Involving pupils and parents/carers in decision-making**

8.1 Parents/carers of pupils with SEND are encouraged to share their knowledge of their child; the school will aim to give them the confidence that their views and contributions are valued and will be acted upon, wherever practicably possible.

8.2 Parents/carers will be formally notified when the school provides their child with SEND support.



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

8.3 Decisions on whether the school will commission added provisions will be discussed with parents/carers and, when/where appropriate, the pupil involved.

8.4 The planning that St Benet Biscop Catholic Academy implements will help parents/carers, children and young people with SEND express their needs, wishes and goals, and will:

- Focus on the pupil as an individual, not their SEND label
- Be easy for children, young people and their parents/carers to understand and use clear, ordinary language and images
- Highlight the pupil's strengths and capabilities
- Enable the pupil, and those who know them well, to say what they have done, what they are interested in and what outcomes they are seeking in future
- Tailor support to the needs of the individual, wherever practicably possible
- Bring together relevant professionals to discuss and agree together the overall approach

8.5 The school will meet with pupils, and parents/carers of pupils receiving SEND support to set clear outcomes, review progress, discuss activities and support, and identify parental responsibilities when possible.

### **9. Joint commissioning, planning and delivery**

9.1 St Benet Biscop Catholic Academy is committed to ensuring that pupils with SEND are able to achieve their ambitions and the best possible educational outcomes, as well as others such as securing employment and living as independently as possible. The school works closely with local education, health and social care services to facilitate pupils receiving available support.

9.2 St Benet Biscop Catholic Academy assists the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).

9.3 St Benet Biscop Catholic Academy will collaborate with the LA to draw on the wide range of local data-sets about the likely needs of children and young people with SEND to forecast future need, including:

- The numbers and types of settings locally that work with or educate children with SEND
- An analysis of local challenges/sources of health inequalities



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

9.4 Where pupils with SEND also have a medical condition, their provision will be planned and delivered in coordination with the healthcare plan.

9.5 SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

### 10. Funding

10.1 St Benet Biscop Catholic Academy will allocate the appropriate amount of core per pupil and notional SEND budget outlined in the Local Offer for the SEND provision of its pupils.

10.2 Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

### 11. Local Offer

11.1 In the developing and reviewing of the Local Offer the school will adopt the following approach:

11.1.1 **Collaborative:** The school will work with LAs, parents/carers and pupils in developing the Local Offer. The school must also cooperate with those providing services.

11.1.2 **Accessible:** The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to pupils' and parents'/carers' needs. It will be well signposted and well publicised.

11.1.3 **Comprehensive:** Parents/carers and pupils will know what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The Local Offer will include eligibility criteria for services, where relevant, and make it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.

### 12. Graduated approach

12.1 Once a potential SEND has been identified, the school will employ the graduated approach to meeting the pupil's needs by:

- Establishing a clear assessment of the pupil's needs



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Planning, with the pupil's parents/carers, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review
- Implementing the interventions, with the support of the SENCO / Assistant SENCO / Heads of Progress / Subject Leaders
- Reviewing the effectiveness of the interventions, and making any necessary revisions.

### **13. Assessment**

13.1 The school will, in consultation with the pupil's parents/carers, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the school.

13.2 Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and views of the parents/carers and pupil.

13.3 The school will meet its duty to respond to any request for information relating to a statutory assessment within six weeks of receipt.

13.4 The school will gather advice from relevant professionals about the pupil concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.

13.5 In tracking the learning and development of pupils with SEND, the school will:

- Seek the insight of the pupil and their parents/carers
- Set pupils stretching targets
- Track their progress towards these goals
- Review additional or different provision made for them
- Promote personal and social development outcomes
- Base approaches on the best possible evidence, and strive to ensure that they are having the required impact on progress

13.6 Assessments will identify the full range of the individual's needs, not just the primary need.

13.7 Where possible, pupils' needs will be defined under the SEND Code of Practice broad areas of need:

- Communication and interaction



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

13.8 Where a pupil continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents/carers before involving specialists.

### **14. Education health care plans**

14.1 The school will fully cooperate with the LA when research about the pupil is being conducted.

14.2 The school will provide the LA with any information or evidence needed.

14.3 All relevant teachers will be involved in contributing information to the LA.

14.4 If the school decides to implement an EHC plan, the parents/carers and the pupil will be informed, including the reasons for the decision.

14.5 The school will work with the LA to meet its duty to provide parents/carers or the individual pupil with 15 calendar days to consider and provide views on a draft EHC plan.

14.6 If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the LA regarding how the pupil's outcomes will be met through the school's existing provision.

14.7 If the decision is taken not to issue an EHC plan, the parents/carers of the pupil, or the pupil themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.

14.8 The school will admit any pupil that names the school in an EHC plan or EHC needs assessment process.

14.9 The school will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil's needs and that arrangements are in place to meet them.

14.10 All reasonable provisions will be taken by the school in order to provide a high standard of education.

14.11 relevant staff members will keep up-to-date with any necessary training.



