

Special Educational Needs and Disability (‘SEND’) Policy

This policy complies with Keeping Children Safe in Education 2023.

Primary person responsible for this document: Head of Learning Support

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Vision/Mission Statement

DLD College Mission Statement

“To provide a safe and stimulating learning environment, which maximises individual potential and ensures every student is well equipped to meet future challenges”

Background

A young person with special educational needs or disability (SEND) is one who may not be able to gain full access to the curriculum offered to the majority. Their needs will be identified as:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health (SEMH)
- Physical and/or sensory

National figures in January 2024 indicate that around 18.4% of school age students have special educational need support. Generally, they will exhibit a discrepancy between expected performance and actual performance. Irrespective of their intellectual ability, specific challenges may inhibit their ability to work to their potential.

This policy clarifies the approach we take to accommodating students with SEND challenges and supporting them in maximising their potential.

Legal framework

This policy is provided in accordance with the Children and Families Act 2014, as well as other legislation and associated regulations relating to children and young people with special educational needs and disabilities (SEND). These include:

- SEND Code of Practice: 0-25 years (January 2015)
- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets) Regulations 2014 in relation to Education Health and Care Plans
- Equality Act 2010
- Mental Capacity Act 2005

Definition of Special Educational Needs and Disabilities (SEND)

We consider a child as having SEND if they have an **additional need and/or disability**, which calls for **special educational provision** to be made for them because they:

- Have an identified significantly greater difficulty in learning than the majority of children of the same age,
- Have a disability, which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.
- It is important to distinguish between identified special needs and low ability.

Special Educational 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.

A student will not be regarded as having an additional need solely because their home language is different from that in which they are taught. We may recommend that some students, whose first language at home is not English, receive support in English as an Additional Language (see our EAL policy).

We recognise that many students will have additional needs at some time during their educational career, which may not be deemed to be ongoing and may only be short term. It is also recognised that some students will have long-term additional needs. We believe that by implementing this policy their needs may be appropriately supported in order for them to achieve to the best of their abilities.

The following acronyms are used in this document:

- IEP – Individual Education Plan
- AfL – Assessment for learning
- DSL – Designated Safeguarding Lead
- EHCP – Education, Health and Care Plan
- ELT – Executive Leadership Team
- HoD – Head of Department
- LSA – Learning Support Assistant

Admissions policy in relation to Neurodivergent needs and/or disabilities

We are firmly committed to inclusivity and to giving every student the best possible start in life. Irrespective of their additional needs or disability, we consider all students for admission to the College who have the ability and aptitude to access an academic curriculum. Students whose additional needs and/or disability are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the College (and preferably prior to application):

- Parents must disclose to the College any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The College reserves the right to

subsequently withdraw any place offered based on incomplete disclosure of known or suspected neurodivergent needs and/or disabilities.

- Based on such disclosure, the College will confirm whether or not it is able to fully meet the needs of the child/young person.

Where a student's additional need and/or disability is identified, or develops, after the student has started at the College, we will endeavour to continue support the student as long as:

- a) We have the appropriate resources and facilities to provide them with the support they require, and,
- b) We believe it is in the best interest of the child/young person and of the College community to remain at the College.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the College. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Principles and aims

We aim to:

- Raise the aspirations of and expectations for all students with additional needs and/or disabilities, by providing a focus on outcomes and not simply hours of provision or support
- Ensure that all students have access to a broad and balanced curriculum.
- Provide learning which is differentiated according to the needs and abilities of the individual.
- Promote sensitivity and responsiveness to additional needs and disabilities throughout the College
- Encourage students with additional needs and/or disabilities to take as full a part as possible in all College activities.
- Educate students with additional needs and/or disabilities, whenever possible, alongside their peers within the mainstream curriculum.
- Provide effective communication with the parents regarding their child's/young person progress and attainment, and to recognise and encourage the vital role played by parents in supporting their child's/young person education.
- Stimulate and maintain curiosity, interest and enjoyment for students with additional needs and/or disability in their own education, setting themselves aspirational personal targets, and ensuring that they are involved, where practicable, in decisions affecting their future special educational provision.

Objectives

To fulfil our aims, our objectives are:

1. Establish provision for students who have additional needs and/or disability.
2. To work within the guidance provided in the SEND Code of Practice, 2015.
3. To operate a “whole student, whole school” approach to the management and provision of support for special educational needs and disability.
4. To provide a Head of Learning Support who will implement the SEND Policy.
5. To provide support and advice for all staff working with students with additional needs and disabled students.

Section 2

Identification, Assessment and Provision

We recognise the importance of early identification of SEND. Evidence shows that early intervention and response improves the long-term outcomes for students.

