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**The Hurlingham Academy**  
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# SEND & Inclusion Policy



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## **Abbreviations:**

SENDCo – Special Educational Needs Coordinator  
ASENDCo – Assistant Special Educational Needs Coordinator  
LSA – Learning Support Assistant  
AEN – Additional Educational Needs  
SEND – Special Educational Needs and Disabilities  
EAL – English as an Additional Language  
CL – Cognition and Learning  
SLC – Speech, Language and Communication  
SEMH – Social, Emotional and / or Mental Health  
PD – Physical Disability  
EAA – Exam Access Arrangements

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This document is in compliance with the following relevant legislation:

- Section 69(2) of the Children and Families Act 2014
- Regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014
- Section 6 of the 'Special educational needs and disability code of practice: 0-25 years'

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## **1. Introduction**

The aim of The Hurlingham Academy is to maximise the academic attainment and personal achievement of all students, and to create a culture of achievement in which all students can thrive. The school aims to provide a broad and balanced curriculum which is seen as an entitlement and should be accessible to all students regardless of their abilities.

It is the responsibility of all teachers to respond to student's diverse learning needs and to make provision within their planning and delivery to meet these needs.

The Inclusion Team, led by the Assistant Principal (Inclusion) and SENCo, have a responsibility to assist this planning and delivery and to provide additional support where needed beyond that offered in the classroom.

Students may have special educational needs at any time during their school experience. This policy ensures that the curriculum planning and assessment for students with special educational needs takes account of the type and extent of the difficulty experienced by the pupil.

## **2. Aims**

- 2.1 Create an environment that meets the special educational needs of each student by offering full curriculum access, or a sufficiently differentiated curriculum to allow inclusion at each of the key stages.
- 2.2 Identify the roles and responsibilities of staff in providing for children with special educational needs and disabilities.
- 2.3 Ensure parents/carers play a vital role in their child's education, recognising their knowledge of their child and encouraging involvement in the decision making and support offered.
- 2.4 Take student views into account when planning inclusion strategies. All students will be encouraged to participate in their own target setting and monitoring of their progress.

## **3. Objectives**

- 3.1 Meet each pupil's SEND by thorough assessment, provision of appropriate resources, close monitoring and evaluation of pupil progress, along the continuum of needs and provision.
- 3.2 Encourage parents/carers to support their child by keeping them fully informed of their child's progress and to encourage their involvement through the review and target setting process.

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- 3.3 Give the opportunity for all students to have their particular learning needs met within the classroom setting, in teaching groups with their peers.
- 3.4 Recognise that all staff have a responsibility for students with SEND, and must respond to the challenge of meeting these needs, through differentiation of resources. Staff will employ a variety of teaching styles and recognise student preferences in order to give all students the opportunity to succeed.
- 3.5 Raise self-esteem through the use of positive reinforcement.
- 3.6 Define procedures so that all staff are informed about the revised Code of Practice (2014) and its requirements.
- 3.7 Ensure that systems are in place to monitor and assess students with SEND.
- 3.8 Disseminate essential information to teachers to inform their planning.
- 3.9 Ensure access to other school initiatives that will enhance pupil achievement at school.
- 3.10 Use the expertise of external agencies to support and inform the learning of SEND students.

#### 4. Defining Inclusion and the legal framework

- 4.1 **Inclusion** is a practice whereby all students attend mainstream classes, with classroom practice adapted to suit individual needs. Through a '*graduated approach of Assess, Plan, Do, Review... all teachers are teachers of SEND.*' Schools **'must'**
  - *use their best endeavours to make sure that a child with SEND gets the support they need – this means doing everything they can to meet children and young people's SEND*
  - *ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND*
- 4.2 There are FOUR umbrella categories of SEND need:
  - Cognition and Learning (CL)
  - Speech, Language and Communication (SLC)
  - Social, Emotional and Mental Health (SEMH)
  - Physical Disability (PD)
- 4.3 The school receives a yearly 'notional SEND budget' based on the number of students with a current SEND intervention and the type of need they are currently experiencing.
- 4.4 It is the schools' responsibility to allocate sufficient funds from the notional SEND

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budget to support the needs of a given student's SEND. Anything above and beyond a cost of £6000 can be claimed from a short term contingency fund.