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

14.12 Staff will be briefed about any potential problems and a procedure will be put in place to deal with certain situations.

14.13 The school will specify the outcomes sought for a pupil in terms of specific, measurable, achievable, realistic and time-scaled (SMART) outcomes.

14.14 The school will ensure that each pupil's EHC plan includes the statutory sections outlined in the SEND Code of Practice, labelled separately from one another.

14.15 If a pupil's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.

14.16 The school will ensure any EHC plan information is kept confidential and on a need-to-know basis.

14.17 Information regarding a pupil's EHC plan will only be shared with other educational institutes if the pupil is transferring there, in order for the institute to develop an individual education plan (IEP).

14.18 The school will take steps to ensure that pupils and parents/carers are actively supported in developing and reviewing EHC plans.

14.19 When necessary, the school will provide support from an advocate to ensure that pupil's views are heard and acknowledged.

14.20 The school will ensure that parents/carers are consistently kept involved through the implementation of an EHC plan.

### **15. Reviewing an EHC plan**

15.1 St Benet Biscop Catholic Academy will:

- Cooperate to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested
- Ensure that the appropriate people are given at least two weeks' notice of the date of any meeting
- Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents/carers involved at all times
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting
- Cooperate with the LA during annual reviews
- Lead the review of the EHC plan



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- Seek advice and information about the pupil prior to the annual review meeting from all parties concerned, and send any advice to all those invited, at least two weeks in advance of the meeting
- Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan
- Provide the LA and parents/carers with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations
- Clarify to the parents/carers and pupil that they have the right to appeal decisions made

### **16 Transferring between different phases of education**

16.1 An EHC plan must be reviewed and amended in sufficient time prior to pupil moving between key phases of education, to allow for planning and for, where necessary, commissioning of support and provision at the new phase.

16.2 For pupils moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan, including specifying the post-16 provision and naming the institution, must be completed by the 31 March in the calendar year of the transfer.

### **17 SEND tribunal**

17.1 All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the pupil's education suffering.

17.2 In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.

17.3 The school will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the Code of Practice.

17.4 The school will fully cooperate with the LA by providing any evidence or information that is relevant.

17.5 All staff involved in the care of the pupil will cooperate with parents/carers in order to provide the pupil with the highest standard of support and education.





## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

### **18 Supporting successful preparation for adulthood**

18.1 The school will ensure that pupils are supported to make a smooth transition to whatever they will be doing next.

18.2 The school will engage with FE providers, as necessary, to help plan for any transitions.

18.3 The school will transfer all relevant information about pupils to any educational institution they are transferring to.

18.3 If it is in the best interest of pupils, the school may commission alternative provision, in line with any EHC plans in place, for pupils who face barriers to participate in mainstream education.

18.4 The school will take an active role in preparing pupils with SEND for their transition into adult life, preparing them to achieve their ambitions, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.

18.5 The school will ensure that it meets its duty to secure independent, impartial careers guidance for pupils in Years 7-13.

### **19 Data and record keeping**

19.1 The school will:

- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management system to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEND

19.2 The school keeps data on the levels and types of need within the school and make this available to the LA.

19.3 The SEND information report will be prepared by the local governing committee, and will be published on the school website.

### **20 Confidentiality**

20.1 The school will not disclose any EHC plan without the consent of the pupil's parent/carers, with the exception of disclosure:



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

- To a SEND tribunal when the parents/carers appeal, and to the Secretary of State under the Education Act 1996
- On the order of court for the purpose of any criminal proceedings
- For the purpose of maladministration under the Local Government Act 1974
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children
- To Ofsted inspection teams as part of their inspections of schools and the LA
- To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in higher education
- To the head teacher (or equivalent position) of the institution at which the pupil is intending to start their next phase of education

### **21 Resolving disagreements**

21.1 St Benet Biscop Catholic Academy is committed to resolving disagreements between pupils and the school. In carrying out our duties we:

- Support early resolution of disagreements at the local level
- Explain the independent disagreement resolution arrangements in our Complaints Policy

#### **Arrangements for handling complaints from parents of children with SEN about the provision in school.**

- Parents/carers should raise the concern initially with the SENCO, Assistant SENCO, Form Tutor, Student Support Manager for that Key Stage or the Head of Progress as appropriate. The school will ensure that informal complaints are resolved within 10 working days of being raised.
- Parents/carers should raise a complaint using the Academy complaints procedure if an informal complaint has not been resolved or for more serious dissatisfaction.
- Complaints about the SENCO should be made directly to the Headteacher.

### **22 Publishing information**

22.1 The school will publish information on our website about the implementation of our SEND Policy.

22.2 The local governing committee will publish details of the SEN Information Report on the website.

22.3 The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.



## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY**

### **23 Monitoring and review**

23.1 The policy is reviewed on an annual basis by the head teacher in conjunction with the local governing committee; any changes made to this policy will be communicated to all members of staff.

23.2 All members of staff are required to familiarise themselves with this policy as part of their induction programme.