A student may become known to the Learning Support Department through:

- Admission procedures
- Initial meeting with the Head of Learning Support during enrolment
- External tests and exams
- Inconsistencies in either YELLIS or ALIS tests or current attainment: these are Year 11 Information Systems and A Level Information Systems software tests.
- Expression of parental concerns
- Teacher or support staff concern and/or referral
- Student self-referral
- Specialist assessments undertaken by external educational psychologists
- Specialist assessments undertaken by the Learning Support department

At the same time, we will consider whether a student has a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made and whether we can reasonably accommodate and support these needs effectively.

High quality teaching, differentiated for individual students, is the first step in responding to those who have or may have additional needs and/or disability. Additional support cannot compensate for the lack of good quality teaching. Reviews of the quality of teaching will include teacher's understanding of strategies to support students with diverse needs.

The needs of students and provision they receive will be assessed and regularly reviewed through a range of indicators:

- The outcome of standardised assessments
- The outcome of internal school/college exams
- Concerns raised by parents, the student and outside agencies and to take account of any information that they provide (for example Educational Psychologist, Occupational Therapist or Speech and Language reports)
- Behaviour data
- Regular in-class and/or subject assessments.
- Annual reviews for students with EHCPs

NOTE:

Persistent disruptive or withdrawn behaviour do not necessarily mean that a child has an additional need and/or disability. If there are concerns, a brief on-line assessment will be made by the Head of Learning Support and the College team working with the student, to try to determine if there are causal factors such as undiagnosed learning, communication or mental health difficulties. Parents will be consulted on whether an additional investigation through a specialist assessment is required. In any instance, it may be that a multi-agency approach might be most appropriate and therefore considered.

Specialist provision will be based on all information received, but initially through our own in-college student progress data and teacher views or concerns. Additional information, such as private assessments, will not be the main data used, as this is not available for all students, but will be used in conjunction with our own data.

Once the appropriate assessments have taken place, a decision will be made whether a student has a neurodivergent need and/or disability based on the SEND Support Frameworks (see Appendices) in one or more of the 4 'broad areas of need' as outlined above:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory or Physical Needs

Finally, a student's level of diverse need will be recorded on the SEND Register, accessible to all teachers via the staff intranet. The SEND Register records an overview of each student's needs and current support in place. The register is a working document that is updated termly with consultation between the Learning Support department and class teachers.

The level of provision is recoded both on the SEN Register and SIMs using the following codes:

SIMS Code	Level of Provision	Description
E	EHCP	Entitles student to statutory support as outlined on EHCP.
K	SEN Support	Students may receive 1:1 Support (at least 1 x 35 min weekly) from the department in addition to classroom differentiation.
M	SEN Monitoring	Where applicable, student has an initial meeting with Head of Learning Support. Following this, training delivered to staff about how to meet needs of the student in classroom and Head of Learning Support regularly monitors student progress through liaison with teaching staff and observation.
0	SEN Support no longer needed	This code is used when students previously monitored are discharged from the Learning Support Department and no longer appear on the SEND Register

Provision

Special Educational Provision means:

- *Educational or training provision that is additional to, or different from, the educational provision made generally for children of the same age... SEND Code of Practice, 2015*

Where a student is identified as having an additional need and/or disability, action will be taken to remove the barriers to learning. This support will take a four-part cycle, known as the 'graduated approach'. The four parts to the cycle are: Assess, Plan, Do, Review (SEND Code of Practice 2015 – See Appendices).

If any additional support, over and above that of the normal curriculum, is to be provided, parent/carers will be informed.

Specialist provision may take a number of forms that are specifically appropriate to support the identified individual needs of a child.

Individual Education Plans (IEPs) and Student Passports, will be available to all staff via the staff intranet.

Students on the SEND register and who receive additional support or intervention, will have their progress monitored within the targets of their group or individually. This is over and above the school-wide progress tracking.

Individual Education Plans and Student Passports

If a student has significant additional needs targets will then be detailed within an Individual Education Plan (henceforth referred to as IEP) or a Student Passport.

SMART Targets will be used on the IEP/Student Passport:

- *Specific* – target a specific area for improvement
- *Measurable* – quantify or at least suggest an indicator of progress
- *Assignable* – specify who will do it
- *Realistic* – state what results can realistically be achieved, given available resources
- *Time-related* – specify when the result(s) can be achieved

The new IEP or Student Passport will be made available to all staff working with the student via the staff intranet and also given to the parents/carers.