- 4.5 Where a student's SEND needs are significant, an **Education, Health and Care Plan (EHCP)** can be sought. Where successful the school will receive appropriate top-up funding from Hammersmith and Fulham Borough to finance the support needed.
- 4.6 These EHCPs replace the previous system of Statements of Special Educational Need. They offer a joined up approach between education, health and care providers, and place the needs and views of the student and the parent at their heart.
- 4.7 Conversion from Statement to EHCP happens at the end of each Key stage: Year 6, Year 9 and Year 11.
- 4.8 The school must conduct annual reviews for any student with a Statement of SEND or an EHCP, with progress mapped, targets reviewed and new targets set.
- 4.9 At The Hurlingham Academy, we recognise that all students have individual needs most of which can be met through effective differentiation in the classroom. However, there will be some students whose needs are such that they require extra provision/support.

## **5. Roles and Responsibilities**

5.1 The Executive Principal will:

- Have overall responsibility for the provision for students with Special Educational Needs and Disabilities.
- Keep the Governing Body fully informed.
- Work closely with the Assistant Head Teacher for Inclusion, the SENCo and The Inclusion Team.

5.2 The Assistant Head Teacher Inclusion and SENCo will:

- Manage the identification, intervention and progress of students with additional needs and disabilities and maintain an Inclusions Intervention Register.
- Attend and contribute, when necessary to Annual Reviews, for students with statements/EHC plans.
- Use information provided by Parents, Primary schools, SATs results, CAT scores, Fischer Family Trust and other data available to ensure students requiring extra support are provided for appropriately.
- Co-ordinate provision for students with SEND.
- Maintain an Inclusion Register and oversee the records of all students with SEND.
- Disseminate relevant information of students with SEND to all parties.
- Liaise with parents and external agencies.
- Be responsible for referrals to outside agencies.
- Liaise with and advise colleagues.
- Contribute to the in-service training of all staff.

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- Oversee the work of the Learning Support Assistants.

### 5.3 Heads of cross curricular departments:

- Are responsible for ensuring that the schemes of work, teaching methods and teaching materials offer the greatest opportunities for providing a broad and balanced curriculum to all students, including those with SEND.

They ensure:

- Their curriculum areas use the baseline testing information to inform appropriate differentiation.
- Assessment data is used rigorously to deliver appropriate material for identified students.
- Lesson plans reflect the needs of identified students.
- 'Shared expectations' are discussed and acted on by teachers and LSAs at termly intervals throughout the year.

### 5.4 Learning Support Assistants:

- Support students with SEND in whole class lessons, in withdrawal group work, and in one to one sessions, depending on need.
- Act as a 'Mentor' to targeted students.
- Meet regularly with teachers to discuss and plan strategies for differentiation.
- Have support agreements with teachers clearly outlining roles and expectations.
- Provide individual/group programmes of work to meet the needs of students with SEND.
- Monitor student progress, keeping up to date records of progress against targets set.
- Contribute to writing and reviewing of targets for students with statements/EHC plans.
- Liaise with parents in monitoring and developing appropriate support for their children.
- Contribute to reports for annual reviews for students with statements/EHC plans and attend annual review meetings when appropriate.
- Liaise with other agencies when appropriate.
- Report to the SENCo regularly on pupil progress and curriculum issues.
- Work collaboratively with the learning mentors to ensure consistency of support for students requiring additional support for emotional/behavioural difficulties.

### 5.5 All Staff:

- Make every effort to ensure full access to the curriculum for students with SEND.
- Ensure that the classroom environment is supportive.
- Plan lessons and series of lessons using information provided by the Inclusion Department and referring to class baseline data and Personalised Learning Plans.
- Provide information regarding students' progress as required.

## 6. Admissions Arrangements

- ### 6.1
- All students are admitted to the academy according to the academy's Admission Criteria.

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6.2 All staff ensure that students with SEND can join in the activities of the academy, together with other students.

## **7. Transition support**

7.1 Students' successful transfer to the academy is supported in the following ways:

- A parent/pupil interview to determine any previous or continuing SEND.
- An Induction Day.
- Early start for Y7 in the Autumn Term.
- Information is sought from feeder primary schools regarding students previously identified as having SEND, together with any other relevant information, including attendance, medical conditions etc.
- Liaison with external agencies (e.g. SALT, EP)
- Where possible visits are made by the Assistant SENCo to local primary schools in the summer term.
- Where necessary, a robust Transition Plan will be drawn up by the Assistant SENCo to facilitate the smooth transition of vulnerable pupils.
- The Assistant SENCo will endeavour to attend Year 6 Annual Reviews.

7.2 Information collected about newly arrived students is disseminated to staff and used to place students in the most supportive Tutor group, ensuring they have the fullest access to a broad and balanced curriculum.