Any student with an Education Health and Care Plan (EHCP) will have the recommendations within the plan followed. Additionally, an annual review will be held between the Head of Learning Support, personal tutor, parents, Local Authority representative and any other specialists to assess progress and current needs in order to ensure their welfare and the continued successful provision of their education.

Reasonable Adjustments for Examinations

We believe in best practice. Therefore, the Joint Council for Qualifications (JCQ) guidelines for the implementation of reasonable adjustments is followed within our College and for all our internal exams.

In practice this means that whilst advice and recommendations may be given in external specialist reports, it may not always be possible to follow these if the assessment results data does not fall within the limits set down by the JCQ. However, we will enforce reasonable adjustments in examinations, as recommended by a specialist report (e.g. Educational Psychologist), that are supported by the evidence of standardised data, and teacher feedback which fall within the JCQ guidance.

Involving Specialists

Where a student continues to make less than expected progress due to an additional need and/or disability, despite the use of an evidence-based approach and well-matched interventions, we may recommend consultation, assessment and support from outside agencies (for example Speech and Language or Occupational Therapy). Equally, parents/carers are advised to involve the college if specialist provision is sought privately.

Equal Access

The college has step-free access and a lift is available for students unable to climb stairs. Some science laboratories have height-adjustable tables for wheelchair users. There are wheelchair accessible toilets on all teaching floors. The college is committed to the integration of students with a wide range of needs, and their involvement in the whole life of the college in line with our Equal Opportunities Policy.

All teaching and non-teaching staff are responsible for ensuring that all students, irrespective of ethnic origin, sexual orientation and social circumstances have access to the whole curriculum and the opportunity to make the greatest progress possible in all areas of the curriculum while at our college.

All teachers should be aware of the individual and differing needs of the students and have access to individual records via iSAMS and the staff intranet. The Head of Learning Support will ensure that when an external report is received, a language accessible summary is provided for the teaching staff of that student, with practical suggestions where possible.

Resources

The responsibility for determining the amount of resource for SEND lies with the college Executive Leadership Team who will seek advice from the Head of Learning Support.

The Head of Learning Support is a budget holder receiving an annual allocation of the overall budget.

The resources for SEND are used to provide specific training on SEND and specialist resources. The costs of the Head of Learning Support are met from the main college budget.

The Head of Learning Support has the key responsibility for determining the allocation of these resources in consultation with the Executive Leadership Team and may also consult the rest of the staff regarding areas of need within the classroom.

Professional Development

All staff in the school/college will be provided with general or specific training or information on meeting the diverse needs within their classroom.

The Learning Support department should be given the appropriate opportunities to attend external courses to keep abreast with current expertise and thinking in order to best address learning support issues and support students with diverse learning needs.

The Head of Learning Support should be aware of relevant courses relating to SEND which staff can request access to and The Head of Learning Support can advise as necessary. All staff have access to training. Attendance on courses is usually planned in relation to staff need and decisions about staff development are based on this.

Occasionally, specialised training will be necessary to support the needs of a particular student. This will be provided to those staff most directly involved with the student.

There is an expectation that staff who receive training will disseminate their knowledge to others to benefit all working with SEND students.

Roles and Responsibilities

Please see appendix 1.

Communication and Collaboration – Partnership with Parents/Carers

We will ensure that all parents/carers are fully informed of any SEND their child may have.

Partnership with parents/carers plays a key role in promoting a culture of co-operation. This is important in enabling students with additional needs and/or disabilities to achieve their potential.

Parents/carers hold key information and have a critical role to play in their child's education. They have knowledge and experience to contribute to the shared view of a student's needs. We actively seek to work with parents and value the contribution they make.

Parents/carers may be expected to:

- Recognise and fulfil their responsibilities playing an active and valued role in their child's education by in supporting their child's diverse needs.
- Alert the college to any concerns they have about their child's learning or provision.
- Fulfil their parental obligations to their child. This will usually be done through: Parent Consultations/Meetings (informal or formal); IEP/Student Passport reviews and annual reviews.

Parents/carers may expect to:

- Be informed by the college of their child's placement within the SEND framework
- Be informed what support their child is receiving
- Be informed of their child's progress via parent-teacher meetings, college reports, exam results and more informal communications such as email or direct conversation
- Be involved in formulating their child's targets in an IEP/Students is being created
- Have the opportunity to make their views known about how their child is educated at parent/teacher consultation evenings or via direct communication with the child's class teacher or Head of Learning Support.

Student Participation

For individuals with diverse needs, we aim to involve the student in understanding their difficulties and what is needed to overcome them. We also encourage students with additional needs and/or disabilities to make choices about targets and other elements of the SEND process, facilitated by an adult when necessary.

Therefore, as part of the student's specialist provision the college should listen to the views of the student.

Parental Concerns regarding SEND

If any Parent/Carer has concerns, or wishes to make a complaint regarding their child's Special Educational Needs these procedures should be followed:

- Raise initial concerns with the Housemistress or Housemaster and Head of Learning Support. Usually any problem can be dealt with at this stage.
- Arrange a meeting with the Housemistress or Housemaster and Head of Learning Support - ***and if it involves a conflict which cannot be resolved, the Executive Leadership Team should be involved.***

For further details of formal complaints, refer to our Complaints Procedure (available on our website).

Record-keeping and evaluating the success of the policy

Records are kept of the progress of students with additional needs and this policy is reviewed on an annual basis to assess how we are doing. The process of review will involve the Head of Learning Support and the ELT. Review of the policy will consider:

- Any legislative changes
 - The progress made by students with additional needs and/or disability at the college using The Graduated Approach to SEND (see appendix 3)
 - The success of the college at including students with additional needs
 - Any recommendations from internal governance reviews and external inspections
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Appendices

Appendix 1 - Roles and Responsibilities

1) The Governing Body

The governing body seeks to ensure that the needs of all students are met and that the provision made for students with additional needs and/or disabilities both with or without Educational Health and Care Plans, is adequate and secure.

2) The Head of Learning Support will:

- Maintain and keep an up-to-date SEND register on the management information system (SIMS) which can be accessed by all staff.
- Make staff aware of all new students with diverse needs as they arrive in college throughout the academic year and relevant documentation on previously identified students from external agencies as and when it is available.
- Produce student profiles for staff on students with diverse needs which, where necessary, will outline strategies to support that student.
- Ensure that appropriate documentation is kept on the student's file, managing materials with sensitivity and storing them confidentially.
- Provide INSET training for staff on current best practice.
- Liaise with parents and, where necessary, external agencies.
- Work with the Examinations Officer to monitor the support/access arrangements put in place for external and internal assessment for students with neurodivergent needs and/or disabilities.
- Oversee any work with external agencies.
- Oversee the work of teacher support staff.
- Oversee with the Vice Principal the strategic planning and budget for SEND
- Keep an up to date and informed list of all students who identify as SEND
- Where students with diverse needs provide documentation, follow up to ensure that all documentation is kept on the student's file
- Store information securely and, if necessary, responsibly destroy any confidential materials.
- Keep up-to-date records and associated paperwork (liaising as necessary with the administration team and HoDs) in line with JCQ regulation and in preparation for inspection.

3) The Vice Principal (Academic) will:

- Appropriately highlight concerns about student achievement to the HoD's and the Head of Learning Support and implement differentiation strategies, monitor progress and feedback within the timeframe set by Housemistresses and Housemasters.

Ensure that all teachers' planning as far as is reasonably possible, accommodates the various needs of students within the department.

4) Housemasters and Housemistresses will:

- Ensure that, as far as is reasonably possible, these arrangements are followed in internal assessment including mock examinations.
- When a student's progress remains inadequate, despite the strategies put into place, research and implement further intervention and options.

5) Heads of Department will:

- Monitor and evaluate the progress of all students within the department; where student progress is not adequate, to ensure additional or different action is implemented to enable the student to learn more effectively.
- Monitor and offer advice on marking across the department area to ensure that feedback to students is clear and constructive, offering strategies on how to improve and necessary steps to cross grade boundaries.

6) Teachers will:

- Use information on individual students' needs, provided by the Learning Support department to ensure that each student, as far as is reasonably possible, is being catered for adequately in lessons.
- Monitor student performance in order to inform practices, including the implementation of further support strategies.
- Organise class testing in the light of individual student needs and where possible make provisions for access arrangements in class tests.
- Appropriately highlight concerns about student achievement to the HoDs Learning Support department and implement differentiation strategies, monitor progress and feedback within the timeframe set by Housemaster and Housemistresses.

7) Personal Tutors will:

- Monitor student progress in line with the guidance provided by HoDs, encouraging students to set personal targets, relating to their academic study.

8) The Examinations Officer will:

- Ensure that, where feedback is received, students are supported appropriately and within JCQ regulations, throughout the relevant examination period(s)

Appendix 2 - Checklist for Early Detection of SEND

Name of student:

Teacher:

The observations below are of a nature that a teacher would identify quite early.