7.3 Students may be directed to the Hurlingham Academy if it is the named school in Section IV of a pupil's EHCP of Special Educational Needs. All EHCPs of students who are requesting placement at The Hurlingham Academy are considered by a panel in the year prior to admission and the Authority notified of the outcome.

7.4 The Hurlingham Academy is committed to ensuring that applications from disabled students and their families are treated favourably, and that all reasonable steps are taken to include them alongside their peers.

## **8. Identification, Assessment and Review Procedures**

8.1 A graduated approach is used to identify, assess and provide for students with SEND (Code of Practice 2015).

The early identification of SEND is desirable to minimise difficulties later. The process is on-going but concerns may be identified at any time in the students' school career, from any of the following sources:

- Information gained at primary/secondary transfer
- Baseline testing – CAT4 tests, reading, spelling tests
- Concerns raised by external agencies

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- Concerns raised by students themselves
- Concerns raised by parents
- Referral from class teachers, form tutor, SEND teacher, learning support assistants
- Regular on-going teacher assessment

8.2 Once a pupil has been identified as having SEND, he/she is assigned SEND support and the intervention recorded on the Inclusion register. The SENCo takes responsibility for gathering information and for offering advice and strategies to inform teachers on differentiated planning for students with SEND in the classroom.

8.3 **WAVE 1 INTERVENTION:** It is recognised that all teachers are teachers of SEND, and therefore need the skills to identify individual learning needs and to plan appropriate lessons which enable all students to be able to experience success. Teachers observe, assess and monitor students' progress to ensure that they are making progress. If a pupil is not making adequate progress, then he/she follows a graduated programme of intervention. The class teacher differentiates the work according to needs and employs support strategies within the classroom. A student may benefit from some extra intervention for a short period of time, progress may improve and intervention may no longer be deemed necessary.

8.4 **WAVE 2 INTERVENTION:** If a student's progress continues to be of concern to teachers and parent/carers and the learning gap is widening further between student and peers, it may be necessary to involve other agencies for advice and support for implementing a more 'tailor made' approach to support. In this instance the student is placed on our SEND register as having SEND support. Progress is monitored carefully and reviewed regularly to ensure the support it fit for purpose.

8.5 Not making expected progress is defined as:

- Makes little or no progress even when teaching approaches are targeted, particularly in a child's area of weakness.
- Shows signs of difficulty developing literacy or mathematical skills, which result in poor attainment in some curricular areas.
- Presents persistent emotional or behavioural difficulties, which are not ameliorated by the behaviour management techniques usually used in school
- Has sensory or physical problems, and continues to make little or no progress, despite the provision of specialist equipment
- Has communication and /or interaction difficulties, and continues to make little or no progress, despite the provision of a differentiated curriculum.

8.6 Intervention at this stage may include:

- LSA in class support
- LSA after school support
- Mentoring
- Reading Recovery Intervention
- Literacy/Numeracy intervention
- Reading buddy
- Counselling



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- Transition group
- Social skills group
- Friendship group
- Wellbeing group
- SEAL – Social and Emotional Aspects of Learning Programme
- Touch Typing
- Handwriting
- Special Exam Access Arrangements

8.7 If the child makes expected progress over a given time, he/she will no longer be deemed as needing SEND support.

8.8 **WAVE 3 INTERVENTION:** If the student continues to make little or no progress, despite receiving an individualised programme and considerable reviewing of strategies, the school may request a full assessment of a student's needs by all professionals. A request for an EHCP may then be considered in agreement with the parents/carers (see 4.5 to 4.8 above)

## 9. Students with English as an Additional Language

9.1 EAL is not considered a Special Educational Need, rather an additional educational need and is covered by our EAL Inclusion policy. However, those who are receiving either ACCESS classes at beginner level, or academic language classes to promote the development of curriculum focused language skills at a more moderate level of proficiency are included on our Inclusion Register, and teachers offered support in how to provide differentiated support during lessons.

9.2 Likewise, those who have underlying SEND that impacts on the speed at which they develop English skills and / or their progress across the curriculum are included on the Inclusion Register. If a student is suspected of having an underlying SEND a first language assessment is sought, in the first instance. The student is also assessed by our specialist literacy and numeracy teacher in the same way as any other student we suspect to have this kind of SEND. Once a need is established the student is covered by our inclusion policy.

Date of last	September 2016	Review period	1 year
Date of next	September 2017	Author	John McIntosh
Type of policy	Statutory	Approval	LGB