Criteria	✓
Significant discrepancy between oral and written performance	
Persistent difficulties with spelling easy or common words	
Erratic spelling- has good and bad days	
Difficulty getting ideas down on paper	
Problems putting things in sequential order	
Written work fails to express the student's understanding, ideas or vocabulary	
Easily misreads or miscopies	
Loses place easily when reading or following instructions	
Has difficulty seeing errors- cannot proof-read	
Finds reading new words difficult	
Handwriting may be messy, poorly constructed or immature	
Shows left / right confusion	
Finds it difficult to memorise / remember new facts, new words, and new instructions	
Has trouble generalising or acquiring and applying new rules	
Does not seem to learn by ordinary teaching methods	
May be described as a quick forgetter rather than a slow learner	

NB: Not every student with additional needs and/or disabilities shows all these difficulties, but when a number of difficulties are manifested simultaneously further investigations should be made.

Appendix 3 - The Graduated approach to SEN

We operate a holistic approach for assessing, tracking and monitoring progress. It builds on frequent review in successive four stage cycles: Assess; Plan; Do; Review:



1. Assess (Teacher, Head of Learning Support and External where appropriate)

Students who are not making expected progress will be referred to the Head of Learning Support using the checklist for early identification of additional needs and/or disabilities.

Classroom teachers should communicate any initial concerns about the student to the Head of Learning Support. These concerns can include:

- Behaviour or ability to socialise
- Reading and/or writing
- Concentration levels
- Physical needs or impairments

With parental approval, an educational psychologist or other appropriate specialist may be involved in assessing the student, the results of which will be communicated to parents and all relevant teachers by the Head of Learning Support.

2. Plan (Teacher, Head of Learning Support)

We recognise that differentiation is essential to meet the diverse range of abilities within any class. Class teachers will plan levels of activities so that more able students are stretched whilst others can still cope with lessons and understand the concepts taught. For those students who may not necessarily need their

own learning intervention programme, teachers plan and deliver differentiated material or modify teaching styles and resources used according to individual student's needs. Support and interventions are agreed upon by the Head of Learning Support, teacher, parent and student.

Where an IEP or Student Passport is required it is written and circulated by the Head of Learning Support to provide guidance to classroom teachers. Lessons should be differentiated appropriately based on the IEP or Student Passport. LSAs should mirror the support that the classroom teacher has put in place. There will be frequent communication between the LSA and classroom teacher in order to ensure that the support provided outside of lesson time is meaningful and suitable. The Head of Learning Support communicates to parents about additional needs and/or disabilities. Where appropriate, the Head of Learning Support communicates with the DSL regarding any sensitivities surrounding diverse needs and repercussions on welfare and wellbeing, particularly where cultural attitudes towards diverse needs may be detrimental to the student's welfare.

The IEP will provide details and guidance, including:

- Student name, class, subjects taken
- Strengths and areas for improvement
- Intended outcomes
- Interventions e.g. 1:1 support
- Access arrangements

Available access arrangements include:

- Extra time allowance as suggested by assessment
- Supervised rest breaks
- Use of a word processor
- Large print papers

3. Do (Teacher, LSA)

The classroom teacher remains central to ensuring that the intentions of the IEP are carried through in the classroom on a daily basis. Teachers should use the IEP to:

- Focus on the intended outcomes for the student
- Continuously evaluate the quality of support provided
- Contribute to whole school improvement
- Have high aspirations for every student
- Involve the LSA in planning process as appropriate

Teachers should encourage all students to become independent learners. AfL should be used effectively to increase participation and engagement of students with neurodivergent needs and/or disabilities; suitable support will help improve intended outcomes.

The HoDs will ensure that the schemes of work and resources provided are appropriate to a range of abilities and learning styles.

It must be noted that ensuring correct provisions are made for students with diverse needs is a whole school responsibility. Provisions are student-centred and may change often, in accordance to information revealed from reviews. Staff must be vigilant in keeping up to date with the requirements and intended outcomes for each student with diverse needs.

4. Review (Teacher, LSA, Head of Learning Support)

The purpose of the review is for the classroom teacher, LSA and the Head of Learning Support to discuss whether a student is making adequate progress. Reviews will be frequent and will draw on evidence such as the teacher's assessment and experience of the student, information on student behaviour, and their development compared to their peers. The views of the student and parents will also be considered.

The Head of Learning Support will conduct observations for students with diverse needs to make sure that they are utilising the strategies which have been suggested to them by the teacher and LSA. Feedback from these observations will be discussed with the Head of Learning Support and will inform the review process.

Assess, Plan, Do, Review is a whole college approach to ensuring outstanding progress for students with neurodivergent needs and/or disabilities. Students are central to this approach, and review should be frequent in order for the support to remain effective, personalised and up-to-date.